



RFP #001-2019

REQUEST FOR PROPOSALS

AND QUALIFICATION STATEMENTS FOR:

INSURANCE BROKER SERVICES

HEALTH BENEFITS

Issuance of Requests for Proposals: Friday, March 8, 2019

Question & Answer Cut-off Date: Friday, March 22, 2019

Proposals Due: Tuesday, April 2, 2019

Time: 1:00 P.M. Prevailing Time

Issued by:

**NORTH JERSEY DISTRICT WATER SUPPLY COMMISSION
ONE F.A. ORECHIO DRIVE
WANAQUE, N.J. 07465**

DEFINED TERMS

The following definitions shall apply to and are used in this Request for Proposals:

“Applicable Law” – means any statute, law, constitution, charter, ordinance, resolution, judgment, order, decree, rule, regulation, directive, standard or similarly binding authority, which shall be enacted, adopted, promulgated, issued or enforced by a governmental body relating to the Commission, the Selected Respondent or the performance of the Services.

“Broker” – means any licensed company, organization or person authorized and licensed by the State of New Jersey to provide health insurance related Services as more particularly described herein.

“Commission” - refers to the North Jersey District Water Supply Commission

“Proposal” - refers to the complete responses to this RFP submitted by a Respondent, including a Qualification Statement.

“Qualified Respondent” - refers to those Respondents who (in the sole judgment of the Commission) have satisfied the qualification criteria set forth in this RFP.

“Respondent” or “Respondents” - refers to the interested firm(s) that submits a Proposal.

“RFP” - refers to this Request for Proposals, including any amendments thereof or supplements thereto.

“Selected Respondent(s)” – refers to the Qualified Respondent(s) designated by the Commission for the award of a contract to perform the Services.

“Services” - refers to the responsibilities of a Qualified Respondent(s) awarded a contract(s) to perform **INSURANCE BROKER SERVICES – HEALTH INSURANCE**, including health, major medical, prescription drug, dental, life, long and short-term disability, and vision coverages (collectively, “Health Benefits”) for the Commission for a period of two years in accordance with the provisions of this RFP.

SECTION 1

INTRODUCTION AND GENERAL INFORMATION

1.1. Introduction and Purpose.

The Commission is organized and exists under and pursuant to N.J.S.A. 58:5-1 et seq., and is a public body politic and corporate formed by its member municipalities and authorized to acquire, develop and operate a water supply system or a new and additional water supply system for use by any municipality in the Counties of Sussex, Warren, Hunterdon, Passaic, Morris, Monmouth, Somerset, Bergen, Hudson, Essex, Union and Middlesex (the "District"). Pursuant to its enabling legislation, the Commission is authorized to finance, construct and place into operation, and operate and use facilities deemed necessary for and incident to the treatment, filtration, transmission and distribution of potable water for the benefit of municipalities within the District. The Commission presently contracts with municipalities, regional municipal purveyors, and publicly and privately-owned utilities. It is operated on a non-profit basis and funded through the municipalities and utilities that are contract participants of the Commission.

Through its Wanaque North and South projects, the Commission provides potable water to numerous contracting municipalities. Additionally, the Wanaque South Project includes a joint venture between the Commission and SUEZ Water.

The Commission is soliciting Proposals including Respondent's qualifications to serve as insurance broker(s) on behalf of the Commission for its Health Benefits insurance coverage, as further described herein. Through the procurement process initiated by this RFP, brokers interested in assisting the Commission with the provision of such Services for a two-year period must prepare and submit a Proposal in accordance with the procedure and schedule established in this RFP. The Commission will review Proposals only from those brokers that submit a Proposal that includes all of the information required to be submitted as described herein as determined in the sole discretion of the Commission. The Commission will select the Respondent which it determines is best qualified to provide Health Benefits insurance coverage to the Commission for two years, price and other factors considered.

1.2. Procurement Process and Schedule.

The Commission has structured this procurement process to obtain the desired results described above, while establishing a competitive procurement process to assure that each Respondent is provided an equal opportunity to submit a Proposal in response to the RFP. Proposals will be evaluated in accordance with the requirements set forth in this RFP. The criteria in Section 4 will be applied in the same manner to each Proposal received.

The award of a contract to the Selected Respondent is subject to P.L. 2005, c. 51 (Chapter 51), codified at N.J.S.A. 19:44A-20.13 et seq., and Executive Order 117 (2008) (commonly known as pay to play limitations) and the New Jersey Election Law Enforcement Commission disclosure requirements set forth in P.L. 2005, C. 271, as amended, codified at N.J.S.A. 19:44A-20.26, and as more fully described in Section 1.8 of this RFP. Respondents as part of this procurement process, and if selected as Insurance Broker for Health Benefits must at all times, abide by all requirements of New Jersey law, and all relevant Executive Orders

The procurement process commences with the issuance of this RFP. The steps involved in the process and the anticipated completion dates are set forth in Table 1, Procurement Schedule. The Commission reserves the right to amend, modify or alter the Procurement Schedule upon notice to all potential Respondents.

Proposals will be reviewed and evaluated by a Commission-established "Evaluation Committee" to determine if each Respondent has met the required professional and administrative requirements set forth in this RFP. Under no circumstances will a member of the Evaluation Committee review a Proposal that they or their firm submitted. Based upon the totality of the information contained in the Proposal, including information about the reputation and experience of each Respondent, the Commission will (in its sole judgment) determine which Respondents are qualified. Each Respondent that meets the requirements of the RFP will be designated as a Qualified Respondent and will be considered during the evaluation process for the award of a contract for the Services.

All communications concerning this RFP or the RFP process shall be directed to the Commission's Designated Contact Person, Margaret M. Maddalena, "acting" Contract Administrator, in writing and e-mailed to mmaddalena@njdwsc.com. In order to maintain the integrity of the procurement process, it is requested that all communications concerning this RFP or the RFP process be in writing.

Respondents must submit an original and ten (10) copies of the Proposal to

**Margaret M. Maddalena
"acting" Contract Administrator
North Jersey District Water Supply Commission
One F.A. Orechio Drive,
Wanaque, New Jersey 07465**

Sealed Proposals must be received by, the Commission, via mail or hand-delivery, by 1:00 p.m. prevailing time on, April 2, 2019 at which time all Proposals will be publicly opened. Proposals will not be accepted by facsimile

transmission or e-mail. Please indicate on the outside of the sealed envelope, "Response to Request for Proposals and Qualification Statements for Insurance Broker Services: Health Benefits, RFP# 007-2019."

TABLE 1
RFP TIMELINE AND SUBMISSIONS DEADLINES

ACTIVITY	DATE
1. Request for Proposals Available	<u>March 8, 2019</u>
2. Question & Answer Cut-Off Date	<u>March 22, 2019</u>
3. Proposals Submission Date	<u>April 2, 2019</u>
4. Tentative Contract(s) Award	<u>April 24, 2019</u>

1.3. Conditions Applicable to RFP.

Upon submission of a Proposal in response to this RFP, the Respondent acknowledges and consents to the following conditions relative to the submission and review and consideration of its Proposal:

- All costs incurred by the Respondent in connection with responding to this RFP shall be borne solely by the Respondent.
- All Proposals shall become the property of the Commission and will not be returned.
- All Proposals will be made available to the public at the appropriate time, as determined by the Commission (in its sole discretion) in accordance with Applicable Law.
- Any and all Proposals not received by the Commission by 1:00 p.m. Prevailing Time on, **Tuesday, April 2, 2019** will be rejected.
- Neither the Commission, nor its staff, consultants and advisors (including but not limited to, the Review Team) shall be liable for any claims or damages resulting from the solicitation or preparation of the Proposal, nor will there be any reimbursement to Respondents for the cost of preparing and submitting a Proposal or for participating in this procurement process.

