

# REQUEST FOR QUALIFICATIONS

## GUTTENBERG BOARD OF EDUCATION

301 69<sup>TH</sup> STREET, GUTTENBERG, NJ 07093

PLEASE TAKE NOTICE, THE GUTTENBERG BOARD OF EDUCATION requests qualifications for the services set forth below in accordance with the "fair and open process" pursuant to N.J.S.A. 19:44A-20.5, et.seq.:

### Insurance Broker of Record and Consulting Services – Health, Life, Dental, and Prescription

Request for qualifications ("RFQ") responses will be received by the GUTTENBERG BOARD OF EDUCATION, 301 69<sup>TH</sup> STREET, GUTTENBERG, NJ 07093, on Tuesday, April 21, 2020 at 11:00 a.m. at which time said quotations will be publicly opened and read.

Respondents must submit an original and one copy of its Response. Responses must be enclosed in a sealed envelope. The service provider must indicate the following on the outside of the envelope: (1) the name and address of the service provider; (2) the service for which the response is submitted; and (3) "Sealed RFQ Response". Responses may be delivered by hand, overnight courier or certified mail. The envelope containing the response must be received by THE GUTTENBERG BOARD OF EDUCATION by the date and time set forth above. No late responses will be accepted.

If awarded , the service provider shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 et seq.

Contracts will be awarded based on the most advantageous responses. (THE GUTTENBERG BOARD OF EDUCATION reserves the right to reject any or all responses.)

Responses must be submitted to:

**JOLENE MANTINEO, BUSINESS ADMINISTRATOR**  
**GUTTENBERG BOARD OF EDUCATION**  
**301 69<sup>th</sup> Street, Guttenberg, N.J. 07093**



## **GUTTENBERG BOARD OF EDUCATION**

### **REQUEST FOR QUALIFICATIONS**

#### **CRITERIA FOR SERVICES**

***Date of Opening: Tuesday, April 21, 2020***

This Criteria for Services applies to the **GUTTENBERG BOARD OF EDUCATION'S** Request for Qualifications ("RFQ") for insurance broker of record and insurance consulting services – Health, Dental, and Prescription.

**Responses will be evaluated by the GUTTENBERG BOARD OF EDUCATION on the basis of the following factors:**

1. The experience and reputation in the field.
2. Knowledge of the Guttenberg Board of Education, and matters concerning the Guttenberg Board of Education's benefit plans and services.
3. Availability to attend the Guttenberg Board of Education meetings and other matters as required.
4. Availability of personnel and other resources to provide such services.
5. Other factors if demonstrated to be in the best interests of the Guttenberg Board of Education.
6. Compensation proposal.

The contract will be awarded on the basis of which response(s) is/are most advantageous to the Guttenberg Board of Education, price and other factors considered.

#### **Professional Information Requirements:**

- a. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFQ. At a minimum, the following information on past experience should be included as appropriate to the RFQ.



- Description and scope of work by Respondent.
- Name, address and contact information of references.
- Explanation of perceived relevance of the experience to the RFQ.

b. Describe the services that Respondent would perform directly.

c. Describe those portions of the Respondent's services, if any, that are sub-contracted out. Identify all subcontractors the Respondent anticipates using in connection with this project.

d. Resumes of key employees.

e. A narrative statement that the Respondent understands the Guttenberg Board of Education's needs and goals and identifies how the Respondent possesses the necessary staffing to serve the Guttenberg Board of Education's needs.

f. Respondent shall submit all of the required submissions as detailed on the "RFQ Submission Checklist."

**Conditions Applicable to RFQ:**

Qualification Statements must be submitted to and be received by the Guttenberg Board of Education via certified mail, overnight courier or hand delivery, by **Tuesday, April 21, 2020 at 11:00 a.m.** Qualification Statements will not be accepted by facsimile transmission or email.

Respondents must submit an **original and one copy** of its Qualification Statement to:

