

Township of North Bergen
4233 Kennedy Boulevard
North Bergen, NJ 07047
201-392-2027

Request For Proposals
Third Party Claims Administrator - RFP #NB2011-07

Sealed Proposals must be delivered to the address stated above, prior to the time and date listed as the public opening. **The RFP # and Attn: Robert Pittfield must be clearly written on the outside of the envelope.**

Proposals will be evaluated by the Township of North Bergen on the basis of the most advantageous, price and other factors considered. The evaluation will consider:

- a. Experience and reputation in the field;
- b. Knowledge of the Township of North Bergen and the subject matter to be addressed under the contract;
- c. Availability to accommodate any required meetings of the Township;
- d. Experience in municipal self insurance programs, regulations and Joint Insurance Funds;
- e. Experience in the management and administration of the types of claims filed against the Township such as general liability, automobile liability, law enforcement liability and workers compensation;
- f. Compensation proposal;
- g. Other factors to be demonstrated to be in the best interest of the Township of North Bergen.

This contract will be awarded for 1 year, beginning 4/1/11 and ending 3/31/12. The Township of North Bergen reserves the right to reject any and or all responses.

Sealed proposal should include one original and one copy. Please include a copy of your NJ Business Registration Certificate and documentation of required Affirmative Action. Required affirmative action documentation includes one of the following:

- 1) A letter from the U.S. Department of Labor that the contractor has an existing federally approved or sanctioned Affirmative Action Program.
OR
- 2) A Certificate of Employee Information Report Approval.
OR
- 3) An Affirmative Action Employee Information Report (Form AA302).

The public opening will be held in the Municipal Chambers of the Township of North Bergen located at 4233 Kennedy Boulevard, North Bergen, NJ, on Monday, March 21, 2011, at 10:00a.m.

RFP # NB2011-07

Robert J. Pittfield
Chief Financial Officer