REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL SERVICES
City of Somers Point
1 West New Jersey Avenue
Somers Point, New Jersey 08244

Position: **Health Insurance Broker**
Period of: **January 1, 2017 through December 31, 2017**

By responding to this RFQ the Professional warrants that he or she has read the General Notice of Solicitation for Requests for Qualifications that has been published concurrently with this specific request and the he or she is aware of and agrees to any conditions described therein.

All RFQ's must be received by the City Administrator no later than 11:00 AM December 2, 2016 at which time they will be publicly opened, announced and recorded in the Administration Department.

The RFQ must be in a sealed envelope, clearly marked on the outside as "Qualifications for 2017 Health Insurance Brokerage Services".

1 HARD COPY and 1 DIGITAL COPY ON COMPACT DISC IN PDF FORMAT ARE REQUIRED*

All statements of qualifications for professional service contracts shall address at a minimum the following information:

1. Professional's basic qualifications for the position.

2. Identification of the person who will be primarily responsible for the required services and provide a description of the experience of the primary person with projects and issues similar to those that will be undertaken by the City of Somers Point.

3. Identification of persons who will serve as backup to the primary person.

4. Identification the business address of key staff that will be responsible for providing services under the contract.

5. Description of staffing.

6. Description of previous experience, specifically in the State of New Jersey.

7. Description of specific familiarity with the services required by the City of Somers Point.

8. Description of insurances and limits including Commercial General Liability Insurance, Automobile Insurance, Workers Compensation Insurance, and Professional Liability Insurance. (The successful candidate will provide an acceptable Certificate of Insurance and endorsement with specific language to be provided by the City, naming the City, its agents and representatives as additionally insured.)

9. A compensation proposal.

10. A list of references including the names, addresses and telephone numbers of persons who can verify experience and record of success.

The City of Somers Point and/or its appropriate board or commission will evaluate qualifications submitted for professional service contracts on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

1. Experience and reputation in the field.

2. Knowledge of the City of Somers Point and the subject matter to be addressed under the contract.

3. Conformance with any specific requirements of this RFQ.

4. Availability to accommodate any required meetings of the agency.

5. Compensation proposal.

6. Other factors if demonstrated to be in the best interest of the City of Somers Point.

The City of Somers Point and/or its appropriate board or commission reserves the right to make multiple awards for similar services in connection with this request for qualifications.

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ATTACHMENT A

MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE
N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)
N.J.A.C. 17:27
GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, 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 and gender identity or expression, the contractor will take affirmative action to ensure that 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 contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, 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.

The contractor or subcontractor, where applicable, will send to each labor union or representative or 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 contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to employ minority and women workers consistent with the applicable county employment goals established in accordance with N.J.A.C. l7:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, 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 which engages in direct or indirect discriminatory practices.

The contractor or subcontractor 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.

In conforming with the applicable employment goals, the contractor or subcontractor 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, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval
Certificate of Employee Information Report
Employee Information Report Form AA302

The contractor and its subcontractors shall furnish such reports or other documents to the Div. of Contract Compliance & EEO 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 Div. of Contract Compliance & EEO for conducting a compliance investigation pursuant to **Subchapter 10 of the Administrative Code at N.J.A.C. 17:27**.

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