

REQUEST FOR PROPOSALS

RISK MANAGEMENT SERVICES

Proposals Due by: August 26th, 2021 at 10:00 AM

**Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601
201 342-4280**

REQUEST FOR PROPOSAL

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for "Risk Management Services." It is the Housing Authority's desire to retain and employ a duly qualified Risk Manager to handle all matters which may arise in connection with the Authority's insurance. All Risk Management Services must be provided in accordance with the existing rules, orders, directives and regulations promulgated by the United States Department of Housing and Urban Development, State of New Jersey and other applicable regulatory agencies.

1. SCOPE OF SERVICES

The scope of the Risk Management services being requested will be as follows:

- (a) Attend meetings of the Authority when requested.

Assist the Authority in identifying insurable property & Casualty exposures and to recommend professional methods to reduce, assume or transfer risk or loss.

- (b) Assist the Authority in understanding the various coverages available from the New Jersey Public Housing Authority Joint Insurance Fund and the Municipal Excess liability Joint Insurance Fund.

- (c) Review with the Authority any additional coverages that the consultant feels should be carried but are not available from the fund and subject to the Authority's authorization, place such coverages outside the fund.

- (d) Assist the Authority in the preparation of applications, statements of value, and similar documents requested by the fund, it being understood that the consultant does not include any appraisal work by the consultant.
- (e) Review Certificates of insurance from contractors, vendors and professionals when requested by the Authority.
- (f) Review the Authority's assessment as prepared by the fund and assist the Authority in the preparation of its annual insurance budget.
- (g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) municipal safety committee meeting per annum to promote the safety objectives and goals of the Authority and the fund.
- (h) Assist where needed in the settlement of claims with the understanding that the scope of the consultant's involvement does not include the work normally done by the public adjuster.
- (i) Perform any other risk management services required by the fund's by-laws
- (j) Term: 3 years

All costs associated with the items contained in the "Scope of Services" will be covered by the fee for services. Any item that is not contained in the basic retainer will require approval by the Board of Commissioners by motion or resolution,

prior to being paid.

QUALIFICATIONS

- 1) Must be licensed in the State of New Jersey.
- 2) Should have experience in providing Risk Management Services.
- 3) Must be approvable by the United States Department of Housing

PROPOSAL SUBMISSION

All qualified candidates interested in submitting a proposal for "Risk Management Services" should submit a written proposal. The proposal should contain a copy of the candidate's resume should be attached to the proposal listing all previous experience and qualifications. All proposals should be sealed (envelope marked: "Proposal for Risk Management Services") and delivered to the Housing Authority of the City of Hackensack, 65 First Street, Hackensack, New Jersey on or before Thursday, August 26th, 2021 by 10:00 A.M.

A copy of the RFP, rating system and standard form of Risk Management Services contract are available at the office of the Housing Authority.

The following items must be submitted with the proposal:

- 1) Proposal Submission Sheet;
- 2) Listing of similar projects that the firm has previously completed;
- 3) Listing of references;
- 4) Evidence that the firm is licensed in the State of New

Jersey;

5) An insurance certificate indicating that the firm has professional liability insurance.

6) Valid New Jersey Business Registration Form

7) Non-Collusive Affidavit

6) Certification that the neither the firm nor any of the principals have been suspended or debarred from participation in HUD Programs.

PROPOSAL REVIEW

All proposals will be reviewed according to the "Competitive Proposal" process outlined in the HUD Procurement Handbook 7460.8 and HUD Notice PIH 90-47. The Authority utilizes a proposal rating system that will be used to evaluate all proposals received in response to this R.F.P.

This solicitation for bids is being made in accordance with the New Jersey Local Unit Pay to Play law (NJSA 19:44A 20.4 et seq.) as a "fair and open" process. All bids will be publicly opened on the date and time specified in the RFB.

ANTHONY FEORENZO

Executive Director

**Hackensack Housing Authority
65 First Street
Hackensack, New Jersey 07601**

Risk Management Services

PROPOSAL SUBMISSION SHEET

- 1) Name/Address of Firm:

- 2) Telephone Number:

- 3) Contact Person:

- 4) Amount of Fee:
 - a. 2022:
 - b. 2033:
 - c. 2024:

- 5) Amount of any expected reimbursables:

- 6) Other:

COMPETITIVE PROPOSAL EVALUATION SYSTEM

Prepared by:

Type of Service: Risk Management Services

Name/Address of Respondent:

- 1) Demonstrated experience and competence in this type of work (20 Points).
- 2) Familiarity with the Hackensack Housing Authority's Programs in specific and HUD rules and regulations in general (30 Points).
- 3) Capability and capacity to accomplish work within the required time period (30 Points).
- 4) Geographic location of the firm relative to the proximity to the Housing Authority (10 Points).
- 5) Specialized experience of key personnel in Housing Authority Programs (20 Points).
- 6) Firm's Equal Opportunity Policy. Each bidder must ensure that all employees and applicants for employment are not discriminated against because of race, color, religion, sex or national original (10 Points).

Total Point Score:

Narrative Review of Proposal:

Legal Advertisement

REQUEST FOR PROPOSALS

The Housing Authority of the City of Hackensack, New Jersey will accept proposals for Risk Management Services for a term of three years. The Request for Proposals (RFP) may be obtained at the Housing Authority office:

Hackensack Housing Authority

65 First Street

Hackensack, New Jersey 07601

(201) 342-4280

All proposals are due by 8/26/21 by 10:00 AM.

This solicitation is being undertaken in accordance with NJSA 19:44.4 et seq. as a "Fair and Open" competitive process and in accordance with the rules and restrictions set forth by the State's Local Unit Pay-to-Play law.

ANTHONY FEORENZO

Executive Director

NON-COLLUSION AFFIDAVIT

State of New Jersey
County of _____

ss:

I, _____ residing in _____
(name of affiant)

(name of municipality)
in the County of _____ and State of _____ of full age,
being duly sworn according to law on my oath depose and say that:

I am _____ of the firm of _____
(title or position) (name of firm)

_____ the bidder making this Proposal for the bid

entitled _____, and that I executed the said proposal with
(title of bid proposal)

full authority to do so that said bidder has not, directly or indirectly entered into any agreement,
participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in
connection with the above named project; and that all statements contained in said proposal and in this
affidavit are true and correct, and made with full knowledge that the _____

_____relies upon the truth of the statements contained in said Proposal
(name of contracting unit)

and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such
contract upon an agreement or understanding for a commission, percentage, brokerage, or contingent
fee, except bona fide employees or bona fide established commercial or selling agencies maintained by
_____.

Subscribed and sworn to

before me this day

Signature

_____, 2____

(Type or print name of affiant under signature)

Notary public of

My Commission expires _____

(Seal)

