



NORTH HUDSON
COMMUNITY ACTION CORPORATION

REQUEST FOR PROPOSAL

FOR

Insurance Brokerage Services

- General Liability Insurances
- Workman's Compensation
- Property Insurance
- Vehicle Insurance
- Directors and Officers Liability Insurance
- Physician Malpractice Insurance
- Employment Practices Liability Insurance

RFP Issued: October 19, 2018

INTRODUCTION AND PROJECT DESCRIPTION

North Hudson Community Action Corporation (NHCAC) is a cornerstone of health and human services in New Jersey, serving more than 84,000 low-income residents spread across three counties. An award-winning leader in its not-for-profit field for more than 50 years, NHCAC has played a vital role in creating much-needed services such as Primary Healthcare, Head Start, Women's Infant and Children, emergency food and shelter, transitional housing, and mental health and addiction services. NHCAC currently operates in 22 locations in three counties in northern New Jersey.

North Hudson Community Action Corporation is in the process of selecting one or more professional firms to provide insurance brokerage services to the corporation.

Services to be provided include specific areas for which expertise is required.

- General Liability Insurances
- Workman's Compensation
- Property Insurance
- Vehicle Insurance
- Directors and Officers Liability Insurance
- Physician Malpractice Insurance
- Employment Practices Liability Insurance

Respondents should specify which of fields they specialize in and provide details of the firm's expertise and experience in those matters.

Respondents should include a full listing of all services to be provided, including solicitation of insurance offers, claims handling, review and recommendations.

Respondents should detail their experience in providing professional services to FQHC's and similar health centers and/or social service agencies.

Respondents should be prepared to provide references, if requested.

Respondents should clearly list their brokerage fees on each service, in numbers or percentages, and state from whom the fees are collected.

Respondents should clearly state the frequency and type of regular reports on activities that will be provided to the corporation.

Respondents should provide any other relevant information that will assist North Hudson Community Action Corporation to select among respondents.

As a recipient of Federal funds under Section 330 of the Public Health Services Act, NHCAC is required to adhere to all applicable Federal procurement rules and regulations as described in 45 CFR Part 74, and other program expectations of the Federally Qualified Health Center program. Respondents are encouraged to become familiar with any special procurement rules that may affect their response to this RFP.

ALL RESPONSES MUST BE RECEIVED AT 800 31ST STREET, UNION CITY, NEW JERSEY, 07087, OR BY JOAN.QUIGLEY@NHCAC.ORG BY CLOSE OF BUSINESS FRIDAY, NOVEMBER 9TH, 2018.

GENERAL CONDITIONS

By submitting a response to this RFP the Respondent agrees to all of the following:

- A. NHCAC reserves the right to award or cancel this procurement process at any time.
- B. NHCAC is not bound to accept the lowest bid, nor any proposal submitted. A contract for the accepted proposal will be drafted based upon the factors described in this RFP.
- C. Failure to meet the response delivery date may be basis for disqualification of the Respondent proposal.
- D. Respondents are fully responsible for all costs, both direct and indirect, of development and submission of their response to this RFP, including, but not limited to, any supplementary documentation, information, travel, and presentation expenses.
- E. NHCAC will open all proposals and submitters may attend.
- F. NHCAC will maintain sole ownership of responses after submission.
- G. Respondents agree that submission of a proposal warrants acceptance of the above general terms and considerations and guaranteed pricing for one year. Option to extend contract 1 year.
- H. The successful applicant may also be required to present additional documentation/or information necessary to determine financial and programmatic capability.

Efforts will be made by NHCAC to utilize small business, women and/or minority owned businesses. An applicant qualifies firm if it meets the definition of “small business” as established by the Small Business Administration (13 CFR § 121.201)

TIMELINE

This process will be guided by the following timeline. All dates are subject to changes at the sole discretion of NHCAC.

<u>Milestones</u>	<u>End or Due Date</u>
RFP Issued	October 19, 2018
Contractor/Vendor Responses Received by NHCAC Representatives	November 9, 2018
Responses Evaluated including clarification	November 16, 2018
Contractor/Vendor Selected	November 28, 2018

VENDOR AGREEMENT AND CERTIFICATION

By signing below, the vendor representative expressly certifies and warrants that all information that has been provided in this RFP response is accurate. The individual further acknowledges that all services and products described in this RFP response is immediately available and warrants that the vendor is able to deliver, install and complete all expected services within the required timeframes.

Furthermore, if it appears or becomes known that information provided in this RFP response is not true, or there are products or services that NHCAC has been assured it would receive but do not exist, or there will be additional charges not included in the proposal, then NHCAC reserves the right to terminate all discussions, negotiations, and/or implementation with an immediate and full refund of any fees paid by NHCAC.

All signatories to this document agree and warrant that they have made no changes or altered this RFP in any way, and are authorized to make all commitments set forth in this RFP response. Representatives signing below also agree that all responses to this RFP, and any documentation submitted, may be referenced in any final purchase agreement or contract between NHCAC and the vendor as an addendum and become legally binding.

Our response is for the following services and products described in the NHCAC RFP dated October 19, 2018. Please complete the following:

Company _____
Name of Company

Signature Date: _____

Printed Name and Title

Address: _____

Telephone Number: _____

SUBMISSION INSTRUCTIONS

NHCAC will convene a selection group to review the proposals and information received in response to this RFP. During this review process, additional information may be required of the respondent\vendor and some respondents will be invited to NHCAC in order to clarify any responses and further discuss the vendor's offer. All contact and any questions between respondent and NHCAC should be routed through the NHCAC point of contact (contact information below). NHCAC expects completion of the evaluation process and identifying its contractor choice for the required services within the timeframes outlined in Timeline.

Responses will be evaluated based on price and experience.

All responses should be sent to the Point of Contact by the Due Date.

NHCAC Point of Contact

Joan M. Quigley
President/CEO

North Hudson Community Action Corporation

800-31"Street
Union City, New Jersey 07087
E-mail: joan.quigley@nhcac.org
Telephone: 201-210-0100
Facsimile: 201-223-0306

Proposals should be provided in both electronic and hardcopy formats by the Due Date. Please place three (3) copies of your RFP in a sealed envelope and clearly label in the lower left corner "Legal Services." Include 3 references.

Late proposals will not be accepted.

Thank you for your interest in North Hudson Community Action Corporation