

TOWNSHIP OF  
GLOUCESTER

COUNTY OF CAMDEN,  
NEW JERSEY

**NOTICE TO BIDDERS**

NOTICE is hereby given that sealed proposals for the Purchase  
of

1. **\*THIRD PARTY ADMINISTRATION OF SELF FUNDED  
WORKERS COMPENSATION**

will be received no later than **11:00 A. M. on : December 5, 2018** at the  
Municipal Building, 1261 Chews Landing Rd., Chews Landing, N.J.

PROPOSALS must be addressed to the **Township Clerks Office, Township of  
Gloucester, P. O. Box 8, Blackwood, N. J. 08012** and must clearly state **RFP  
for Third Party Administration of Self-Funded Workers Compensation**, and  
will be opened and read publicly at the above time and date, and should be in a sealed  
envelopes.

PROPOSAL FORMS, instructions to bidders, specifications and other bidding  
documents may be examined or obtained at the office of the Township Clerk, Gloucester  
Township Municipal Building, 1261 Chews Landing, Road, Chews Landing, N.J., or  
on our web site, [www.glotwp.com](http://www.glotwp.com).

THE Township Council reserves the right to reject any or all proposals in whole or in  
part, and to waive such informalities as may be permitted by law.

BIDDERS are required to comply with the requirement of P. L. 1975, Chapter 127,  
and

P.L. 1977, Chapter  
33.

INFORMATION on Affirmative Action Program requirements is available at the Office of the  
Township Clerk

REQUEST FOR PROPOSAL  
FOR THIRD PARTY ADMINISTRATION OF  
SELF FUNDED WORKERS' COMPENSATION

PREPARED BY:  
TOWNSHIP OF GLOUCESTER  
P. O. Box 8  
Blackwood, N.J. 08012

**DUE DATE: December 5, 2018 at 11:00AM**

**REQUEST FOR PROPOSALS FOR THIRD PARTY ADMINISTRATION  
OF SELF-FUNDED 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 Third Party Administration of Self-Funded 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**

The Township of Gloucester Council is an elected body of seven officials and Mayor that administer the operation of the Township Government. There are approximately 363 township employees and 43 Municipal Utilities Authority members. Our claims counts since 2002 have been as follows:

01/02	86	02/03	64
03/04	81	04/05	86
05/06	61	06/07	57
07/08	79	08/09	59
09/10	63	10/11	59
11/12	41	12/13	42
13/14	82	14/15	45
15/16	50		
17/18	To be provided		

Additional loss information may be requested. Please email your request to Marianne Coyle at [mcoyle@glotwp.com](mailto:mcoyle@glotwp.com).

Proposals are requested to include separate bids for each of the above terms.

**3.0 COMPLIANCE WITH LAWS**

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

#### 4.0 **PROCEDURE FOR RESPONDING TO REQUEST FOR PROPOSALS**

Each proposal shall be divided into two sections: Phase I - Pre-Qualification and Phase II - Price Proposal.

##### 4.1 **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 5, 2018 at 11:00 A.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. Then put in another envelope addressed to the Township Clerks Office.** 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.

**A) Questions/Inquiries regarding Request for Proposals.** Any questions or inquiries regarding this Request for Proposals must be made in writing to Thomas C. Cardis, Business Administrator, Township of Gloucester, P. O. Box 8, Blackwood, N.J. 08012.

**B) 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**

A) Gloucester Township will not be responsible for any expenses incurred by any firm in preparing and submitting a proposal. All proposals shall provide a straight forward concise delineation of the firm's capabilities to satisfy their requirements of this Request for Proposals. Emphasis should be on completeness and clarity of content.

B) 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.

C) All Offerors are required to provide complete information as requested in the Request for Proposals, to permit evaluation by the Selection Committee.

D) 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.

E) The Township's Business Administrator may arrange for discussions with offerors submitting proposals, if required, for the purposes of obtaining additional information or clarifications.

F) 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.

G) The contractor shall maintain adequate records in such a manner that they may be audited in progress and/or upon completion of the contract. The auditor will need access to information regarding individual claims, payments, reserves, premium rate charges, insurance documents, balance sheets, and other data relevant to the provision of services under this contract.

H) The Township of Gloucester may at any time by written order require changes in the services to be performed by the Contractor. If such changes cause an increase or decrease in the contractor's cost, or time required for performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly.

I) No services for which an additional cost or fee will be charged by the contractor(s) shall be furnished without an authorizing Resolution of the Township Council of the Township of Gloucester.

J) 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.

K) 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.

L) 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.

M) 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.

N) 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.

O) For additional underwriting information or interpretation of the requirements of the specifications, please contact Thomas C. Cardis, Business Administrator, Township of Gloucester ( 856) 228-4000.

P) The offeror must be licensed and authorized to transact business in the State of New Jersey.

Q) The Third Party Administrator shall provide written loss runs at least quarterly.

R) All proposals shall remain firm for a period of sixty calendar days after date specified for receipt of proposals.

S) 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 QUALIFICATION**

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

- A) Proven record of experience in providing services/policies detailed herein.
- B) Ability to provide services/policies in a competent and timely manner.
- C) Personnel qualifications (Resumes of key personnel who will be responsible for the work.)
- D) References (satisfaction of other clients)
- E) Overall completeness, clarity and quality of submission.
- F) Substantive nature of services/policies as proposed.
- G) Acceptability of proposed Administrator by the proposed re-insurer.
- H) 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).**

# **PROPOSAL REQUIREMENTS**

## **PART II**

Offerors are requested to propose Services for Administration of Self- Funded 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.



## **SECTION A - RESUME**

This section shall address areas as outlined:

- I. 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 B- FACILITIES**

This section should address areas as outlined:

### **I. OFFICE LOCATIONS**

A) For your firm's facilities which are located closest to Gloucester Township, New Jersey provide:

- (1) The Location
- (2) Firm personnel assigned to this location.
- (3) 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 C – 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 D- OTHER INFORMATION**

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

(REVISED 4/10)

**EXHIBIT A**

**MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE**

**N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)**

**N.J.A.C. 17:27**

**GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing procedures, if necessary, to

assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at [www.state.nj.us/treasury/contract\\_compliance](http://www.state.nj.us/treasury/contract_compliance))

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Public Contracts Equal Employment Opportunity Compliance as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Public Contracts Equal Employment Opportunity Compliance for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.**

COMPANY: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