1.4. Rights of Commission.

The Commission reserves, holds and may exercise, at its sole discretion, the following rights and options with regard to this RFP and the procurement process in accordance with the provisions of Applicable Law:

- To determine that any Proposal received complies or fails to comply with the terms of this RFP.
- To change or alter the schedule for any events called for in this RFP upon the issuance of notice to all prospective Respondents who have received a copy of this RFP.
- To conduct investigations of any or all of the Respondents, as the Commission deems necessary or convenient, to clarify the information provided as part of the Proposal and to request additional information to support the information included in any Proposal.
- To request that Respondents send representatives to the Commission for interviews at a time and place designated by the Commission.
- To request additional information from prospective Respondents.
- To cancel this RFP or procurement process if it determines it is in the Commission's or the public interest to do so and to institute another procurement process.
- To reject any Respondent that submits in response to this RFP a Proposal that is incomplete or not responsive to the requirements of this RFP.
- To reject any Proposal as non-responsive, to the extent permitted by Applicable Law, that takes any exception or makes any additions to any term or condition of the RFP (including the Proposal forms in the Appendices).
- To request clarification or amplification from any Respondent of its proposal or any portion thereof.
- To request an oral presentation with one or more Respondents, if it believes that it would be helpful to the Commission or Evaluation Committee to do so.
- To negotiate with one or more Respondents after receipt of bids on any of the final terms and conditions of the retention, including price so long as the Commission maintains a written record of all such negotiations.
- To reserve the right to waive minor irregularities. The Commission also reserves the right to waive a mandatory requirement provided that:
 1. the requirement is not mandated by law;
 2. all of the otherwise responsive proposals failed to meet the mandatory requirement; or

3. in the sole discretion of the Commission, the mandatory requirement and the failure to comply with thereof does not materially affect the procurement or the Commission's interests associated with the procurement.

1.5. Addenda or Amendments to RFP.

During the period provided for the preparation of Proposals, the Commission may issue addenda, amendments or answers to written questions that are submitted before the date established on the cover of this RFP. Those addenda will be sent to all prospective Respondents who have requested a copy of the RFP by the Commission, will constitute a part of the RFP, and will be considered to amend or supersede any inconsistent provision of the RFP. All responses to the RFP shall be prepared with full consideration of the addenda issued prior to the date set for submission of Proposals in Section 1.2 hereof.

1.6. Cost of Proposal Preparation.

Each Proposal and all information required to be submitted pursuant to the RFP shall be prepared at the sole cost and expense of the Respondent. There shall be no claims **whatsoever** against the Commission, its staff or consultants for reimbursement for costs or expenses incurred in the preparation of the Proposal or other information required by the RFP.

1.7. Proposal Format.

Proposals should address all information requested in this RFP.

Proposals that fail to meet the requirements of the RFP or that are in any way conditional, incomplete, obscure, contain additions or deletions from requested information, or contain errors, may be rejected in the sole discretion of the Commission.

1.8 Campaign Contributions and Expenditure Reporting:

In order to safeguard the integrity of the Commission's procurement process, the Commission has imposed restrictions to insulate the award of contracts from political contributions that pose the risk of improper influence, purchase of access, or the appearance thereof. The terms and conditions set forth in this section are material terms of any contract resulting from this RFP.

a. Definitions. For the purposes of this section, the following shall be defined as follows:

(i) Contribution – means a contribution reportable by a recipient under "The New Jersey Campaign Contributions and Expenditures Reporting Act." N.J.S.A. 19:44A-1 et seq., and implementing regulations set forth at N.J.A.C. 19:25-7 and N.J.A.C. 19:25-10.1 et seq.. Currently, contributions in excess of \$300 in the

aggregate from one source during a reporting period are deemed “reportable” under these laws.

(ii) Contractor – means any natural or legal person, business corporation, professional service corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. It also includes (a) all principals who own or control more than 10 percent of the profits or assets of a Contractor or 10 percent of the stock in the case of a Contractor that is a corporation for profit, as appropriate; (b) any subsidiaries directly or indirectly controlled by the Contractor; (c) any political organization organized under 26 U.S.C. 527 that is directly or indirectly controlled by the Contractor, other than a candidate committee, election fund, or political party committee; and (d) if a Contractor is a natural person, that person’s spouse or child, residing in the same household.

b. Breach of Contract.

It shall be a breach of the terms of any contract for the Contractor to (i) make or solicit a contribution in violation of the terms of this section, (ii) knowingly conceal or misrepresent a contribution given or received; (iii) make or solicit contributions through intermediaries for the purpose of concealing or misrepresenting the source of the contribution; (iv) make or solicit any contribution on the condition or with the agreement that it will be contributed to a campaign committee or any candidate or holder of the public office of Governor, or to any State or county party committee; (v) engage or employ a lobbyist or consultant with the intent or understanding that such lobbyist or consultant would subject that entity to the restrictions of this section; (vi) fund contributions made by third parties, including consultants, attorneys, family members, and employees; (vii) engage in any exchange of contributions to circumvent the intent of this section; or (viii) directly or indirectly through or by any other person or means, do any act which would subject that entity to the restrictions of this section.

c. Certification and Disclosure Requirements.

(i) The Commission is prohibited from entering into a contract with any Contractor for services or any material, supplies or equipment, or to acquire, sell or lease any land or building, where the value of the transaction exceeds \$17,500, if that Contractor has solicited or made any contribution of money, or pledge of contribution, including in-kind contributions to a candidate committee and/or election fund of any candidate for or holder of the public office of Governor, or to any State or county political party committee: (1) within the eighteen months immediately preceding the commencement of negotiations for the contract or agreement; (2) during the term of office of a Governor, in the case of contributions to a candidate committee or election fund of the holder of that office, or to any State or county political party committee of a political

party nominating such Governor in the last gubernatorial election preceding the commencement of such term; or (3) within the eighteen months immediately preceding the last day of the term of office of Governor, in which case such prohibition shall continue through the end of the next immediately following term of the office of Governor, in the case of contributions to a candidate committee or election fund of the holder of that office, or to any State or county political party committee of a political party nominating such Governor in the last gubernatorial election preceding the commencement of the latter term. Effective November 15, 2008, Executive Order No. 117 extends the above prohibition to contributions made to a candidate committee or election fund of any candidate for or holder of the office of Lieutenant Governor, and to contributions made to a legislative leadership committee or a municipal political party committee.

(ii) At the time of the submission of its Proposal, a Contractor shall report all contributions the Contractor made during the preceding four years to any political organization organized under 26 U.S.C. 527 of the Internal Revenue Code that also meets the definition of a "continuing political committee" within the meaning of N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.7. The required forms and instructions are included in this RFP package and must be returned with a Contractor's Proposal fully complete. ***Failure to submit the fully completed Certification and Disclosure(s) with a Proposal may result in the rejection of the Proposal, as well as preclude future contract opportunities.***

(iii) Further, the Contractor is required, on a continuing basis, to report any contributions it makes during the term of the contract, and any extension(s) thereof, at the time any such contribution is made. The required form and instructions are available from the Commission and shall be provided to the intended awardee with the Notice of Intent to Award.

d. Disclosure Review.

The Commission shall ensure that the disclosures submitted pursuant to this section, as well as any other pertinent information concerning the contributions or reports thereof by the intended awardee, prior to award, or during the term of the contract, by the contractor are reviewed by the appropriate authorities. If it is determined that any contribution or action by the contractor constitutes a breach of contract that poses a conflict of interest in the awarding of the contract under this solicitation, the Commission shall disqualify the Contractor from award of such contract.

