

## **Borough of North Haledon RFQ / Risk Management Consultant Services**

The Borough of North Haledon is requesting qualification statements for risk management consultant services relating to property and casualty insurance coverage for the year 2021. The Borough seeks a firm that has significant prior experience working with municipalities and joint insurance funds in the State of New Jersey. The Borough requires advice and recommendations relating to property casualty insurance and risk management, and the availability of continuous expert advice throughout a one-year term, with the option for renewal for one or two additional years.

Qualification statements must be submitted via mail or hand delivery, and received by Renate Elatab, Borough Administrator, 103 Overlook Avenue, North Haledon, NJ 07508, by October 16, 2020. Qualification statements will not be accepted by email or facsimile. The Borough will schedule interviews for the November 9, 2020 Council Meeting, with an anticipated award date of December 2, 2020.

The qualification statements must include at a minimum the following:

- Name of Firm;
- Address of principal place of business and all other offices and corresponding telephone numbers;
- Names of professionals, who will be assigned to work with the Borough;
- For the professional(s) assigned to conduct this work, a description of their education, experience, qualifications, number of years with the firm;
- Knowledge of the Borough and the subject matter addressed in the RFQ;
- Statement of the firm's understanding of the Borough's needs and goals;
- At least three references that have knowledge of your service to public entities;
- Examples of your record of success (or significant achievements) serving public entities;
- Billing rate;
- The firm's ability to provide services in a timely fashion (including staffing, familiarity and location of key staff:);
- A copy of any required professional federal and/or state licenses to perform the required activities;
- Listing of programs offered to assist the Borough in maintaining loss control; and,
- New Jersey BRC, political contribution disclosure form, business entity disclosure certification;
- Any other information that the interested firm deems relevant to be in the best interest of the Borough.

Subsequent to the issuance of this RFQ, the Borough may modify, supplement or amend provisions of this RFQ in order to respond to inquiries received from prospective respondents or as otherwise deemed necessary or appropriate by the Borough.

Renate Elatab