

ADVERTISEMENT

NOTICE OF REQUEST FOR PROPOSALS FOR REAL ESTATE PROPERTY AND CASUALTY INSURANCE PROGRAM FOR TEMPORARY CLASSROOM UNITS AND SITE ACQUISITION

The New Jersey Schools Development Authority ("NJSDA") is seeking to engage a Broker to provide the NJSDA with competitive quotes for a short term insurance program commencing on December 14, 2009 at 12:01 a.m. through December 14, 2010, 12:01 a.m. for the NJSDA's Real Estate Property and Casualty Insurance Program for Temporary Classroom Units ("TCUs") and Site Acquisitions. The intent of the short term engagement is to obtain concurrent policy dates with the Authority's Business Liability insurance program.

The primary exposures consist of:

- Temporary Classroom Units (TCU's), which are portable trailers that are owned by the NJSDA and leased to School Districts to use as classrooms;
- Swing Space properties which are buildings owned or leased by the NJSDA and then leased to the School Districts to use as schools;
- Occupied Schools which are newly completed school facilities, built on NJSDA land, until they are deeded over to the School District for ownership, and
- Site Acquisition properties that are buildings, dwellings and land purchased by the NJSDA to develop a site for construction of a Schools Facility Project.

The selected Broker shall be responsible for providing the services as outlined in the Scope of Services and any additional services set forth in their technical proposal.

The contract will be as follows.

Contract Number: GP-0146-R01

Program Name: Real Estate Property and Casualty Insurance Program
For Temporary Classroom Units and Site Acquisition

Contract Duration: through December 14, 2010 at 12:01 AM; 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](http://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, August 28, 2009**.

***All firms must include a list of insurers they intend to use in priority order.**

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, August 28, 2009**. The questions and answers, as well as insurer assignments, shall be provided electronically to each firm that submitted a timely e-mail Notice of Intent to Participate.

Completed Proposals must be received by **Monday, October 5, 2009 No Later Than 5:00 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
3. Experience of Key Team Members
4. Approach to Providing the Required Services

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.