1.9 a) Selection Process

The Commission anticipates selecting one (1) or more Qualified Respondents to this RFP for the award of a contract for the Services. The Selected Respondent(s) will each independently assess the Commission's insurance needs and provide recommendations regarding the appropriate types

of insurance for the Commission, the levels of coverage necessary to protect the Commission from reasonable risks, the levels of deductible for each policy to provide the best balance of risk limitation and lower premium and such other factors as the broker shall recommend. The Commission will then determine which of those recommendations to accept and develop the coverage package it wishes to obtain. The Commission may allocate overlapping markets among the Selected Respondents, to the extent necessary and appropriate. Based on the Proposals submitted by the Respondent, the Commission may select one (1) or more Qualified Respondents for its Health Benefits insurance coverage.

Those Qualified Respondents selected for the award of contracts under this RFP are not entitled to any consideration for any work performed during the selection process under this RFP.

The Commission may, after receiving all responses to this RFP, choose not to select any Qualified Respondent(s) for final contract award as a result of the RFP process.

b) Initial Selection Criteria for Qualified Respondents

The selection of one (1) or more Qualified Respondents will be based on multiple factors including:

1. The personnel assigned to the Commission's account;
2. The Respondent's experience with similar governmental institutions;
3. The financial strength and protection offered by each Respondent;
4. Demonstrated access to insurance markets and carriers;
5. Availability of claims processing assistance personnel and technology available to assist the Commission;
6. References provided to the Commission;
7. Demonstrated understanding of the scope of services sought; and
8. Such other factors as the Commission may deem appropriate after completing its review of the proposals.

c) Final Selection Criteria and Policies

In addition to the selection criteria listed above under "Initial Selection Criteria for Qualified Respondents," the Commission has established an Evaluation Committee who will review the Proposals and determine which Respondent(s) should be designated as Qualified Respondents. The factors that

the Evaluation Committee and the Commission will use as part of its evaluation and the Commission in the award of a contract(s) are described in Section 4 of the RFP.

SECTION 2

SCOPE OF SERVICES

It is the intent of the Commission to solicit Proposals for the Services for its Health Benefits insurance coverage. In order to implement the above program, the Selected Respondent(s) will be expected to perform the following scope of services:

2.1. Scope of Services.

The scope of services to be included in the proposals must include a flat fee payment for performing the following:

1. Perform a comprehensive review of the Commission's current health coverages.
2. Seek competitive quotes from other health benefit carriers and provide advice and recommendations for consideration. This should include a comprehensive analysis of a self-insured option. Preparation of all necessary bid specifications, evaluation of bids, coverage and premium analysis, and recommendation of carrier. It must be noted that the final negotiated premiums (including all broker fees) for the above coverages must be less than the current offering by the New Jersey State Health Benefits Program. If not, a contract for the above will not be awarded.

If the Commission, in its sole discretion, selects any vendor BESIDE the New Jersey State Health Benefits Program, the Selected Respondent (s) proposal shall provide fee schedule for perform the following tasks:

3. Negotiate annual renewal of coverage from carriers for Health Benefits.
4. Review policies and endorsements for accuracy and conformance with negotiated coverage. Insure the timely issuance of policies and endorsements to the Commission.
5. Analyze and review all health benefit carrier proposed settlements, claims history, group utilization, reserves, claims processing, and other plan costs and expenses to provide information and recommendations to the Commission.
6. Assist Commission employees in settling claims or grievances relating to insurance benefits issues. Assist the Commission with Health Benefit plan

administration, wellness and preventive insurance management, and provide advice and guidance on new laws, regulations and procedures in the area of Health Benefit administration.

7. Assist Commission personnel in processing of enrollments, termination, changes, COBRA notification processes and applications, and other forms for administration and claims.
8. Provide Commission administration with reasonable preliminary renewal figures during its budget process.
9. Attend, on request, Commission meetings, finance and insurance committee meetings, budget meetings, and other negotiation meetings, whenever necessary.
10. Assist the Commission with required employee presentations.
11. The Respondent(s) ultimately selected through this RFP process will be responsible for assisting the Commission with all aspects of its Health Benefits insurance consulting/brokerage services and for the management of all aspects of the Commission's Health Benefits insurance programs, including but not limited to:
 - A. Identifying issues and exposures and negotiating on the Commission's behalf with insurance carriers; keeping the Commission informed of significant developments affecting its Health Benefits insurance coverage. The Selected Respondent(s) shall be authorized to represent and assist the Commission in discussions and transactions with all insurance carriers, provided that the Selected Respondent(s) shall not place any insurance on behalf of the Commission unless so authorized, in writing, by the Commission.
 - B. Following up with insurance carriers for timely issuance of policies and endorsements regarding the placement of coverage delivery binders to the Commission prior to the expiration of the current policies.
 - C. Providing coverage summaries to the Commission for all new coverage and updates on changes to existing coverage.
 - D. Forwarding Commission's claims to the insurance carrier. The Selected Respondent(s) shall monitor the claim status and assist the Commission in obtaining timely resolution of the submitted claim.

- E. Reviewing all correspondence referred by the Commission and preparation of correspondence on behalf of the Commission, if requested.

- F. The Selected Respondent(s) will be required to perform the following services:
 - Assistance with the development of and planning of long range Health Benefits insurance strategies.
 - Recommend and negotiate the procurement of Health Benefits insurance coverage, including the preparation of Requests for Proposals to all insurance carriers.
 - Assist in managing of all aspects of the Commission's Health Benefits insurance program.
 - Analysis of proposals in connection with Health Benefits insurance procurement, including, but not limited to, recommending selection criteria, marketplaces and assisting the evaluation of same in an advisory capacity.
 - Participation in on-going meetings with Commission personnel regarding Health Benefits insurance strategies and day-to-day operations of the Commission's Health Benefits insurance needs.
 - Assistance in the development of alternative strategies to improve wellness of employees and retirees; consultation as to the probable impact of strategies elected by the Commission.
 - Facilitate employee group sessions at open enrollments and/or when changes are introduced.
 - Create employee communication pieces/surveys as necessary/requested by the Commission.
 - Monitor/ensure compliance with plans and commitments and facilitate a positive carrier relationship with the Commission.
 - Market programs as necessary or requested by the Commission.

- G. All annual rate renewal reports shall include the following:
 - Executive Summary – include key findings and recommendations (include, in addition to rate actions, the removal plans or corrective actions, the issuance of a request for proposal, new benefit recommendations or deletions of old benefits, revised programs, etc.), and historical highlights (overall historical trends in membership, reserves, trends, etc.)
 - Enrollment history and claims trends.

- Analysis of health care trends: methodology for prediction of trend.
- Financial Projections – determination of past period to project need for renewal.
- Development of Rate Renewal – as part of the analysis, for medical, prescription and dental plans analysis will include identification of plan costs and utilization trends and how those trends parallel or vary from known general experience for other carriers Statewide.
- Presentation of premium rates.
- Commission claims experience will be provided to the Selected Respondent(s) on a quarterly basis by the plan administrator for the medical and prescription drug plans. Claims experience provided shall be analyzed upon receipt by the Selected Respondent(s) and any concerns that the Selected Respondent(s) may have relating thereto shall be immediately reported to the Commission.

H. Assistance in the Preparation of Written Materials:

- Upon the written request of the Commission, the Selected Respondent(s) shall provide expert assistance in the writing of technical brochures or technical sections of Commission handbooks, language for the rule revisions in Commission personnel policy and other written materials.

I. Design of New Programs or Benefits:

- Upon the written request of the Commission, the Selected Respondent(s) shall provide expert assistance, underwriting/actuarial services, advice in the design of new benefits, and will independently recommend new programs.

J. Evaluation of Proposed or Enacted Legislation:

- The Selected Respondent(s) is expected to prospectively advise the Commission of pending Federal or State legislation potentially affecting the Commission, and immediately advise the Commission of enacted Federal or State legislation affecting the Commission. Upon the written request of the Commission, the Selected Respondent(s) shall advise of the financial/administrative impact of State or Federal legislation on the Commission and assist in the implementation of changes made necessary by such legislation.

