

ADVERTISEMENT

NOTICE OF REQUEST FOR PROPOSALS FOR BUSINESS PROPERTY AND CASUALTY INSURANCE SERVICES

The New Jersey Schools Development Authority ("NJSDA") is seeking proposals for a Business Property and Casualty Insurance Broker who shall be responsible for the marketing and service of the Business Property and Casualty Insurance Policy as outlined in the Scope of Services, which includes Package Administration, Automobile, Workers' Compensation, Umbrella Liability, Excess Umbrella Liability, Public Officials' Liability and Excess Public Officials' Liability.

The contract will be as follows.

Contract Number: GP-0108-R01

Program Name: Business Property and Casualty Insurance Broker Services

Contract Duration: 3-year term; two 1-year extensions at NJSDA option

NJSDA Prequalification: None Required

The RFP package is available on the NJSDA's website, at www.njsda.gov

The NJSDA shall not hold a traditional pre-proposal conference for this procurement. All firms wishing to submit a proposal must sign in electronically by sending a mandatory e-mail Notice of Intent to Participate to Megan Cox at mcox@njsda.gov no later than 5:00 pm on Friday, September 26, 2008.

Firms may submit questions to the NJSDA by sending them by email to Megan Cox at mcox@njsda.gov no later than 5:00 pm on Friday, September 26, 2008. The questions and answers shall be provided electronically to each firm that submitted a timely e-mail Notice of Intent to Participate.

Completed Proposals must be received by Tuesday, October 21, 2008 No Later Than 2:00 pm and may be mailed or hand delivered as set forth in the RFP.

Proposing firms must submit a true copy of their valid business registration certificate issued by the New Jersey Division of Revenue.

Evaluation Criteria: Submissions that are not responsive will be rejected without evaluation. Responsive submissions will be ranked pursuant to the following evaluation criteria:

1. Understanding of the Project
2. Firm Experience including experience with state agencies and business administration experience
3. Experience of Key Team Members
4. Approach to Providing the Required Services
5. Price

In addition, to be selected, a firm must be approved for moral integrity as set forth in the RFP.

Bidders must comply with the requirements of P.L. 1975, c. 127 and P.L. 2005, c. 51, and implementing rules.

Successful firms will be assigned as Broker of Record and be given full access to the insurance marketplace for purposes of obtaining competitive insurance programs.