



Contract No.	Contract Name
GP-0292-R01	Broker Services for the Business Insurance Program

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 for its Business Activities providing the NJSDA with the broadest coverage at the most cost effective price. The policies included in the current insurance program are: Business Administration Package (this includes General Liability, Business Personal Property, Electronic Data Processing Property, Valuable Papers and Extra Expense); Automobile; Worker’s Compensation; Umbrella/Excess Liability; Public Officials’ Liability; Cyber Liability; Employment Practices Liability; Crime; Workplace Violence/Active Shooter Coverage; and General Liability for the Real Estate Owned (“REO”) inventory. The selected Broker shall be responsible for the placement and servicing of the NJSDA's Business Insurance Program commencing on December 14, 2023 at 12:01 AM. 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 (“RFQ”): 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](#). Qualifications 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, pursuant to a review by the New Jersey State Police, 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 Qualifications Proposal must provide timely notice of their intent to participate in the procurement by sending an e-mail message indicating such intent to Dave Kutch at dkutch@njsda.gov no later than 2:00 PM Eastern Time on June 19, 2023. This notice is required in order to submit a Qualifications Proposal but does not bind a prospective proposer in any way. Failure to timely submit the notice of intent will result in NJSDA rejecting any proposal later submitted.

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 June 19, 2023. The questions and NJSDA answers will be provided via an addendum to the RFQ to each firm that submitted a timely e-mail message to Dave Kutch at dkutch@njsda.gov indicating their intent to participate in the procurement. See RFQ for details regarding advertisement and distribution of addenda.

Proposal Due Date: Qualifications Proposals must be received by the NJSDA at its offices at 32 East Front Street, Trenton, NJ 08625, no later than 2:00 PM Eastern Time on July 7, 2023. Submissions will only be accepted when delivered to NJSDA’s physical offices by hand delivery or trackable courier services such as Federal Express, UPS or similar. Submission of proposals through USPS postal services is not permitted, as delivery will be made to a post office box and timely receipt cannot be validated.

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: June 7, 2023