K. Analysis of Covered Service Area Expansion:

- o For the purposes of providing an adequate choice of plans for the Commission's employees, the Selected Respondent(s), upon written request of the Commission, shall analyze service areas of current plans and provide recommendations regarding design and expansion of coverage plans.

L. Solicitation Schedule and Policy Implementation Deadlines:

- o Selected Respondent(s) must solicit competitive quotes from qualified insurance carriers for all recommended coverage's by October. All quotes should be summarized in a detailed report which shall be submitted to the Commission by October 15th. This report shall summarize at a minimum, all carrier quotes that have been solicited/received and present analysis by the respondent with respect to cost, coverage, and carrier qualifications. Included in this analysis is a side by side comparison with current NJ State health benefits offerings. The report should also include a recommendation as to which carrier(s) should provide coverage to the Commission for the following calendar year. All policies must be in place by January 1st of the subsequent calendar year.

2.2 Compensation and Payment of Premiums

1. Payment to the Selected Respondent(s) for performance of the Services specified herein, including labor, materials, transportation, and such other services, shall be a fixed fee only and shall not exceed 2.25% net of all other income identified as part of Section (3.2 II 11, B&C) of each policy premium. No other charges shall be considered other than potential 3rd party services as described in Section 3.2 II 10 q.

2. The fee to be paid to the Successful Respondent(s) will be paid monthly. The first payment shall be made upon placement or assumed responsibility of the coverage.

3. All premiums for insurance placed by the Successful Respondent(s) on behalf of the Commission shall be invoiced to the Commission by the Successful Respondent(s) upon initiation of the coverage. The Commission shall remit payment to the Successful

Respondent(s) in accordance with the specified terms and conditions of the applicable agreement and the actual invoice amount from the insurance carrier for the coverage(s) provided.

4. All premiums shall be payable according to the terms and conditions of the insurance policy or contract.

5. All premium refunds shall be paid immediately by the Successful Respondent(s) to the Commission upon receipt of the refund by the Successful Respondent(s).

2.3 Personnel:

The Selected Respondent shall:

1. have the personnel necessary to provide the Services as described in Section 2.1;
2. ensure that no personnel provided by the Selected Respondent are or shall be employees of the Commission or shall have any contractual relationship with the Commission other than the retention;
3. ensure all of the Services to be provided by the Selected Respondent pursuant to this Agreement will be provided by personnel qualified to perform the particular work; and
4. ensure that none of the Services to be provided by the Selected Respondent shall be provided by any subconsultant or under any subcontract for services without the prior written consent of the Commission.

2.4 Insurance Requirements:

The Selected Respondent shall indemnify, hold harmless, and defend the Commission, its officers, directors, agents, employees and servants from and against any and all claims, demands, suits, damages, recoveries, settlements, actions, costs, counsel fees, expenses, judgments or decrees arising from or as a result of any acts, errors or omissions by the Selected Respondent, its agents, servants, independent contractors or subcontractors.

The Selected Respondent(s) retained to perform the Services will be required to maintain insurance provided by a company or companies authorized to do business and qualified to engage in the insurance business in the State of New Jersey and approved by the Commission as follows:

General Liability	\$ 1,000,000.00 minimum
Automobile Liability	\$ 1,000,000.00 minimum
Professional Liability	\$ 2,000,000.00 minimum
Worker's Compensation	\$ 500,000.00 minimum
Umbrella Coverage	\$ 1,000,000.00 minimum

If an umbrella policy that covers both the general and professional liability is not available, then the professional liability policy should be increased to a minimum of \$3,000,000.

In the event a Respondent will utilize leased or temporary employees to perform the Services, it will be necessary for the Respondent to demonstrate to the Commission's full satisfaction prior to the award of a contract that all such employees are covered with workers' compensation insurance.

The Commission should be named as an additional insured under the general, professional and automobile liability policies.

2.5 Affirmative Action.

During the performance of the Services, the Selected Respondent(s) must agree as follows:

- a. The Selected Respondent(s) will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation, gender identity or expression, disability, nationality the contractor will take affirmative action to ensure such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation gender identity or expression, disability, nationality, or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Selected Respondent(s) agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth provisions of this nondiscrimination clause.
- b. The Selected Respondent(s) will, in all solicitations or advertisements for employees placed by or on behalf of the Selected Respondent(s), state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.
- c. The Selected Respondent(s) will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the Selected Respondent's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- d. The Selected Respondent(s) agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.
- e. The Selected Respondent(s) shall furnish such reports or other documents to the affirmative action office as may be requested by the office from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the affirmative action office for conducting a compliance investigation pursuant to N.J.A.C. 17:27-1 et seq.
- f. The Selected Respondent(s) agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the affirmative action office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time.
- g. The Selected Respondent(s) agrees to inform in writing appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency that engages in direct or indirect discriminatory practices.
- h. The Selected Respondent(s) agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- i. The Selected Respondent(s) agrees to review all procedures relating to transfer, upgrading, downgrading, and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal Court decisions.

SECTION 3

SUBMISSION REQUIREMENTS

3.1 General Requirements.

The Proposal submitted by a Respondent must meet or exceed the professional, administrative and financial qualifications set forth in this Section 3 and shall incorporate the information requested below.

In addition to the information required as described below, a Respondent may submit supplemental information that it feels may be useful in evaluating its Proposal. Respondents are encouraged to be clear, factual, and concise in their presentation of information.

3.2. Content and Form of Proposal Response.

- I. Proposal Format. Proposal content and completeness is an important criterion in the evaluation process. In order to streamline the evaluation process and insure that all proposals are evaluated on an equal basis, it is required that proposals adhere to the standard format outlined below for presentation of the requested information.

<u>Section</u>	<u>Section Title</u>
	Letter of Proposal/Letter of Intent
	Table of Contents
1	Introduction/Executive Summary
2	Statement of Qualifications
3	Fee Proposal for Scope of Services

- II. Proposal Content

- a. Letter of Proposal/Letter of Intent.

The Respondent must submit an executed Letter of Proposal (see Appendix A) and an executed Letter of Intent (see Appendix B) signed by the individual who is authorized to commit the Respondent to the Scope of Services and Fee Proposal.

b. Introduction/Executive Summary (Section 1)

This section of the Proposal should contain a brief summary of the background of the Respondent and key personnel, demonstrating Respondent's understanding of the Commission's needs and goals for Health Benefits, and highlighting the benefits the Respondent believes it can contribute to the Commission. Provide a list of the personnel the Respondent proposes to utilize for this contract and identify their individual qualifications. Also included should be:

1. Location and Personnel. List the location of your firm's main office and the locations of offices in the State of New Jersey. Provide the address of the office location that will service the Commission. Provide a detailed description of the proposed management of the Commission's account. Identify the person directly responsible as the primary representative on behalf of the Commission and provide contact information for that person and include a brief description of the representative's background, experience and qualification, as well as an explanation of the representative's role and responsibilities for the firm. Provide a brief overview of other representatives of the firm that will be assigned to the Commission's account, their roles and responsibilities and their background and experience. Describe the administrative support and organization included by your firm for carrier changes. Outline how a change of carrier, if warranted, would be disseminated to employees at the Commission, including the means to convey the implication of the changes in their personal benefits.

2. Firm Overview. Provide an overview of the firm, including the full legal name of the institution, state of organization and supervisory and regulatory authorities that oversee the institution. Provide a summary of the ownership and management of the firm. Describe any significant changes in the management and/or structure of your firm, including mergers that have occurred during the past three years. Does your firm foresee or anticipate any organizational changes in the next 24 months?

