

**NOTICE POSTED:** February 3, 2023

**DUE DATE:** February 14, 2023 @ 10:00 a.m. prevailing time

**PUBLIC READING:** All proposals/responses will be opened at the City Council Chambers on February 14, 2023 @ 11:30 a.m.

**TAKE NOTICE:** The City of Bayonne, 630 Avenue C, Rm. 15, Bayonne, NJ 07002 (hereinafter referred to in this notice and the various submission documents as the “Client/Owner,” “City of Bayonne” and/or “City”) is seeking Qualifications and/or Proposals for Professional/Consulting Services Providers (hereinafter referred to in this notice and the various submission documents as the “respondent,” “provider,” “contractor,” “submitting party,” “applicant,” “vendor,” “service provider,” and/or “professional service provider”) for the following professional services in accordance with a “fair and open” contracting process as defined in the New Jersey Local Unit Pay to Play Law (N.J.S.A. 19:44-20.4 et seq.):

The CITY OF BAYONNE is soliciting bids for the provision of the following professional services:

**PROFESSIONAL/CONSULTING SERVICE/TITLE SOUGHT:**

**INSURANCE BROKER SERVICES FOR EMPLOYEE HEALTH BENEFITS**

The CITY OF BAYONNE seeks to engage a vendor as Insurance Broker for Employee Health Benefits for the employees of the City of Bayonne during Calendar Year 2023.

**SCOPE OF SERVICES:**

It is the intent of the City to solicit Proposal Statements from Respondents that have expertise in the provision of consulting services regarding the evaluation and obtaining of employee health insurance coverage for the position of Insurance Consultant. Firms and/or persons responding to this RFP shall be able to demonstrate that they will have the continuing capabilities to perform these services.

Services to be provided to the City shall include, but not limited to the following:

- A. Firm must be responsible for negotiating annual renewal of existing coverages.
- B. Firm must prepare all necessary bid specifications, in the event any coverage is marketed and evaluate all bids that are received.
- C. Firm must provide the Business Administrator with reasonable preliminary renewal figures during the budget process.
- D. Firm must be able to attend City meetings including committees whenever necessary.

- E. Firm must have the ability to recommend cost projections for the alternative design of current benefit programs.
- F. Firm must have available a representative to respond and resolve district employee dental questions.

Firm must have the ability to keep the Business Administrator apprised of all relevant changes to dental benefit laws including the Affordable Care Act.

### **GENERAL INFORMATION ON THE CITY OF BAYONNE:**

The City of Bayonne operates under a Mayor-Council Form of Government. The City currently employees approximately 806 employees. The Municipal Council holds one caucus and one council meeting on or about the second and third Wednesday, respectively, of each month as well as special meetings on an as-needed basis. The City Insurance Commission and is currently a member of the New Jersey Intergovernmental Insurance Fund ("NJIIF"), 777 Terrace Ave #309, Hasbrouck Heights, NJ 07604.

### **CONTRACT TERM:**

The contract time period will be for a period not to exceed one (1) year commencing from the contract date.

### **ADMINISTRATIVE INFORMATION REQUIREMENTS:**

The Respondent shall, as part of its Proposal Statement, provide the following information:

1. An executive summary (not to exceed two (2) pages) of the information contained in all the other parts of the Proposal Statement.
2. Name, address and telephone number of the firm or firms submitting the Proposal Statement pursuant to this RFP, and the name of the proposed key contact person who would manage the City's account.
3. A description of the business organization (i.e., corporation, partnership, joint venture, etc.) of each firm, its ownership and its organizational structure (see Statement of Ownership Form):
  - a) Provide the names and business addresses of all Principals of the firm or firms submitting the Proposal Statement. For purposes of this RFP, "Principals" mean persons possessing an ownership or interest in the company. If the Respondent is a corporation, "Principals" shall include each investor who would have any amount of operational control over the Respondent and every stockholder having an ownership interest of 10% or more in the firm. If a firm is a partially owned or a fully-owned subsidiary of another firm, identify the parent company and describe the nature and extent of the parents' approval rights over

the activities of the firm submitting a Proposal Statement. Describe the approval process.

b) If the Respondent is a partnership or a joint venture or similar organization, provide comparable information as required in (b) above for each member of the partnership, joint venture or similar organization.

c) A statement that the Respondent has complied with all applicable affirmative action (or similar) requirements with respect to its business activities, together with evidence of such compliance.

