



**REQUEST FOR PROPOSALS  
FOR  
UNDERWRITING MANAGER AND BROKER**

**Issued by the  
Public Entity Joint Insurance Fund**

**Date Issued:  
October 9, 2019**

**Responses Due by:  
October 25, 2019  
2PM**



**REQUEST FOR PROPOSALS (RFP)  
FOR  
UNDERWRITING MANAGER**

**I. PURPOSE AND INTENT**

Through this Request for Proposals (RFP), the Garden State Municipal Joint Insurance Fund (hereinafter the “Fund”) seeks to engage a vendor as Underwriting Manager for the 2017 fund year commencing January 1, 2020 or upon appointment, whichever is later. The Fund will also consider proposals for the 2021 and 2022 fund years. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq.

**II. PROPOSAL SUBMISSION**

Submit (a) one original paper copy, clearly marked as the “ORIGINAL” plus an electronic copy on CD or flash drive Word format. The proposal must be addressed to:

Public Entity Joint Insurance Fund  
c/o NIP Group, Inc.  
900 Route 9 North / Suite 503  
Woodbridge, New Jersey 07095

The proposal must be received by **October 25, 2019 at 2:00 p.m.**

**Faxed or E-Mailed proposals will NOT be accepted.**

**Any inquiry concerning this RFP should be directed in writing to:**

Madeline Delgado  
Executive Assistant  
Public Entity Joint Insurance Fund  
900 Route 9 North / Suite 503  
Woodbridge, New Jersey 07095

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Fund will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Fund reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in

the proposals. The Fund further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Fund reserves the right to re-solicit proposals.



### **III. GENERAL INFORMATION ON THE FUNCTIONS OF THE FUND**

The Fund is organized pursuant to NJSA 40A: 10-36 to provide property/casualty insurance to its member local units. The Fund also provides its members with a comprehensive risk control and claims management program. The Fund is controlled by Board of Fund Commissioners that annually elects an executive committee. The Fund is regulated by the Department of Banking and Insurance and the Department of Community affairs.

### **IV. MINIMUM QUALIFICATIONS**

See Exhibit A.

### **V. SCOPE OF SERVICES**

See Exhibit B.

### **VI. MANDATORY CONTENTS OF PROPOSAL**

In its proposal, the firm must include the following:

- 1) Contact Information: Provide the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
- 2) A fee proposal for the 2020 fund year. The firm may also include a fee proposal for the 2021 and 2022 fund years.
- 3) An executive summary of not more than three pages identifying and substantiating why the vendor is best qualified to provide the requested services.
- 4) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor. Also include a copy of the data forms required by the Department of Banking and Insurance pursuant to NJAC 11:15 – 2.6 (c) 8.
- 5) A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of similarities with the scope of services required under this RFP.



- 6) A description of resources of the vendor (i.e., background, location, experience, staff resources, financial resources, other resources, etc.).
- 7) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey. Specifically, the vendor must state in its proposal whether or not the vendor is registered as a small business enterprise ("SBE") with the New Jersey Commerce and Economic Growth Commission New Jersey's Set-Aside Program.
- 8) Provide references including the contact names, titles and phone numbers.
- 9) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Fund.

## **VII. INTERVIEW**

The Fund reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Fund reserves the right to request clarifying information subsequent to submission of the proposal.

## **VIII. SELECTION PROCESS**

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, the Fund will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

- (a) The vendor's general approach to providing the services required under this RFP.
- (b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP
- (c) The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
- (d) The overall ability of the vendor to mobilize, undertake and successfully complete the engagement within the timeline. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management,

supervisory and other staff proposed; the vendor's contract management plan, including the vendor's contract organizational chart.



## **IX. SELECTION CRITERIA AND CONTRACT**

The Fund will select the vendor deemed most advantageous to the Fund, price and other factors considered. The contract between the Fund and the selected vendor(s) shall be comprised the contract attached as exhibit A, this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.