3. References. Provide a list of at least three clients with insurance needs familiar to the Commission, including three current governmental entities in New Jersey with covered employees in the range of 150-300 employees. Describe your firm's specific experiences providing services to

each of those clients. Describe any issues or problems that have impacted any of the client accounts described in this section. Identify ways in which you added unique value or problem solving to any of the client accounts. Provide contact information to enable the Commission to contact those accounts as references. Identify any new accounts for governmental entities and financial institutions obtained in the past three years and any such accounts that the firm has lost. Provide an explanation for the lost accounts.

4. Financial Position. Provide the most recent annual financial statement of the firm (audited preferred) and unaudited year-to-date financial statements for the most recent quarter since the close of the fiscal year represented by the annual financial statement. Describe the firm's errors and omissions insurance, including the coverage amount, any deductible amounts and the provider.

5. Customer Support. Describe and discuss your staff available to support the Commission. How much of that staff is located in the state of New Jersey? How many dedicated claims support staff does the firm maintain? How many claims support staff are located in the office that will service the Commission? Identify the average number of claims support staff per customer account and the average number of claims handled by each claims support staff member each year. Identify any technology or related tools available from your firm and describe the advantages those tools offer the Commission. Describe how your firm monitors insurer solvency and steps it would take in the event an insurer's solvency was weak or deteriorating or their rating downgraded.

6. Legal, Regulatory and Ethics Actions. Provide a summary of any litigation, arbitration and regulatory proceedings, pending, adjudicated or settled that your firm has been subject to within the last three years involving services your firm provided as an insurance broker. Please describe each regulatory proceeding in detail and any litigation or arbitration proceeding resulting in judgments, settlements or damage claims (for those matters not yet resolved) in excess of \$25,000.

7. Scope of Service. Respond to each of the Scope of Services in Section 2 and indicate whether or not your firm

can provide those services and describe the process by which you would provide those services. Provide a detailed explanation of any service described in Section III the firm will not or cannot provide. Describe any additional services you would provide or that you believe are necessary to the engagement described in this RFP.

8. Access to Insurance Markets. Provide a list in order of preference from most to least preferred of the insurance markets/carriers you would seek to access on behalf of the Commission.

9. Insurance Market Experience.

- a. Provide a discussion of the firm's experience insuring public entities, including the number of years it has provided Services for public entities in New Jersey. Specify any public sector accounts with comparable size and exposure similar to the Commission serviced by your office, and provide the percentage of the firm's current clients who are public employers.
- b. List your ten principal markets, the lines of insurance placed with them and the premium volume of each line of coverage.

10. Insurance Marketing Strategies and Approach.

- a. Describe your approach to develop marketing strategies to competitively secure the best coverage at the most reasonable costs for the Commission.
- b. Outline your firm's approach to obtaining quotations for specified programs.
- c. Provide how your firm analyzes quotations.
- d. If a limited number of firms quote, what resources and information does your firm have available to you to ensure the pricing received is consistent and competitive with similar risk profile organizations.
- e. Describe your approach to negotiating changes and refinements in the quotation for the benefit of the

Commission. How do you keep your client informed of the alternatives and communicate recommendations?

- f. Provide a sample of the information that would be provided to the Commission detailing the outcome of your renewal negotiation efforts, ongoing service efforts and analysis of competitive markets.
- g. Specify in detail the claims administration services and covered employee support that will be provided to the Commission, such as hours of availability, extent of clinical and insurance expertise, and number of employees rendering this service.
- h. Describe how your firm will routinely serve the Commission and its administration in the annual and intermittent enrollment processes, written communications, employee meetings, employee information updates, employer responsibilities updates, benefit usages and limitations.
- i. Does your firm provide a toll free number and/or internet access and support? What access will be made available to administrators and employees? Outline the response process and timeframe for addressing needs and/or concerns of the Commission's administration and/or employees.
- j. Describe your firm's methods for development of specifications to obtain competitive health insurance policy quotes and the means of communicating the results to the Commission's administration.
- k. Describe the support and resource services that will be available to the Commission. Kindly include a sample of cost containment information which you have used previously.
- l. Describe how your firm will review plan documents for compliance with applicable laws and contracted agreements. Also provide a description of how your firm will support the Commission personnel in comprehending and implementing compliance and processes for HIPAA.
- m. Describe your firm's commitment to the responsibility for

representing accurately the scope of coverages being made available by the carriers recommended and selected in the quotation process.

- n. Does your firm have proprietary access or relationship that could conceivably compromise your ability to objectively serve the Commission's needs?
- o. Please cite which, if any, public employer groups in New Jersey your firm has willingly moved into a program that pays no commission - like the New Jersey State Health Benefits Plan - simply because it represented the best option for the client.
- p. Respondents shall provide the following:
 - o List all immediate relatives of principal(s) of Respondents who are Commissioners or employees of the Commission. 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.
 - o List any employee(s) of Respondent's company barred from working with any major insurance carriers within the State of New Jersey.
 - o Qualifications of all significant subcontractors used in connection with the servicing of this account.
- q. Identify the fees, if any, that would be assessed to administer third-party administrative services for COBRA, HRA, FSP, dependent care, and retiree billing. Include an outline of your firm's role in the administration of COBRA notifications, enrollments and billing processes.
- r. Outline the resources that your firm maintains to provide "risk management" within the delivery of the Commission's health insurance program. Cite the specific services that would be included. For example:
 - 1. Providing approximately sixteen (16) hours per quarter of on-site wellness coaching that includes

seminars, wellness coaching, follow-up research and materials and/or other wellness indicator screenings and record keeping.

2. Providing health advocate services to intercede on employees' behalf when warranted by unique and unexpected circumstances.

11. Pricing Schedule and Fee Structure (Compensation /Commissions).

Provide the following information:

- A. The Respondent's proposed annual fixed fee as a percent net of all other income identified in B and C below of each policy premium.
- B. Describe the transparency policies and procedures your company has in place to ensure disclosure of **ALL** income (direct, indirect, contingent, affiliated company, etc.) received by your company and/or affiliates in connection with the placement of the Commission's insurance program.
- C. Explain how the Respondent will disclose and remit to the Commission all compensation received by the Respondent as a result of coverage placed on behalf of the Commission.

12. Licenses. Provide evidence that the Respondent and persons performing the work for the Commission maintain all New Jersey licenses in order to provide the Services sought pursuant to this RFP.

13. Conflicts of Interest. Provide a statement disclosing (i) any current or proposed business transaction between respondent and any Commission member, officer, employee (attach list); and (ii) any other conflict or potential conflict or claim of conflict of interest that may exist between respondent and any Commission member, officer, or employee (attach list). Identify any preferential or other relationships with insurers that may influence any recommendations you provide the Commission.

14. Co-Broker. If your firm will utilize the services of a co-broker or sub-broker, identify the firm or firms that will provide those services, describe the specific services to be provided by such broker, how fees and commissions will be allocated and your firm's historic relationship with each co-broker or sub-broker.
15. Selection Process. Provide your assessment of the Selection Process and Selection Criteria outlined in Section II of this RFP. Are there any reasons the Commission should consider a different process or criteria? If so, please describe the recommended approach and the rationale for that approach.
16. Rationale for Selection. Present the case for the selection of your firm as the Commission's insurance broker. Please do not repeat the information provided above. Instead, use this opportunity to share with the Commission the unique qualifications, experience, approach, background or other characteristics of your firm that make it the best choice for the Commission. Among other things, these characteristics may include the firm's presence in the New Jersey marketplace, the firm's status as a minority or woman owned firm, utilization of a minority or woman-owned co-broker, special services your firm provides that others do not, particular insights into the Commission that will enhance your firm's ability to serve the Commission, special technologies offered by your firm or other characteristics of your firm that make the Commission's best choice. Please include any suggestions for innovative ideas or suggestions for ways to provide the Scope of Services in a convenient, efficient and cost-effective manner.
17. Undocumented Workers. A Respondent to this RFP shall provide the Commission with an affidavit stating that the Respondent does not employ any person who is an unauthorized alien in conjunction with the Services and the Respondent is enrolled in and participating in a federal work authorization program with respect to the employees working in connection with the Services. This affidavit shall be updated and executed again at the time the engagement of the Selected Respondent(s) is memorialized in a contract.

iii. Statement of Qualifications (Section 2)

a. Experience of the Respondent

The Respondent must demonstrate its experience and qualifications and that of its principals and associates that will be performing the Services for the Commission. Therefore, the Respondent must provide the following:

1. An explanation of fields of expertise, specifically as it relates to governmental organizations;
2. Brief description of Respondent's largest, smallest, and a mid-sized project during the last three (3) years; and
3. Any other information the Respondent deems pertinent and demonstrates an ability to perform the Services.

b. Experience of Key Personnel

The Respondent must demonstrate its experience, qualifications and of its principals and associates that will be performing the Services for the Commission. Therefore, the Respondent shall provide the following:

1. Organizational chart.
2. Resumes of the principals and associates that will be assigned and committed to the Commission, including their applicable experience and their individual qualifications.
3. Other information the Respondent deems pertinent which demonstrates an ability to perform the requested Services.

