

# Requests for Qualifications / Proposals for 2023 Professional Services

## TOWNSHIP OF CHESTERFIELD

### Purpose & Scope:

The following general requirements must be met in order for any firm to be considered to provide professional or other services, exempt from public bidding pursuant to N.J.S.A. 40A:11-5, with the Township. The process is designed to find qualified service providers in an open and fair manner in order to have the most qualified service provider for the Township. The scope of this policy covers any persons or firms interested in providing professional or other exempt services, as defined in the New Jersey Local Public Contracts Law and specifically N.J.S.A. 40A:11-2 and 5, to the Township of Chesterfield.

### General Requirements:

1. The Request for Qualifications (“RFQ”) shall be used to determine what companies, firms, or individuals offer the municipality the best opportunity to secure the highest quality professional or other exempt services.
2. The Request for Proposals (“RFP”) shall be used to determine whether the costs or fees proposed to provide the services are fair and reasonable, both in terms of the Township’s budgetary interests, the general market rates for the services, and the level of experience, breadth of services, reputation, and expertise of the candidate.
3. Advertising of the RFQ/RFP, at a minimum, includes the official paper(s) of the Township and any other sources deemed appropriate by the Township for the specific service at least twenty (20) days before the submission deadline.
4. The RFQ shall list the minimum requirements of the service being sought. Where the Request for Qualifications lists separate experience requirements for firms and for individuals appointed, candidates in solo practice shall meet the experience requirements for a firm.
5. Candidates shall include with the submission a copy of their Business Registration Certificate (P.L. 2004, c. 57) , Valid Certificate of Employee Information Reporting with all requirements for Affirmative Action, pursuant to P.L. 1975, C.127 (N.J.A.C.17:27)Certificate of Insurance and Disclosure of Investment Activities with Iran, P.L. 2012, C.25.
6. Submissions will be required by 11:00 AM December 1, 2022.
7. All RFQ’s/RFP’s will be available at [www.chesterfieldtwpnj.gov](http://www.chesterfieldtwpnj.gov). Submittals must be made by forwarding **six (6) Compact Disks (CD) or Digital Video Disks (DVD) containing all required submission documents and any support information in PDF format and one (1) original paper document submittal** in a sealed envelope clearly marked “Submission of Qualifications/Proposal for [Name of Position]” to the Township of Chesterfield, Attn: Township Clerk, 295 Bordentown-Chesterfield Road, Chesterfield, NJ 08515.

## **Requirements to Qualify**

The requirements listed below are the minimum levels expected from the professional indicated.

### **For Risk Management Consultant**

The Risk Management Consultant shall be an individual or firm with a minimum of eight (8) years' experience in risk management and insurance consulting, and be an owner of or employed by a New Jersey licensed general insurance brokerage firm. Interested applicants shall demonstrate at least five (5) years' specific experience in dealing with risk and insurance issues of New Jersey local government entities. Preference will be given to those applicants experienced in working with BURLCO JIF, and must have sufficient support staff to provide all services required by the Township. It is anticipated that the Risk Management Consultant shall review the Township's employee safety and security manuals; assess risks and exposures, and make recommendations for amendments to such manuals; report not less than annually to the governing body on the status of risk management efforts, insurance coverage issues, market conditions, and anticipated changes in pricing of insurance products; attend all meetings as requested including JIF Executive Committee and Safety Committee meetings; regularly obtain information from Township administration regarding (a) new contracts or leases, (b) changes in buildings or facilities, (c) changes in owned motor vehicles, (d) acquisition or disposal of property, (e) changes in payroll, (f) establishment of new services or programs, (g) knowledge of occurrences or incidents that might result in claim, and (h) any other information that could affect risk assessment or loss frequency.

Please explain how you or your firm meets the minimum requirements; provide at least three (3) local government references; and identify the individual(s) expected to provide risk management services to the Township from your firm if you are selected. (Attach additional sheets, if necessary.)

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Completed Form Received by Township on: \_\_\_\_\_

\_\_\_\_ Meets Minimum Qualifications                      \_\_\_\_ Does Not Meet Minimum Qualifications

### **PROPOSAL**

The undersigned individual, firm, or corporation, hereby proposes to serve as Risk Management Consultant based upon the following compensation:

*[Please outline your fees proposed, fee schedule, or other basis for compensation that you seek. Please, where applicable, indicate hourly rates, monthly or other retainers, per project fees, or such other manner of compensation you deem appropriate to the services to be provided.]*