

THE TOWNSHIP OF HILLSBOROUGH MUNICIPAL UTILITIES AUTHORITY

REQUEST FOR QUALIFICATIONS & PROPOSAL

RISK MANAGEMENT CONSULTANT

The Township of Hillsborough Municipal Utilities Authority (TTHMUA) is issuing a Request for Qualifications & Proposal (RFQ/RFP) from a Risk Management Insurance Agency **from March 1, 2022 to February 28, 2023.**

Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. The required submittal forms to be submitted with the RFP's can be found on our website at www.hillsboroughmua-nj.org.

Proposals will be evaluated by TTHMUA on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field 15 + years of risk management consulting experience with a municipal or governmental joint insurance fund (FUND).
- b. License: Be a licensed insurance agent in the State of New Jersey
- c. Knowledge of the TTHMUA and the subject matter to be addressed under the contract.
- d. Availability to accommodate any required meetings of the Authority.
- e. Designated professional and support staff and location of firm's offices.
- f. References in general.
- g. Compensation proposal.
- h. Other factors if demonstrated to be in the best interest of the TTHMUA.
- i. Assist the TTHMUA in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
- j. Assist the TTHMUA in understanding the various coverages available from the New Jersey Utility Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
- k. Review with the TTHMUA any additional coverages that the agency feels should be carried but are not available from the FUND and subject to the TTHMUA's authorization, place such coverages outside the FUND.
- l. Assist the TTHMUA in the preparation of applications, statements of values, and similar documents requested by the FUND.
- m. Review Certificates of Insurance from contractors, vendors and professionals when requested by the TTHMUA
- n. Review the TTHMUA's assessment as prepared by the FUND and assist the TTHMUA in the preparation of its annual insurance budget.
- o. Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) authority safety committee meeting per annum to promote the safety objectives and goals of the TTHMUA and the FUND.
- p. Assist where needed in the settlement of claims.
- q. Perform any other risk management related services required by the FUND'S bylaws

Selection of Risk Management shall be based solely on the TTHMUA's evaluation of the submitted material and the criteria set forth in this document. The TTHMUA reserves the right to negotiate the terms and conditions of the contract with the successful firm or firms to obtain the most advantageous outcome for the TTHMUA.

Proposals (three copies) must be submitted in writing in a sealed envelope bearing the name and address of the Proposer and the words "Risk Management Consultant." Proposals shall be sent to the Qualified Purchasing Agent of the Township of Hillsborough Municipal Utilities Authority, located at 220 Triangle Road, Suite 234, Hillsborough NJ 0884 no later than **Friday, January 21, 2022 at 10:00 A.M.**, at which time all proposals shall be opened.