

## **REQUEST FOR QUALIFICATIONS**

### **PROFESSIONAL INSURANCE BROKERAGE SERVICES - 2021**

#### **Purpose:**

The Washington Township Fire District #1 of Gloucester County, NJ invites qualified Insurance Brokers who possess the experience, capability and expertise in the area of various commercial insurance markets including but not limited to property, general liability, auto liability and workers compensation, to submit a proposal to serve as a Broker of Record to the District. The purpose of this process is to select the Insurance Agency that can offer the highest quality services to the District at a competitive price.

The Fire District is a special district that provides fire protection and rescue services to Washington Township which serves a population of approximately 52,000 residents and an area over 22 square miles.

#### **Scope of Services:**

1. Assign experienced staff to assess the District's operational risks and provide recommendations regarding the appropriate types of insurance, the levels of coverage necessary to protect the District from reasonable risks, the levels of deductible for each policy to provide the best balance of risk limitation and lower premium, and such other factors as the broker shall recommend.
2. Represent the District in any negotiations with insurers or prospective insurer and other parties regarding insurance matters.
3. Act as the liaison and advocate for the District with underwriters and claims staff.
4. Review contracts for compliance with requested coverage and provide feedback as needed regarding management of risks.
5. Answer coverage and program questions from the District and/or its consultants or contractors in a timely manner.
6. Be responsible for notifying the District of invoicing of premiums for all outstanding policies to assure that no policy lapses inadvertently.
7. Assess insurance company stability, solvency and service records.
8. Meet with the District at least annually or as requested to audit existing District insurance policies to determine adequacy of coverage and limits, appropriate deductible levels, overlap or gaps in coverage, and notify the District of any new developments in the industry or markets generally that affect the District in any way or that impact the insurance coverage.

9. Upon request, provide timely, verbal or written interpretation of coverage and be reasonably available to the District and its staff to address questions related to the course of business.

10. Current insurance coverage includes property coverage for six (6) fire stations, auto coverage for a fleet of 36 vehicles including 12 fire apparatus, general liability, umbrella liability, accident and sickness coverage, crime, excess and management liability, portable equipment, workers comp and a special risk policy. Limits, coverage and deductibles available after qualifications are accepted.

**Terms of Contract:**

Proposals for a one year agreement are being requested. All costs will remain fixed for the term of the one-year agreement.

**Award of Contract:**

The District will award the contract in the manner which will obtain the highest quality professional services at the most competitive price. Proposals will be evaluated using the criteria set below.

**Criteria;**

1. Describe your firm. Include the legal name and address of the main office and all branch locations, years in business, and the number of employees. Include whether you are a broker-dealer or other type of financial institution.
2. Broker must be licensed for insurance coverage relating to General Liability, Property, and Workers Comp. Brokers' license numbers must be included.
3. Identify the specific individuals who will be assigned and their resumes with relevant experience and areas of expertise for each.
4. Provide three (3) clients for whom you have provided similar services to those being proposed here. Include a contact name, title, and telephone numbers for each of the references.
5. A fee proposal. What fee, if any, will your firm receive from the selected insurance provider/carrier?

**Submittal Instructions:**

Qualifications should be submitted on 8.5" x 11" paper and should not exceed ten pages. Fax or email proposals will not be accepted.

*Two (2) copies shall be submitted in a sealed package marked "Risk Management and Insurance Services" no later than October 1, 2020 to the address stated below. Late submittals may not be considered.*

All proposals shall state the period for which the proposal shall remain in effect, but shall not be less than 90 days from the proposal date.

The Washington Twp. Fire District has the right to reject any and all proposals.

*Questions regarding the RFQ shall be in writing and directed to:*

Nancy Corson  
Washington Twp. Fire District  
PO Box 653  
Turnersville, NJ 08012

856-863-4000