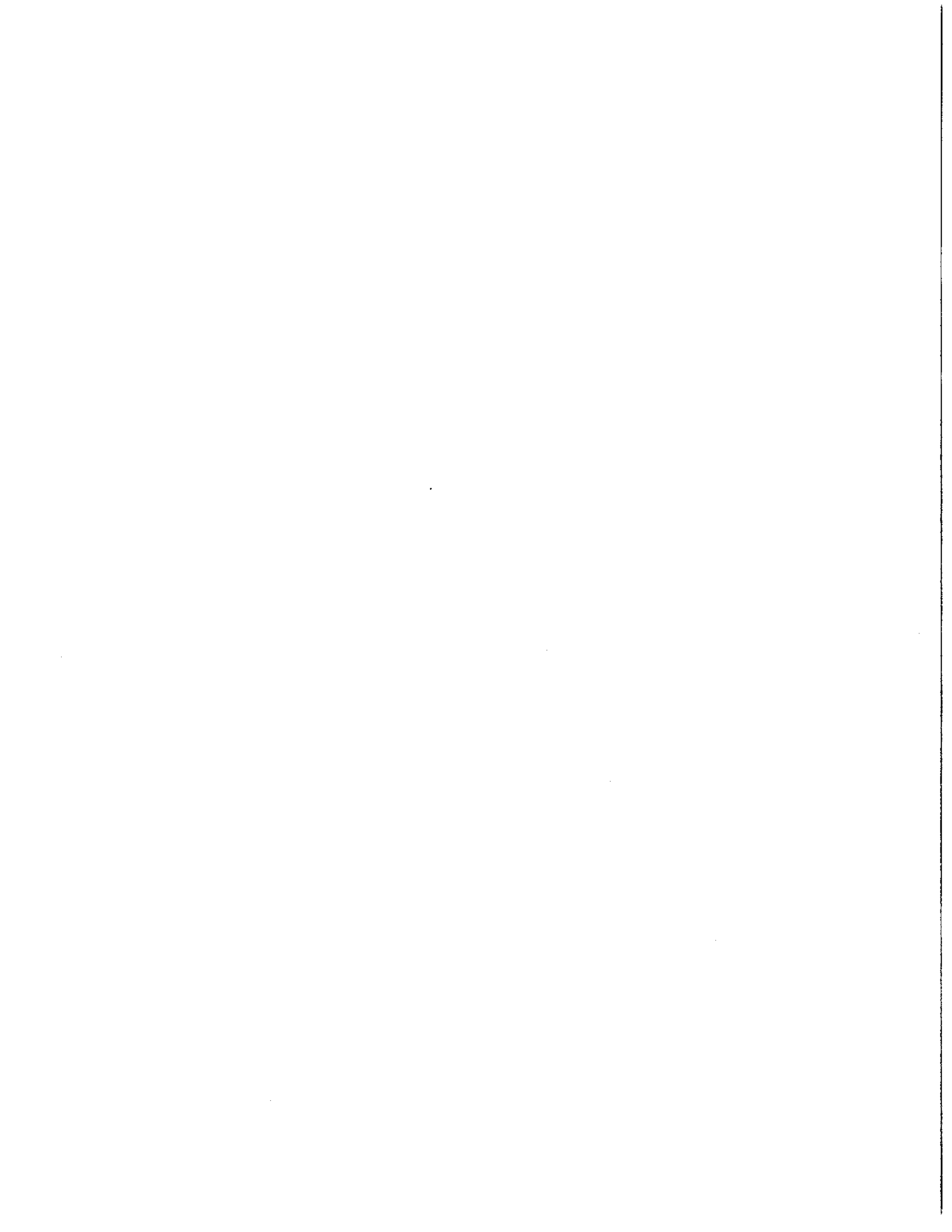
***JOLENE MANTINEO, BUSINESS ADMINISTRATOR***

**GUTTENBERG BOARD OF EDUCATION**

**301 69<sup>TH</sup> STREET, GUTTENBERG, N.J. 07093**

If awarded a contract, the service provider shall be required to comply with the requirements of N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127 as amended) and N.J.A.C. 17:27-1.1 et seq.)

Contracts will be awarded based on the most advantageous responses. The Guttenberg Board of Education reserves the right to reject any or all responses.



(COMPANY NAME AND ADDRESS)

**RFQ SUBMISSION CHECKLIST**

Respondent should initial next to documents, thus indicating that the document has been submitted.

Respondent Submission Checklist

1. \_\_\_\_\_ Respondent Submission Checklist
  
2. \_\_\_\_\_ Narrative statement addressing the Professional Information Requirements in the  
  
Criteria for Services
  
3. \_\_\_\_\_ Affidavit of Non-Collusion
  
4. \_\_\_\_\_ Statement of Ownership of Corporation or Partnership
  
5. \_\_\_\_\_ Disclosure of Investment Activities in Iran Form
  
6. \_\_\_\_\_ EEO/Affirmative Action Compliance Notice
  
7. \_\_\_\_\_ Business Registration Certificate issues by the New Jersey Department of  
  
Treasury, pursuant to N.J.S.A. 52:32-44(1)(b) (P.L. 2004, c. 57)
  
8. \_\_\_\_\_ An original and one \_\_\_\_\_ copy \_\_\_\_\_ of the  
  
complete bid package.

\_\_\_\_\_  
(Respondent) (seal)

BY: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name and Title)

**AFFIDAVIT OF NON-COLLUSION**

STATE OF NEW JERSEY  
COUNTY OF (COUNTY NAME)

residing at (Address) in the City/Town/Township/Borough of (City Name) of full age, being duly sworn according to law upon my path depose and say: of the firm of (COMPANY NAME), the bidder (BIDDER NAME),

making the bid for (COMPANY NAME) project, services and/or material bid, and I executed the Bid Proposal Form with full authority to do so; and I state that the bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above-named project and/or material bid, and that all statements contained in the bid and in this Affidavit are true and correct, and made with full knowledge that (COMPANY NAME) relies upon the truth of the statements contained in the bid. Documents completed and submitted by the bidder, and in the statement contained in this affidavit, in awarding the contract for the said project, services and/or material bid.