IN ADDITION TO THE RIGHTS OF THE COMMISSION AS SET FORTH IN SECTION 1.4 HEREOF, ANY PROPOSAL THAT TAKES ANY EXCEPTION OR MAKES ANY ADDITIONS TO ANY TERM OR CONDITION OF THE RFP (INCLUDING THE PROPOSAL FORMS IN THE APPENDICES) MAY BE REJECTED BY THE COMMISSION IN THEIR SOLE DISCRETION AS NON-RESPONSIVE AS AND TO THE EXTENT PERMITTED BY APPLICABLE LAW.

SECTION 4

EVALUATION

Designation of a Qualified Respondent(s) for the award of a contract(s) as a Selected Respondent(s) to perform the Services will be made on a competitive basis that places great weight on a Respondent's qualifications and the proposed fees for insurance broker services for Health Benefits and familiarity with Applicable Law relevant to the performance of the Services. The selection will also take into consideration a Respondent's proficiency in providing the Services to governmental entities.

The factors that the Evaluation Committee and the Commission will use as part of the review of Proposals and the award of a contract(s) may include, but are not limited, to the following:

1. QUALIFICATIONS/APPROACH:

(30 POINTS):

- a. The background, qualifications, skills, and experience of the Respondent and its staff;
- b. The Respondent's proposed approach to the Services required in the project description or specifications;
- c. The clarity and overall presentation of the Respondent's Proposal in response to the Commission's RFP and, specifically, the Scope of Services outlined in Section 2 to indicate an understanding of the Commission's needs. This evaluation will include the quality and soundness of the Respondent's Proposal, including the structure of the Respondent, general comprehension of the requirements to handle the Commission's needs, as well as general competence;
- d. The Respondent's history in performing work similar to the Scope of Services outlined. Evaluation will also include the Respondent's ability to support the Commission's needs given existing projects and ability to complete assignments in timely fashion; and
- e. Evidence of insurance and financial capacity will be considered.

2. EXPERIENCE/PERSONNEL/REFERENCES:

(35 POINTS)

- a. The Respondent's degree of expertise concerning the Services;
- b. The Respondent's past performance under similar contracts;
- c. The Respondent's familiarity with the work, requirements, and procedures of the Commission including, if applicable, the Commission's prior experiences with the Respondent;
- d. References – The references should include a short description of the project, the agency and address and a contact person. A minimum of three (3) references must be supplied.

3. OFFICE LOCATION:

(5 POINTS)

- a. Geographical location of the Respondent's offices and key personnel;
and

4. COST PROPOSAL:

(30 POINTS):

- a. The Respondent's not-to-exceed price for the Services. Payment to the Selected Respondent(s) for performance of the Services specified herein, including labor, materials, transportation, and such other services, shall be a fixed fee only and shall not exceed 2.25% of the premium. No other charges shall be allowed.

Selection of Qualified Respondent(s) and, ultimately, the designation of the Selected Respondent(s) for the award of a contract(s) will be made on a competitive basis that places great weight on qualifications and suitability for the Services, as described within the RFP, as well as the proposed fee schedules for the Services.

APPENDIX A

LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Timothy J. Eustace, Executive Director
North Jersey District Water Supply Commission
One F.A. Orechio Drive
Wanaque, New Jersey 07465

Dear Mr. Eustace:

The undersigned have reviewed our Proposal submitted in response to the Request for Proposals issued by the North Jersey District Water Supply Commission ("Commission"), dated [insert date], for Insurance Broker Services - Health Benefits.

We affirm that the contents of our Proposal (which Proposal is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief and that the Proposal is submitted in good faith upon express understanding that any false statement may result in the disqualification of (Name of Respondent).

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Signature of Chief Financial Officer)

(Typed Name and Title)

(Typed name and Title)

(Type Name of Firm)*

(Type Name of Firm)*

Dated: _____

Dated: _____

* If a joint venture, partnership or other formal organization is submitting a Proposal, each participant shall execute this Letter of Qualification.

APPENDIX B

LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

[insert date]

Timothy J. Eustace, Executive Director
North Jersey District Water Supply Commission
One Orechio Drive
Wanaque, New Jersey 07465

Dear Mr. Eustace:

The undersigned, as Respondent, has (have) submitted the attached Proposal in response to a Request for Proposals ("RFP") , issued by the North Jersey District Water Supply Commission ("Commission"), dated [insert date], in connection with the provision of Insurance Broker Services - Health Benefits.

(Name of Respondent) HEREBY STATES:

1. The Proposal contains accurate, factual and complete information.
2. (Name of Respondent) is submitting a Proposal.
3. (Name of Respondent) agrees (agrees) to participate in good faith in the procurement process as described in the RFP and to adhere to the Commission's procurement schedule.
4. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Proposal, or any negotiation which results therefrom shall be borne exclusively by the Respondent.
5. (Name of Respondent) hereby declares (declare) that the only persons participating in this Proposal as Principals are named herein and that no person other than those herein mentioned has any participation in this Proposal or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Commission. (Name of Respondent) declares that this Proposal is made without connection with any other person, firm or parties who has submitted a Proposal, except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

6. (Name of Respondent) acknowledges and agrees that the Commission may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Commission shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

7. (Name of Respondent) acknowledges that any contract executed with respect to the provision of Insurance Broker Services] must comply with all applicable affirmative action and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such Applicable Law.

(Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign.)

(Signature of Chief Executive Officer)

(Typed Name and Title)

(Type Name of Firm)*

Dated: _____

- If a joint venture, partnership or other formal organization is submitting a Proposal, each participant shall execute this Letter of Intent.

EXHIBIT A

CERTIFICATION & DISCLOSURE FORMS

INFORMATION AND INSTRUCTIONS

For Completing the “Two-Year Vendor Certification and Disclosure of Political Contributions” Form

Background Information

On September 22, 2004, then-Governor James E. McGreevey issued E.O. 134, the purpose of which was to insulate the negotiation and award of State contracts from political contributions that posed a risk of improper influence, purchase of access or the appearance thereof. To this end, E.O. 134 prohibited State departments, agencies and authorities from entering into contracts exceeding \$17,500 with individuals or entities that made certain political contributions. E.O. 134 was superseded by Public Law 2005, c. 51, signed into law on March 22, 2005 (“Chapter 51”).

On September 24, 2008, Governor Jon S. Corzine issued E.O. 117 which is designed to enhance New Jersey’s efforts to protect the integrity of procurement decisions and increase the public’s confidence in government. The Executive Order builds upon the provisions of Chapter 51.