## **Exhibit A**

### **Public Entity Joint Insurance Fund**

#### **Minimum Qualifications**

Applicant vendors must establish that they meet the following minimum qualifications:

##### **Underwriting Manager:**

As a minimum, the applicant shall have seven years experience as an Underwriting Manager for joint insurance funds of the State of New Jersey or fifteen years experience representing large self-insured entities. The applicant must have an established track record of nurturing long term relationships with major excess insurers and reinsurers with respect to governmental entities. The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local governmental units in New Jersey, (2) the management of a governmental entity comprised of numerous governmental entities and involving numerous vendors (3) workers compensation, liability and property matters involving New Jersey governmental entities, and (4) the regulations of the Department of Banking and Insurance and the Department of Community Affairs pertaining to joint insurance funds.



## **Exhibit B**

### **Public Entity Joint Insurance Fund**

#### **Scope of Services**

Applicant vendors must establish that they meet the following minimum qualifications:

#### **Underwriting Manager**

- A. Assist in ongoing coordination, updating and preparation of a Coverage Document detailing all lines and limits of coverage provided
- B. by the FUND to member municipalities (whether insured, self-insured or re-insured) with due consideration being given to the FUND's Risk Management Plan and to the policies of the Executive Committee to avoid conflicts.

The Coverage Document will be submitted to a group of local risk management consultants, the Executive Director/Administrator, and the FUND's Coverage Committee for review and comment, after which it will be presented to the FUND's Executive Committee for adoption.

It is expressly understood and agreed to by the SERVICE PROVIDER that the Coverage Document is the property of the FUND.

- C. As required, attend Executive Committee meetings and the Annual Meeting of the FUND.
- D. Respond in writing with copies to the Executive Director/Administrator to coverage questions from members, its insurance producers, or from the Executive Director/Administrator. Such coverage questions must be submitted in writing to the SERVICE PROVIDER. Questions involving policy will be brought to the attention of the Executive Director/Administrator for submission to the Executive Committee.
- E. Prepare, number, date, sign and distribute coverage bulletins to the FUND's participants, their risk management consultants, the FUND's professionals, and the Executive Director/Administrator.
- F. Prepare a report each month of items the SERVICE PROVIDER wants to be placed on the agenda for the regularly scheduled meeting. This report to be received in the Executive Director/Administrator's office no later than the Monday of the week preceding the meeting. The SERVICE PROVIDER will



- G. notify the FUND's Executive Director/Administrator if the SERVICE PROVIDER does not have any items to be placed on the Agenda.
- H. Coordinate activities with the Executive Director/Administrator, and upon direction, work with the Claims Service Company, Safety Director, Fund Attorney, Actuary or other Professionals, all in the interest and for the betterment of the FUND.
- I. Participate with the Executive Director/Administrator in the renewal process. This may include the preparation of underwriting surveys and/or questionnaires, sending them out to members, following up as necessary for timely receipt, and compiling the information and exposure data submitted to the SERVICE PROVIDER in a consolidated report for the Executive Director / Administrator.
- J. Upon request, calculate the standard premiums based on rates promulgated by others for each member based on the renewal exposure data received pursuant to Subsection G above. The formula used to calculate the standard premium can be modified by the FUND's Executive Director/Administrator and the SERVICE PROVIDER.
- K. Provide the Executive Director/Administrator with a schedule of standard premiums for each member by line of coverage based on rates furnished to the SERVICE PROVIDER by others.
- L. Prepare a written report for the Executive Committee on new applications for membership to join the FUND, said report to be based on the loss/claim data and exposure information provided by the Executive Director/Administrator's office, to include a schedule of standard premiums based on rates furnished to the SERVICE PROVIDER by others by line of coverage for the applicant. It is expected that the SERVICE PROVIDER will offer a recommendation as to the desirability of an applicant to join the FUND. It is understood that said recommendation is not binding and is offered solely as a recommendation.
- M. Work with the FUND to answer coverage questions, to provide assistance on questions involving FUND policy.
- N. Perform such other functions as may be reasonably required by the FUND as well as functions that may be reasonably required through the Department of Banking and Insurance Regulations or Statutes pertaining to Municipal Joint Insurance Funds.
- O. Provide all necessary personnel to perform the services agreed upon herein in a timely and professional manner.