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

\_\_\_\_\_  
(Signature of Affiant)

Subscribed and sworn to before me this  
(DAY NUMBER) day of (Month) of (YEAR).

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

## STATEMENT OF OWNERSHIP OF CORPORATION OR PARTNERSHIP

New Jersey law, N.J.S.A. 52:25-24.2, provides that no corporation or partnership shall be awarded any state, county, municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is submitted a statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten percent (10%) or more of its stock of any class, or of all individual partners in the partnership who own a ten percent (10%) or greater interest therein.

If one or more of such stockholders or partners is itself a corporation or partnership, the stockholders holding ten percent (10%) or more of that corporation's stock, or the individual partners owning ten percent (10%) or greater interest in that partnership, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every non-corporate stockholder, and individual partner, exceeding the ten percent (10%) ownership criteria established in this act has been listed.

Accordingly, this statement must be completed and submitted simultaneously with the bid.

In the case of corporate or partnership stockholders, continue the disclosure on extra sheets until all required individual stockholders or partners are disclosed.

- Names and addresses of all stockholders in \_\_\_\_\_, a corporation, who own ten percent (10%) or more of its stock of any class are:

Names:

Addresses:

- Continued information on stockholders or partnerships that are themselves corporations or partnerships (Use extra sheets if necessary and attach).

WITNESS:

(Contractor)

(seal)

\_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Authorized Signature)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Printed Name)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)



(COMPANY NAME)  
**DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN**

Solicitation Number: \_\_\_\_\_

Respondent^ \_\_\_\_\_

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director finds a person or entity to be in violation of the principles which are the subject of this law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

**I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:**

- is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND
- is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

**In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to (COMPANY NAME) under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.**

**PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN.**

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or .....affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below.

**EACH BOX WILL PROMPT YOU TO PROVIDE INFORMATION RELATIVE TO THE ABOVE QUESTIONS. PLEASE PROVIDE THOROUGH ANSWERS TO \_\_\_\_\_**

Name \_\_\_\_\_ Relationship to Bidder/Offeror \_\_\_\_\_

Description of Activities \_\_\_\_\_

Duration of Engagement \_\_\_\_\_ Anticipated Cessation Date \_\_\_\_\_

Bidder/Offeror Contact Name \_\_\_\_\_ Contact Phone Number \_\_\_\_\_

**Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that (COMPANY NAME) is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with (COMPANY NAME) to notify (COMPANY NAME) in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the NHRFR and that the NHRFR at its option may declare any contract(s) resulting from this certification void and unenforceable.**

Full Name(Print): \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_

**EEO/AFFIRMATIVE ACTION COMPLIANCE NOTICE N.J.S.A. 10:5-31 AND N.J.A.C. 17:27 GOODS,  
PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS**

All goods, professional service and general service contracts are required to submit evidence of appropriate affirmative action compliance to (COMPANY NAME) Contracts Equal Employment Opportunity Compliance. During a review, Division representatives will review (COMPANY NAME) files to determine whether the affirmative action evidence has been submitted by the vendor/contractor. Specifically, each vendor/contractor shall submit to (COMPANY NAME), prior to the execution of the contract, one of the following documents:

**Goods and General Service Vendors**

1. Letter of Federal Approval indicating that the vendor is under an existing Federally approved or sanctioned affirmative action program. A copy of the approval letter is to be provided by the vendor to (COMPANY NAME). This approval letter is valid for one year from the date of issuance.

**Do you have a federally approved or sanctioned EEO/AA program? Yes  No**

**If yes, please submit a copy of such approval.**

**-OR-**

2. A Certificate of Employee Information Report (hereafter "Certificate"), issued in accordance with N.J.A.C 17:27-4 or 4.3 The vendor must provide a copy of the Certificate to the North Hudson Regional Fire & Rescue as evidence of its compliance with the regulations. The Certificate represents the review and approval of the vendor's Employee Information Report, Form AA-302 by the Division. The period of validity of the Certificate is indicated on its face. Certificate must be renewed prior to their expiration date in order to remain valid.

**Do you have a State Certificate of Employee Information Report Approval? Yes  No**

**If yes, please submit a copy of such certificate.**

**-OR-**

3. The successful vendor shall complete an Initial Employee Report, Form AA-302 and submit it to the Division with \$150.00 Fee and forward a copy of the Form to the North Hudson Regional Fire & Rescue. Upon submission and review by the Division, this report shall constitute evidence of compliance with the regulations. Prior to execution of the contract, the EEO/AA evidence must be submitted.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) on the Division website [http://www.state.nj.us/treasury/contract\\_compliance/](http://www.state.nj.us/treasury/contract_compliance/).

The successful vendor(s) must submit the AA302 Report to the Division of Public Contracts Equal Employment Opportunity Compliance, with a copy to the Public Agency.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27 and agrees to furnish the required forms of evidence.

COMPANY: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ TITLE: \_\_\_\_\_

DATE: