



Contract No.	Contract Name	School District
GP-0244-R01	Owner Controlled Insurance Program (OCIP IV) Broker Services	State-Wide

### ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA” or “Authority”) is seeking to engage a qualified insurance brokerage firm. The selected firm shall be tasked with designing, marketing and purchasing Workers’ Compensation, Commercial General Liability and Excess Liability policies for a new Owner Controlled Insurance Program (“OCIP IV”). The selected firm shall be responsible for providing the services, as directed by the Authority, outlined in the Scope of Services and any additional services set forth in their technical proposal.

The Authority has a rolling capital program consisting of various types of school facilities projects, including: new construction; addition and/or renovation projects; and emergent projects. The Authority seeks to purchase a new 3-year OCIP IV Program that conservatively is expected to enroll thirteen (13) capital projects with an aggregate construction cost estimate of approximately \$845 million, plus another \$25-50 million in emergent project work.

The Request for Proposals (“RFP”) defines the steps needed for participation in the procurement and is available at the following link: [click here to view RFP](#).

**NJSDA Prequalification Requirements:** There is no standard NJSDA prequalification requirement applicable to this engagement. Firms must demonstrate experience and qualifications as more fully described in the RFP.

**Notice of Intent to Participate:** The NJSDA shall not hold a traditional pre-proposal conference for this procurement. Any firm wishing to submit a proposal must sign in electronically by sending a mandatory e-mail Notice of Intent to Participate to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on June 19, 2017.

**Questions from Interested Firms:** Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Dave Kutch at [dkutch@njsda.gov](mailto:dkutch@njsda.gov) no later than 2:00 PM Eastern Time on June 19, 2017. The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail Notice of Intent to Participate.

**Proposal Due Date:** Technical Proposals must be received by the NJSDA no later than 2:00 PM Eastern Time on July 11, 2017, and may be mailed or hand delivered as set forth in the RFP.

**Evaluation Criteria:** Submissions that are not responsive will be rejected without evaluation. Responsive Technical Proposals will be scored pursuant to the following evaluation criteria:

1. Firm’s Broker Experience (20 points):
  - a) OCIP design, negotiation, implementation and administration
2. Qualifications and Experience of Key Team Members (30 points):
  - a) OCIP design, negotiation, implementation and administration
3. Qualifications and Experience of Key Team Members (20 points):
  - a) Loss control/safety experience, claim management and analytics experience
4. Approach to Providing the Required Scope of Service (30 points):
  - a) OCIP marketing, design, negotiation, implementation and administration

The Technical Proposal Score will be the Final Technical Score, except that, at its sole option, the Selection Committee may conduct interviews with a shortlist of the three (3) firms receiving the highest Technical Proposal Scores. Following the interviews, if any, firms will again be evaluated by Selection Committee members based on Interview Criteria that are the same as those used in the evaluation of the Technical Proposals. Interview Scores will then be averaged with Technical Proposal Scores to arrive at a Final Technical Score for each firm. The maximum Final Technical Score will be 100.

After all Final Technical Scores have been tabulated, the NJSDA shall open all Fee Proposals. Using the Fee Proposals as a guide, NJSDA staff, at its discretion, may negotiate a fair and reasonable fee with the firm receiving the highest Final Technical Score.

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

**Date Advertised:** June 1, 2017