Two-Year Certification Process

Upon approval by the State Chapter 51 Review Unit, the Certification and Disclosure of Political Contributions form is valid for a two (2) year period. Thus, if a vendor receives approval on January 1, 2014, the certification expiration date would be December 31, 2015. Any change in the vendor’s ownership status and/or political contributions during the two-year period will require the submission of new Chapter 51/Executive Order 117 forms to the State Review Unit. **Please note that it is the vendor’s responsibility to file new forms with the State should these changes occur.**

State Agency Instructions: Prior to the awarding of a contract, the State Agency should first send an e-mail to CD134@treas.nj.gov to verify the certification status of the vendor. If the response is that the vendor is NOT within an approved two-year period, then forms must be obtained from the vendor and forwarded for review. If the response is that the vendor is within an approved two-year period, then the response so stating should be placed with the bid/contract documentation for the subject project.

Instructions for Completing the Form

NOTE: Please refer to pages 3 and 4 “USEFUL DEFINITIONS for the purposes of Chapter 51 and Executive Order 117” for guidance when completing the form.

Part 1: BUSINESS ENTITY INFORMATION

Business Name – Enter the full legal name of the vendor, including trade name if applicable.

Address, City, State, Zip and Phone Number -- Enter the vendor's street address, city, state, zip code and telephone number.

Vendor Email – Enter the vendor’s primary email address.

Vendor FEIN – Please enter the vendor’s Federal Employment Identification Number.

Business Type - Check the appropriate box that represents the vendor's type of business formation.

Listing of officers, shareholders, partners or members - Based on the box checked for the business type, provide the corresponding information. (A complete list must be provided.)

Part 2: DISCLOSURE OF CONTRIBUTIONS

Read the three types of political contributions that require disclosure and, if applicable, provide the recipient's information. The definition of "Business Entity/Vendor" and "Contribution" can be found on pages 3 and 4 of this form.

Name of Recipient - Enter the full legal name of the recipient.

Address of Recipient - Enter the recipient's street address.

Date of Contribution - Indicate the date the contribution was given.

Amount of Contribution - Enter the dollar amount of the contribution.

Type of Contribution - Select the type of contribution from the examples given.

Contributor's Name - Enter the full name of the contributor.

Relationship of the Contributor to the Vendor - Indicate the relationship of the contributor to the vendor. (e.g. officer or shareholder of the company, partner, member, parent company of the vendor, subsidiary of the vendor, etc.)

NOTE: If form is being completed electronically, click "Add a Contribution" to enter additional contributions. Otherwise, please attach additional pages as necessary.

Check the box under the recipient information if no reportable contributions have been solicited or made by the business entity. **This box must be checked if there are no contributions to report.**

Part 3: CERTIFICATION

Check Box A if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity. **(No additional Certification and Disclosure forms are required if BOX A is checked.)**

Check Box B if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity with the exception of those individuals and/or entities that submit their own separate form. For example, the representative is not signing on behalf of the vice president of a corporation, but all others. The vice president completes a separate Certification and Disclosure form. **(Additional Certification and Disclosure forms are required from those individuals and/or entities that the representative is not signing on behalf of and are included with the business entity's submittal.)**

Check Box C if the representative completing the Certification and Disclosure form is doing so on behalf of the business entity only. **(Additional Certification and Disclosure forms are required from all individuals and/or entities whose contributions are attributable to the business entity and must be included with the business entity submittal.)**

Check Box D when a sole proprietor is completing the Certification and Disclosure form or when an individual or entity whose contributions are attributable to the business entity is completing a separate Certification and Disclosure form.

Read the five statements of certification prior to signing.

The representative authorized to complete the Certification and Disclosure form must sign and print her/his name, title or position and enter the date.

Public Law 2005, Chapter 51 and Executive Order 117 (2008)

State Agency Procedure for Submitting Form(s)

The State Agency should submit the completed and signed Two-Year Vendor Certification and Disclosure forms either electronically to: cd134@treas.nj.gov or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625-0230. Original forms should remain with the State Agency and copies should be sent to the Chapter 51 Review Unit.

Business Entity Procedure for Submitting Form(s)

The business entity should return this form to the contracting State Agency.

The business entity can submit the Certification and Disclosure form directly to the Chapter 51 Review Unit only when:

- The business entity is approaching its two-year certification expiration date and is seeking certification renewal;
- The business entity had a change in its ownership structure; OR
- The business entity made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Questions & Information

Questions regarding the interpretation or application of Public Law 2005, Chapter 51 (N.J.S.A. 19:44A-20.13) or E.O. 117 (2008) may be submitted electronically through the Division of Purchase and Property website at: <https://www.state.nj.us/treas/purchase/eo134questions.shtml>

Reference materials and forms are posted on the Political Contributions Compliance website at: <http://www.state.nj.us/treasury/purchase/execorder134.shtml>

USEFUL DEFINITIONS for the purposes of Chapter 51 and Executive Order 117

- **“Business Entity/Vendor”** means any natural or legal person, business corporation, professional services corporation, limited liability company, partnership, limited partnership, business trust, association or any other legal commercial entity organized under the laws of New Jersey or any other state or foreign jurisdiction. The definition also includes (i) if a business entity is a for-profit corporation, any officer of the corporation and any other person or business entity that owns or controls 10% or more of the stock of the corporation; (ii) if a business entity is a professional corporation, any shareholder or officer; (iii) if a business entity is a general partnership, limited partnership or limited liability partnership, any partner; (iv) if a business entity is a sole proprietorship, the proprietor; (v) if the business entity is any other form of entity organized under the laws of New Jersey or any other state or foreign jurisdiction, any principal, officer or partner thereof; (vi) any subsidiaries directly or indirectly controlled by the business entity; (vii) any political organization organized under 26 U.S.C.A. § 527 that is directly or indirectly controlled by the business entity, other than a candidate committee, election fund, or political party committee; and (viii) with respect to an individual who is included within the definition of “business entity,” that individual’s civil union partner and any child residing with that person. ¹
- **“Officer”** means a president, vice president with senior management responsibility, secretary, treasurer, chief executive officer or chief financial officer of a corporation or any person routinely performing such functions for a corporation. Please note that officers of non-profit entities are excluded from this definition.
- **“Partner”** means one of two or more natural persons or other entities, including a corporation, who or which are joint owners of and carry on a business for profit, and which business is organized under the laws of this State or any other state or foreign jurisdiction, as a general partnership, limited partnership, limited liability partnership, limited liability company, limited partnership association, or other such form of business organization.

¹Contributions made by a spouse, civil union partner or resident child to a candidate for whom the contributor is eligible to vote or to a political party committee within whose jurisdiction the contributor resides are permitted.

USEFUL DEFINITIONS for the purposes of Chapter 51 and Executive Order 117

- **“Contribution”** is a contribution, including an in-kind contribution, in excess of \$300.00 in the aggregate per election made to or received by a candidate committee, joint candidates committee, or political committee; or per calendar year made to or received by a political party committee, legislative leadership committee, or continuing political committee or a currency contribution in any amount.
- **“In-kind Contribution”** means a contribution of goods or services received by a candidate committee, joint candidates committee, political committee, continuing political committee, political party committee, or legislative leadership committee, which contribution is paid for by a person or entity other than the recipient committee, but does not include services provided without compensation by an individual volunteering a part of or all of his or her time on behalf of a candidate or committee.
- **“Continuing Political Committee”** includes any group of two or more persons acting jointly, or any corporation, partnership, or any other incorporated or unincorporated association, including a political club, political action committee, civic association or other organization, which in any calendar year contributes or expects to contribute at least \$4,300 to aid or promote the candidacy of an individual, or the candidacies of individuals, for elective public office, or the passage or defeat of a public questions, and which may be expected to make contributions toward such aid or promotion or passage or defeat during a subsequent election, provided that the group, corporation, partnership, association or other organization has been determined by the Commission to be a continuing political committee in accordance with N.J.S.A. 19:44A-8(b).
- **“Candidate Committee”** means a committee established by a candidate pursuant to N.J.S.A. 19:44A-9(a), for the purpose of receiving contributions and making expenditures.
- **“State Political Party Committee”** means a committee organized pursuant to N.J.S.A. 19:5-4.
- **“County Political Party Committee”** means a committee organized pursuant to N.J.S.A. 19:5-3.
- **“Municipal Political Party Committee”** means a committee organized pursuant to N.J.S.A. 19:5-2.
- **“Legislative Leadership Committee”** means a committee established, authorized to be established, or designated by the President of the Senate, the Minority Leader of the Senate, the Speaker of the General Assembly, or the Minority Leader of the General Assembly pursuant to N.J.S.A. 19:44A-10.1 for the purpose of receiving contributions and making expenditures.
- **“Political Party Committee”** means:
 1. The State committee of a political party, as organized pursuant to N.J.S.A. 19:5-4;
 2. Any county committee of a political party, as organized pursuant to N.J.S.A. 19:5-3; or
 3. Any municipal committee of a political party, as organized pursuant to N.J.S.A. 19:5-2