5. Submit copies of appropriate federal and state licenses to perform activities.

6. Insurance Consultant should demonstrate representation of other municipalities of a similar size (in terms of premium sizes, number of covered employees, claims experience, etc.), and must submit a list of all references.

7. The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles. The consultant MUST possess both an Agency License and Individual Licenses for those persons who would be assigned to provide services to the City from the New Jersey Department of Banking and Insurance.

8. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other municipalities and other levels of government. The following information, with regards to other clients, must be submitted for review: premium sizes, number of employees at other clients, claims experience, experience with negotiations in other districts, preliminary and final settlement figures.

9. List all immediate relatives of Principal(s) of Respondent who are employees or elected officials of the City. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild, and in-laws by reason of relation.

10. The successful insurance consultant shall be able, when necessary, to meet with the Business Administrator, Negotiations Committee, if applicable, or designee and attend Municipal Council and/or any other meetings, as necessary. Evidence of compliance with this request, as provided to other districts, must accompany this request for proposals.

## **INSURANCE REQUIREMENTS:**

PROFESSIONAL LIABILITY. Minimum of \$2,000,000 errors and omissions per claim/\$2,000,000 aggregate.

## **WORK PRODUCT/DELIVERABLES:**

All work products of the Provider which result from this contract are the exclusive property of the City of Bayonne.

## **OPRA COMPLIANCE:**

Records received, retained, retrieved, or transmitted under the terms of this contract and as a result of the "work" performed by Vendor/Contractor for or on behalf of the City may constitute public records as defined in N.J.S.A. 47.3-16, and are legal property of the City. The Vendor(s)/Contractor(s) named in this contract must agree to administer and dispose of such records in compliance with the State's public record laws and associated administrative rules.

In the event a claim is filed against the City with the Government Records Counsel or, in the Superior Court of New Jersey, or otherwise arising out of documents that were requested of the City or its Vendor(s)/Contractor(s) under the Open Public Records Act or Common Law and the Vendor(s)/Contractor(s) failed to provide the documents, the Vendor(s)/Contractor(s) shall be responsible to defend, indemnify and hold the City harmless with respect to any such claims, fines or penalties imposed.

## **FEE SCHEDULE:**

Provide a cost proposal consisting of information on your fee structure(s) based on the scope of services indicated herein, including anticipated reimbursable costs.

## **EVALUATION PROCESS:**

An evaluation team will review all proposals. The team will determine if the proposals satisfy the Proposal Requirements, determine if a proposal should be rejected and then evaluate the proposals based upon the Evaluation Criteria. The highest-ranking respondent will then be recommended to the governing body for award of contract, based on price and other factors. **In specific areas, multiple contracts may be awarded.** Listed below are the criteria that the CITY OF BAYONNE will consider in the evaluation of each proposal. The arrangement of the criteria does not imply order of importance in the selection process. All criteria will be used to select the successful respondent.

## **1. Requirements**

Possess the general requirements stated herein.

## **2. Understanding of the Requested Work**

The proposals will be evaluated for general compliance with instructions and requests issued in the RFQ/RFP. Non-compliance with significant instructions shall be grounds for disqualification of proposals.

## **3. Knowledge and Technical Competence**

This includes the ability of the respondent to perform all of the tasks and fulfill adequately the stated requirements.

## **4. Management, Experience and Personnel Qualifications**

Expertise of the respondent shall be demonstrated by past contract successes providing government agencies with similar services. The respondent will be evaluated on knowledge, experience, prior collaboration and successful completion of projects/services similar to those requested in this RFQ/RFP. In addition to relevant experience, respondents shall provide personnel qualifications in the Proposal.

## **5. Ability to Complete the Services in a Timely Manner**

This is based on the estimated duration of the tasks and the respondent's ability to accomplish these tasks as stated.

