

TOWNSHIP OF RIVERSIDE

This is a combined Requirements to Qualify (RFQ) and Request for Proposal (RFP) form. This form will be used by the Township Committee as a basis for making professional service appointments. Requests for these forms should be made to the Riverside Township Clerk, 237 S. Pavilion Ave. Riverside, NJ 08075

**This proposal is being solicited through a fair and open process
in accordance with NJSA 19:44A-20.5 et.seq.**

REQUIREMENTS TO QUALIFY

The requirements listed below are the minimum levels expected in order to qualify to have your request for proposal considered.

For Township Risk Manager

At least ten (10) years experience in a full service insurance agency with a minimum of five (5) years experience in municipal insurance field. At least five (5) years experience working with a JIF in NJ. Knowledge of workers compensation insurance, public employees' liability and general liability insurance.

Please explain how you or your firm meets the minimum requirements. (Use separate sheet if needed)

Received by Riverside Township on _____

Meets Qualifications Does Not Meet Qualifications

REQUEST FOR PROPOSAL

Please indicate the following information: Proposals will be evaluated by the Riverside Township Committee and Township Administrator on the basis of the most advantageous price and other factors listed below.

1. Names, title, and licenses of all the individuals who may perform the service and/or activity.
2. A description of the individuals or firms experience with similar services or projects.
3. A list of references and record of success.
4. Demonstration of areas of expertise of staff.
5. A description of the individual or firms ability to provide the service or complete the activity in timely fashion or as required by the Township
6. A fee schedule for the firm.
7. Availability to accommodate any required meetings of the Municipality.

8. The Township reserves the right to conduct an interview or interviews with the prospective professional to discuss the scope of the project and associated fee(s) as outlined in their proposal.
9. In the event that compliance with part or all of the requirements of the RFP is impracticable or undesirable with regards to a particular contract, the Township Committee may waive part or all of the requirements by a majority vote of the full Township Committee. The waiver shall set forth specifically the reasons for such waiver.
10. All awards or waivers will be by resolution acted on by the Township Committee at a Township meeting.
11. All awards are subject to availability of funds.
12. All respondents shall comply with Business Registration Act (P.L. 2004, c.57), and proof of their registration with the New Jersey Department of Treasury, Division of Revenue, shall be submitted.
13. All respondents are placed on notice that they are to comply with all requirements of P.L. 1975, c.127 (N.J.S.A. 10:5-31 through 10:5-38) and all duly adopted Affirmative Action Regulations (N.J.A.C. 17:27).
14. All respondents shall supply IRS form W-9, request for Taxpayer Identification & Certification.

Return four paper copies and one electronic copy (CD or Diskette) in a sealed envelope to: Riverside Township Clerk, 237 S. Pavilion Ave., Riverside, NJ 08075. NO LATER THAN FRIDAY DECEMBER 2, 2011 at 10:00a.m.