

Contract No.	Contract Name	School District
GP-0271-R01	Broker Services for the Business and Real Estate Property and Casualty Insurance Program	N/A

ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA”) is seeking to engage a Broker with the expertise to design, market, negotiate and implement an insurance program that will provide the NJSDA with the broadest coverage to provide insurance for the Business Operations and the Real Estate Owned inventory of the NJSDA at the most cost effective price. The selected Broker shall be responsible for the placement and servicing of the NJSDA's Business and Real Estate Property and Casualty Insurance Program commencing on December 14, 2020 at 12:01 AM including renewal programs during the term of the Agreement. In addition, the selected Broker may be consulted to assess additional risk and/or procure additional insurance as deemed necessary by the NJSDA.

The Broker will be selected through a two-step process outlined below:

1. Request for Qualifications (“RFQ”): A firm must first submit a responsive Qualifications Proposal in accordance with the RFQ requirements.
2. Request for Proposals (“RFP”): The NJSDA will issue an RFP to firms that are shortlisted through the RFQ process.

Request for Qualifications: A complete copy of the RFQ, which outlines the steps required for participation in this procurement, may be obtained at [click here to view RFQ](#). Proposals must be submitted in compliance with and subject to all terms set forth in the RFQ.

DPMC & NJSDA Prequalification Requirements: Not applicable; however, to be selected, a firm must be approved for moral integrity as set forth in the RFQ.

Notice of Intent to Participate: The NJSDA will 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 no later than 2:00 PM Eastern Time on May 29, 2020.

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 no later than 2:00 PM Eastern Time on May 29, 2020. The questions and NJSDA answers will be provided via an addendum to the RFQ to each firm that submitted a timely e-mail Notice of Intent to Participate.

Proposal Due Date: Proposals must be received by the NJSDA no later than 11:00 AM Eastern Time on June 17, 2020 as set forth in the RFQ.

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

1. Understanding of the Purposes of this Engagement (10 points);
2. Firm Experience (30 points);
3. Team Structure and Key Team Members Experience and Qualifications (30 points); and
4. Approach to Providing the Required Scope of Services (30 points).

Following the scoring of Qualifications Proposals, all responsive firms will participate in interviews with the Selection Committee and will be separately scored on the basis of the interviews using the same criteria and point values used to evaluate the Qualifications Proposals. The scores for the written submission and the interview will be added together and averaged to obtain a firm's "Intermediate Combined Score." Those firms receiving the three (3) highest Intermediate Combined Scores will be placed on a short list and will advance to the second step of the procurement process. The NJSDA will issue an RFP to the three (3) short-listed firms. The RFQ provides an overview of the RFP process.

Firms are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

Date Advertised: May 14, 2020