## **6. Cost**

Price shall be based on rates set forth in the RFQ or where a cost proposal is required (RFP), as submitted in the cost proposal. Prices are firm for twelve (12) months. Any services not included as part of any resulting contract scope of services or cost proposal must be approved and authorized by the CITY OF BAYONNE before such work is initiated. The CITY OF BAYONNE shall pay for such approved services, at the rate or cost agreed upon between the CITY OF BAYONNE and contractor.

### **BASIS OF AWARD** **EVALUATION CRITERIA**

#### **Insurance Broker for Employee Health Benefits**

**Term: Not to Exceed One Year Commencing from the Contract Date**

The following is the criteria for evaluation of the response/proposal. Points shall be awarded based on the information contained in each response/proposal for

each category as listed below on a scale of 1-10, with 10 meeting all required criteria and 1 not meeting the required criteria. The highest total score shall be the basis for the contract award.

EVALUATION CRITERIA	SCORE/ POINTS
<b>TECHNICAL CRITERIA</b>	
Vendor's response/proposal demonstrates a clear understanding of the scope of work and related objectives	
Vendor's response/proposal is complete and responsive to the technical Request for Qualifications/Request for Proposals (RFQ/RFP) requirements	
Vendor evidences successful past performance of like projects	
<b>MANAGEMENT CRITERIA</b>	
History and experience in performing similar work	
Availability of personnel, facilities, equipment, etc.	
Qualification and experience of support personnel	
Comprehensive work plan and schedule	
Significant experience in <b>municipal employee health insurance matters</b>	
Proof of licensure	
<b>COST CRITERIA</b>	
Cost of goods/services to be provided	
Quality and quantity of vendor's services to previous clientele	
Vendor's financial ability to meet obligations	
<b>POINT TOTALS</b>	

**BE ADVISED THAT** absent an express written notice to the contrary in the detailed requirements, all responses:

1. Are to be submitted on "The Standardized Professional Service RFQ/RFP SUBMISSION FORMS" AND
2. Are Subject to the Standardized "General Instructions, Submission and Selection Criteria for Professional Service Contracts".

The above mentioned standardized documents are available on the City of Bayonne Website (<http://www.BayonneNJ.org>) under the heading "RFQ – RFP's" by clicking on the link "Requirements for Submission," "Click here to view Requirements." and clicking on the links under Paragraphs No. 1 and No. 2. Should you be unable to obtain these from the website, copies of the solicitation package are also available at the office of the City Law Department, 630 Avenue C, 1st Floor, Rm. 15, Bayonne, NJ 07002. The Law Department is open during regular business hours, 8:30 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

**SEALED RESPONSES/PROPOSALS SHOULD INCLUDE:**

1. The above noted Standardized Professional Service RFQ/RFP SUBMISSION FORMS which include:
  - a. The "Proposal, Qualifications and Costs Submission Form" signed and dated by the provider and clearly referencing any additional sheets or attachments (such as a submission letter, provider service or experience description, and/or fee schedule).
  - b. A signed and notarized "Non-Collusion Affidavit."
  - c. A signed Disclosure of Ownership form.
2. A copy of the vendor's current "NJ Business Registration Certificate." Information on this certificate can be obtained on the web at "<http://www.state.nj.us/treasury/revenue/busregcert.htm>".
3. A copy of State of NJ, Department of the Treasury, Division of Revenue and Enterprise Services, Certificate of Good Standing. Information on this Certificate can be obtained on the web at <https://www.njportal.com/dor/businessrecords/>.
4. Such other documents and materials as may be appropriate to show the qualifications and experience of the provider or to meet the requirements of this RFQ/RFP.

**SUBMISSION DEADLINE AND PUBLIC READING:**

Sealed proposals/responses must be received in the City Law Department, 630 Avenue C, 1st Floor, Room 15, Bayonne, New Jersey 07002 on or before the date and time ("due date" set forth in this notice (also referred to as the "submission deadline"). The City's Law Director and/or his designated representative will receive submissions up to the submission deadline.

The City reserves the right to extend the submission deadline at any time prior to opening of the sealed submissions, to reject all submissions without the need for cause or prior notice, to reject particular submissions due to defects in mandatory items, to waive non-mandatory items and to accept any submission(s) that in its judgment is/are in the best interest of the City.

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John F. Coffey II Esq., Law Director, 630 Avenue C, Rm. 15, Bayonne, NJ 07002