

REQUEST FOR PROPOSAL
FOR
EXCESS WORKERS' COMPENSATION

PREPARED BY:
TOWNSHIP OF GLOUCESTER

P. O. Box 8
Blackwood, N. J. 08012

RFP: ADM. 12-02

ISSUED: November 28, 2012

DUE DATE: December 19, 2012

REQUEST FOR PROPOSALS FOR REINSURANCE OF
EXCESS WORKERS' COMPENSATION

PART I

1.0 PURPOSE

The reason for this Request for Proposals is to obtain competitive proposals for: The Township of Gloucester for Excess Workers' Compensation. Required coverage is for all eligible Township of Gloucester and Gloucester Township Municipal Utilities Authority employees who are eligible to receive Workers' Compensation Benefits.

This Request for Proposals does not constitute a bid. The Township intends to award this contract pursuant to N.J.S.A. 40A: 11-5 (1) (m).

2.0 BACKGROUND INFORMATION

Historical loss and payroll information can be obtained by contacting Thomas C. Cardis, BA, Township of Gloucester 856-228-4000

3.0 COMPLIANCE WITH LAWS

The successful firm shall comply with all applicable federal, state and local statutes, rules and regulations.

4.0 SUBMISSION OF PROPOSALS

Two (2) copies of the Proposal, **INCLUSIVE OF ALL INFORMATION** required in Part II Proposal Requirements, must be provided to the Township Clerks Office, Township of Gloucester, 1261 Chews Landing Road, P. O. Box 8, Blackwood, N. J. 08012. Proposals are scheduled to be opened on **December 19, 2012 at 11A.M.** Any proposals received after said opening whether by mail or otherwise, will be returned unopened. **Proposals should be provided in a sealed envelope with the title of the RFP Workers' Comp. clearly marked on the outside.** It is recommended that each proposal package be hand delivered. The Township assumes no responsibility for delays in any form of carrier, mail, or delivery service causing the proposal to be received after the above referenced due date and time. Submission by fax or telephone is **NOT PERMITTED.**

Each set of proposals must have a cover sheet, duly signed with corporate seal impressed, if applicable. By execution of this cover sheet, offeror acknowledges that he/she has read this Request for Proposals, understands it, and agrees, to be bound by its terms and conditions.

Final selection of firms shall be made by the Township of Gloucester by formal resolution.

4.1 Addenda/Supplements to Request for Proposals.

If it becomes necessary to revise any part of this Request For Proposals, or if additional information is necessary to enable an exact interpretation of provisions of this Request for

Proposals, revisions will be provided to all firms who receive or request this Request for Proposals.

5.0 INDEMNIFICATION

The selected firm shall defend, indemnify and hold harmless the Township, its officers, agents and employees from any and all claims and costs of any nature whether for personal injury, property damage or other liability arising out of or in any way connected with the firm's negligent acts or omissions under this agreement.

6.0 MISCELLANEOUS REQUIREMENTS

1. Gloucester Township will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.
2. The contents of the proposal submitted by the successful firm and this Request for Proposals, your response thereto, or both, in whole or in part, may become part of the contract for these services. The successful firm will be expected to sign said contract with the Township of Gloucester.
3. All offerors are required to provide complete information as requested in the Request for Proposals, to permit evaluation by the Selection Committee.
4. Gloucester Township reserves the right to make on-site visitations to assess the capabilities of individual offerors and to contact references provided with the proposal.
5. The Township's Business Administrator may arrange for discussions with offerors submitting proposals, if required, for the purposes of obtaining additional information or clarifications.
6. The Township's Business Administrator and using agency shall, at all times, have access to the work being performed under this contract wherever it may be in progress or preparation.
7. No services for which an additional cost be charged by the contractor(s) shall be furnished without an authorizing resolution of the Township Council of the Township of Gloucester.
8. The Township of Gloucester reserves the right to reject any and all proposals received by reason of this Request for Proposals, or to negotiate separately in any manner necessary to serve the best interests of Gloucester Township. Firms whose proposals are not accepted will be notified in writing.

9. Any selected firm is prohibited from assigning, transferring, conveying, subletting or otherwise disposing of this agreement or its rights, title, or interest therein or its power to execute such agreement to any other person, company or corporation without the previous consent and approval in writing by the Township of Gloucester.
10. The firm shall be required to comply with the requirements of P.L. 1995, C.127 (see attached affirmative action language) and submit an employee information report or certificate of employee information report approval. This requirement will be addressed upon execution of agreement.
11. As required by N.J.S.A. 40A:11-15, our contract for services is subject to the availability and appropriation of sufficient funds for this purpose in each year in which any agreement authorized hereby is in effect.
12. The underwriting information contained herein is believed to be accurate, but cannot be warranted as such. It is incumbent upon each proposer to make such inquiries relative to exposures as necessary to present a firm quotation. The Township of Gloucester shall not be held liable for errors or omissions contained herein.
13. It is assumed that all insurers will have made such investigations or inspections as required to be fully informed as to the intent and character of the exposures to be covered. No proposal will be accepted if made on a "subject to inspection" basis.
14. Brokers are requested to specify the method of premium payment on all policies. Interest free monthly payment plans are desired.
15. The offeror and the insuring company must be licensed and authorized to transact business in the State of New Jersey. Non-admitted carriers shall be considered if the proposal is submitted by a licensed excess and surplus lines broker.
16. Any notice required herein given to the Township shall be given to: Thomas C. Cardis, Business Administrator, Township of Gloucester, P. O. Box 8, Blackwood, N. J. 08012.

7.0 EVALUATION OF PROPOSALS:
SELECTION FACTORS QUALIFICATIONS

The RFP Committee will independently evaluate each submission and selection will be made upon the criteria listed below:

1. Proven record of experience in providing services/policies detailed herein.

2. Ability to provide services/policies in a competent and timely manner.
3. Personnel qualifications (Resumes of key personnel who will be responsible for the work.)
4. References (satisfaction of other clients)
5. Overall completeness, clarity and quality of submission.
6. Substantive nature of services/policies as proposed.
7. Acceptability of proposed Administrator by the proposed re-insurer.
8. Cost of services (i.e., price proposal)

THIS REQUEST FOR PROPOSALS DOES NOT CONSTITUTE A BID. THE TOWNSHIP INTENDS TO AWARD THIS CONTRACT PURSUANT TO N.J.S.A. 40A:11-5(1)(m).

PART II

PROPOSAL REQUIREMENTS

Offerors are requested to propose Services for Excess Workers' Compensation for the Township of Gloucester.

FORMAT

To assure consistency, responses must conform to the following format:

COVER LETTER

TABLE OF CONTENTS

SECTION

PHASE I

- A. Scope of Service
- B. Resume
- C. Facilities
- D. Conflicts of Interest
- E. Other Information

PHASE II

- A. Fees
- B. Form of Contract

All sections are to be addressed and specifically referenced.

The following explains what we expect in each of the major sections.

PHASE I

SECTION A -1 - SCOPE OF SERVICES - EXCESS INSURANCE

The Township of Gloucester is requesting a quotation for excess of Self-Funded Statutory Workers' Compensation. A specimen copy of each policy exactly as to be written including all endorsements must be submitted.

1. All parties submitting a proposal for the insurance coverage must provide a quote on a policy with the following specifications:
 - . Statutory New Jersey Workers' Compensation coverage.
 - . Employers Liability at \$1,000,000 per occurrence.
 - . Subject to a self-insured retention of \$500,000.00
 - . Include "volunteers" as insured.
 - . Optional "Cash Flow" endorsement
2. The name insured on all policies shall read as follows: "The Township of Gloucester, its Officials, Agents and Employees".

RFP WORKERS' COMPENSATION

ATTACHMENT A

1. The specific Excess Workers' Compensation policy will insure the Township for Statutory Workers' Compensation in excess of \$500,000 Self Insured Retention per occurrence for any individual accident or catastrophe, and a \$1,000,000 limit for Employer's Liability. Further such policy shall have an A.M. Best rating of not less than A-VIII.
2. In the event the same respondent to this RFP provides both the administration services and the reinsurance, and the policy of insurance is canceled by the excess insurance

carrier during the pendency of this contract, then the effective date of the cancellation of that insurance shall be the effective date of the cancellation of this contract, unless the administrator procures a replacement policy of excess insurance providing the Township with a coverage at least equal to the limits herein above set forth.

SECTION B - RESUME

This section shall address areas as outlined:

1. Name and address of your firm and the corporate officer authorized to execute agreements.
2. Briefly describe your firm's history, ownership, organizational structure, location of its management, and licenses to do business in the State of New Jersey.
3. Describe in general your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Township and any other person(s) whether as employees or subcontractors, with specialized skills that would be assigned to service the Township.
5. Provide a listing of local governmental clients with which you have similar contracts; include the name, address and telephone number of the contact person.
6. Provide your firm's insurance coverage as set forth in Part I, Section 5 of this RFP.
7. Provide a statement of assurance to the effect that your firm is not currently in violation of any regulatory rules and regulations that may have an impact on your firm's operations.

SECTION C - FACILITIES

This section should address areas as outlined:

1. OFFICE LOCATIONS

- a.. For your firm's facilities which are located closest to Gloucester Township, New Jersey provide:
 - (a) The Location
 - (b) Firm personnel assigned to this location.
 - (c) The activities of the firm performed at this location.
- b. For those facilities and activities located elsewhere, please explain the activities performed elsewhere and why these are best performed at a different office. Firms where all activities are performed at one location should leave this paragraph blank.

SECTION D - CONFLICT OF INTEREST

This section should disclose any potential conflicts of interest that the firm may have in performing these services for Gloucester Township.

SECTION E - OTHER INFORMATION

This section is for any further pertinent data and information not included elsewhere in the RFP and found necessary by your firm.