



CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR PROFESSIONAL CONTRACTS

PLEASE TAKE NOTICE that the Borough of Englewood Cliffs is soliciting RFQs/RFPs, through the Fair and Open process in accordance with N.J.S.A. 19:44A-20.4 et. seq. for the provisions of the following professional services during 2019:

• **Municipal Insurance Risk Manager**

I. Submit resume and letter application for professional position including all documentation that provides the following for evaluation by the Mayor and Council:

- a. Experience and reputation in the field for the position sought.
- b. Knowledge of the area of expertise for the position sought.
- c. Experience and knowledge of the Borough of Englewood Cliffs.
- d. Availability to accommodate any required meeting of the Borough.
- e. Designated professional and support staff and location of firm's offices.
- f. References in general and in particular from municipal entities where the professional has provided similar services as sought in the Borough of Englewood Cliffs.
- g. Licensed Insurance Agent in the State of New Jersey, familiar with public entity insurance.
- h. Professional risk management consulting services as required in the bylaws of the South Bergen Municipal Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Funds.
- i. Copy of Business Registration Certificate and Certificate of Employee Information Report with the State of New Jersey.
- j. The consultant shall assist the municipality in identifying its insurable exposures and recommend professional methods to reduce, assume or transfer the risk or loss.
- k. Assist the municipality in understanding and selecting various coverages available from the municipal joint insurance fund and the municipal excess liability joint insurance fund.
- l. Review with municipality any additional coverages that the consultant recommends or believes should be carried but are not available from the fund and subject to the municipality's authorization place such coverages outside the fund.
- m. Assist the municipality in the preparation of applications, statements of values and similar documents requested by the fund, it being understood that this agreement does not include any appraisal work by the consultant.
- n. Review the municipality's assessment as prepared by the fund and assist the municipality 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.
- p. Assist where needed in the settlement of claims, with the understanding that the scope of the consultant's involvement does not include the work normally done by
 1. A public adjuster
 2. Any other services required by the fund's bylaws

- II.** Selection of professionals deemed most advantageous to the Borough shall be solely on the Mayor and Council's evaluation of the submitted material in the criteria set forth in this document.

- III.** Submit one (1) copy of all requested materials, along with a PDF version on a CD in a sealed envelope **marked with the position sought** addressed to James Barberio, Borough Administrator, Borough of Englewood Cliffs, 482 Hudson Terrace, Englewood Cliffs, New Jersey, 07632 to be received on or before 2:00 PM on December 5, 2018.

BOROUGH OF ENGLEWOOD CLIFFS

James Barberio

Borough Administrator