

**REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR
PROFESSIONAL RISK MANAGER UNDER THE FAIR AND OPEN PROCESS**

NOTICE IS HEREBY GIVEN to all applicants for submission of qualifications for the positions set forth herein, that the Borough shall take into consideration the following criteria and such other factors as required by law, which will be weighed by the Mayor and Council of the Borough of Englewood Cliffs as the basis for awards for professional services most advantageous to the Borough. The following criteria shall be considered for **Municipal Insurance Risk Manager**:

- I. The Borough of Englewood Cliffs is soliciting proposals through the fair and open process in accordance with *N.J.S.A. 19:44A-20.4 et seq.*
On January 3, 2019, the Borough introduced Ordinance 19-01,
RE: INTRODUCTION OF ORDINANCE 19-01 TO REPEAL ORDINANCE 18-18 ENTITLED PUBLIC CONTRACTING REFORM ORDINANCE.
Ordinance 19-01 is scheduled for Public Hearing on January 15, 2019.

- II. Scope of services shall include the following:
 - a. Identify the Borough's insurable exposures and recommend professional methods to reduce, assume or transfer the risk or loss;
 - b. Assist the Borough in understanding and selecting various coverages available from the Municipal Joint Insurance Fund ("JIF") and the Municipal Excess Liability Joint Insurance Fund ("MEL");
 - c. Review any additional coverages that the consultant recommends should be carried but are not available from the JIF and/or the MEL, and place such coverages outside the fund upon Borough authorization;
 - d. Assist in preparation of applications, statements of values and similar documents requested by the JIF and/or the MEL, it being understood that this scope of services does not include any appraisal work by the consultant;
 - e. Review the Borough's assessment as prepared by the JIF and/or the MEL and assist the Borough in the preparation of its annual insurance budget;
 - f. Review the loss and engineering reports and generally assist the Borough in its loss containment objectives;
 - g. Assist where needed in the settlement of claims, it being understood that this scope of services does not include any work normally done by a public adjuster;
 - h. Any other services required of the Borough by the bylaws of JIF and/or MEL;
 - i. Any other service reasonably related to services required under this Scope of Services.

- III. Documentation as follows:
 - a. Resume and letter application;
 - b. Statement of Conflicts of Interest or lack thereof;
 - c. All necessary and required Certifications and Licenses;
 - d. Experience and reputation in the field for the sought position;

- e. Experience and knowledge of the Borough of Englewood Cliffs;
- f. Availability to accommodate any required meetings of the Borough;
- g. Designated professional and support staff and location of firm's offices;
- h. References in general, in particular from municipal entities where the professional has provided similar services as those sought in the Borough of Englewood Cliffs;
- i. Familiarity with Master Plan Reexamination and COAH Court certification process and regulations;
- j. Business Registration Certificate, Liability Insurance, Certificate of Employee Information Report, Compliance with Americans with Disabilities Act, Disclosure of Ownership and Affidavit of Non-Collusion;
- k. Hourly Rate Schedule, Per Diem Rate and Retainer; and,
- l. Such other documentation as required by applicable laws.

IV. Selection of professionals shall be based solely on the Borough's evaluation of the criteria set forth in this Notice and the submitted material and applicable laws and regulations,

V. Submit one (1) original of all requested materials, along with a PDF version on CD, in a sealed envelope, marked with the position sought and addressed to Lisette Duffy, RMC, Borough Clerk, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before Tuesday, January 29, 2019, at 2:00 p.m.

BOROUGH OF ENGLEWOOD CLIFFS

Lisette Duffy, RMC, Borough Clerk

Dated: January 7, 2019