State of New Jersey
Department of the Treasury

Division of Purchase and Property

Two-Year Chapter 51/Executive Order 117 Vendor Certification and
Disclosure of Political Contributions

FOR STATE AGENCY USE ONLY

Solicitation, RFP, or Contract No. _____ Award Amount _____

Description of Services _____

State Agency Name _____ Contact Person _____

Phone Number _____ Contact Email _____

Check if the Contract / Agreement is Being Funded Using FHWA Funds

**Please check if requesting
recertification**

Part 1: Business Entity Information

Full Legal Business Name _____
(Including trade name if applicable)

Address _____

City _____ State _____ Zip _____ Phone _____

Vendor Email _____ Vendor FEIN (SS# if sole proprietor/natural person) _____

**Check off the business type and list below the required information for the type of business selected.
MUST BE COMPLETED IN FULL**

- Corporation: LIST ALL OFFICERS and any 10% and greater shareholder
- Professional Corporation: LIST ALL OFFICERS and ALL SHAREHOLDERS
- Partnership: LIST ALL PARTNERS with any equity interest
- Limited Liability Company: LIST ALL MEMBERS with any equity interest
- Sole Proprietor

Note: "Officers" means President, Vice President with senior management responsibility, Secretary, Treasurer, Chief Executive Officer or Chief Financial Officer of a corporation, or any person routinely performing such functions for a corporation.

All Officers of a Corporation or PC

**10% and greater shareholders of a corporation
or all shareholder of a PC**

All Equity partners of a Partnership

All Equity members of a LLC

If you need additional space for listing of Officers, Shareholders, Partners or Members, please attach separate page.

IMPORTANT NOTE: You must review the definition of "contribution" and "business entity" on the Information and Instructions form prior to completing Part 2 and Part 3. The Information and Instructions form is available at: <http://www.state.nj.us/treasury/purchase/forms.shtml#eo134>

Part 2: Disclosure of Contributions by the business entity or any person or entity whose contributions are attributable to the business entity.

1. Report below all contributions solicited or made during the 4 years immediately preceding the commencement of negotiations or submission of a proposal to any:

Political organization organized under Section 527 of the Internal Revenue Code and which also meets the definition of a continuing political committee as defined in N.J.S.A. (See Information and Instructions form.)

2. Report below all contributions solicited or made during the 5 1/2 years immediately preceding the commencement of negotiations or submission of a proposal to any:

Candidate Committee for or Election Fund of any Gubernatorial or Lieutenant Gubernatorial candidate
State Political Party Committee
County Political Party Committee

3. Report below all contributions solicited or made during the 18 months immediately preceding the commencement of negotiations or submission of a proposal to any:

Municipal Political Party Committee
Legislative Leadership Committee

Full Legal Name of Recipient _____
Address of Recipient _____
Date of Contribution _____ Amount of Contribution _____
Type of Contribution (i.e. currency, check, loan, in-kind) _____
Contributor Name _____
Relationship of Contributor to the Vendor _____
If this form is not being completed electronically, please attach additional contributions on separate page. Click the "Add a Contribution" tab to enter additional contributions.

Remove Contribution

Add a Contribution

Check this box only if no political contributions have been solicited or made by the business entity or any person or entity whose contributions are attributable to the business entity.

Part 3: Certification

- (A) I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**.
- (B) I am certifying on behalf of the business entity and all individuals and/or entities whose contributions are attributable to the business entity as listed on Page 1 under **Part 1: Vendor Information**, except for the individuals and/or entities who are submitting separate Certification and Disclosure forms which are included with this submittal.
- (C) I am certifying on behalf of the business entity only; any remaining persons or entities whose contributions are attributable to the business entity (as listed on Page 1) have completed separate Certification and Disclosure forms which are included with this submittal.
- (D) I am certifying as an individual or entity whose contributions are attributable to the business entity.

I hereby certify as follows:

1. I have read the Information and Instructions accompanying this form prior to completing the certification on behalf of the business entity.
2. All reportable contributions made by or attributable to the business entity have been listed above.

3. The business entity has not knowingly solicited or made any contribution of money, pledge of contribution, including in-kind contributions, that would bar the award of a contract to the business entity unless otherwise disclosed above:

- a) Within the 18 months immediately preceding the commencement of negotiations or submission of a proposal for the contract or agreement to:
 - (i) A candidate committee or election fund of any candidate for the public office of Governor or Lieutenant Governor or to a campaign committee or election fund of holder of public office of Governor or Lieutenant Governor; OR
 - (ii) Any State, County or Municipal political party committee; OR
 - (iii) Any Legislative Leadership committee.
- b) During the term of office of the current Governor or Lieutenant Governor to:
 - (i) A candidate committee or election fund of a holder of the public office of Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.
- c) Within the 18 months immediately preceding the last day of the sitting Governor or Lieutenant Governor's first term of office to:
 - (i) A candidate committee or election fund of the incumbent Governor or Lieutenant Governor; OR
 - (ii) Any State or County political party committee of the political party that nominated the sitting Governor or Lieutenant Governor in the last gubernatorial election.

4. During the term of the contract/agreement the business entity has a continuing responsibility to report, by submitting a new Certification and Disclosure form, any contribution it solicits or makes to:

- (a) Any candidate committee or election fund of any candidate or holder of the public office of Governor or Lieutenant Governor; OR
- (b) Any State, County or Municipal political party committee; OR
- (c) Any Legislative Leadership committee.

The business entity further acknowledges that contributions solicited or made during the term of the contract/agreement may be determined to be a material breach of the contract/agreement.

5. During the two-year certification period the business entity will report any changes in its ownership structure (including the appointment of an officer within a corporation) by submitting a new Certification and Disclosure form indicating the new owner(s) and reporting said owner(s) contributions.

I certify that the foregoing statements in Parts 1, 2 and 3 are true. I am aware that if any of the statements are willfully false, I may be subject to punishment.

Signed Name _____ Print Name _____

Title/Position _____ Date _____

Procedure for Submitting Form(s)

The contracting State Agency should submit this form to the Chapter 51 Review Unit when it has been required as part of a contracting process. The contracting State Agency should submit a copy of the completed and signed form(s), to the Chapter 51 Unit and retain the original for their records.

The business entity should return this form to the contracting State Agency. The business entity can submit this form directly to the Chapter 51 Review Unit only when it -

- Is approaching its two-year certification expiration date and wishes to renew certification;
- Had a change in its ownership structure; OR
- Made any contributions during the period in which its last two-year certification was in effect, or during the term of a contract with a State Agency.

Forms should be submitted either electronically to: cd134@treas.nj.gov , or regular mail at: Chapter 51 Review Unit, P.O. Box 230, 33 West State Street, Trenton, NJ 08625.