



## **ROWAN UNIVERSITY / RUTGERS CAMDEN BOARD OF GOVERNORS**

**RFP #2021-02**

### **REQUEST FOR PROPOSALS** **FAIR AND OPEN SOLICITATION PROCESS**

### **Insurance Broker Services**

**Rowan University/Rutgers – Camden Board of Governors**

<b>RFP Issued:</b>	<b>October 6, 2021</b>
<b>Vendor Questions Due:</b>	<b>October 19, 2021</b>
<b>Proposals Due:</b>	<b>November 4, 2021</b>

The above dates are provided to prospective bidders for planning purposes only. These are estimated timeline dates and do not represent firm commitment dates by which the Board will take action.

#### **ISSUED BY:**

**Rowan University / Rutgers-Camden Board of Governors**

# ROWAN UNIVERSITY / RUTGERS CAMDEN BOARD OF GOVERNORS

## NOTICE TO PROPOSERS RFP # 2021-02

### INSURANCE BROKER SERVICES

The Rowan University/Rutgers-Camden Board of Governors (“Board”) is soliciting proposals for Insurance Broker Services, as more fully described in the Request for Proposals #2021-02, available at the Board’s website ([www.rurcbog.com](http://www.rurcbog.com)), as well as, available at the Board’s Administrative Office located at 201 South Broadway, Suite 440, Camden, New Jersey 08103. The office is open Monday through Friday between the hours of 8:30 am to 4:30 pm. The office may also be reached via phone at (856) 203-6757 or by emailing Ms. Sandy McAndrew at [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com). Responses to the RFP must be submitted in the form provided in the proposal packet.

**One (1) original and four (4) copies of the RFP response must be received by the Board at the Board’s office on or before 4:30 p.m. (Eastern Time) on Thursday, November 4, 2021. Proposal responses that are not received on or before Thursday, November 4, 2021, by 4:30 p.m. (Eastern Time) at the Board’s offices will be rejected without exception.**

All questions regarding the RFP shall be submitted no later than **4:30 PM on October 19, 2021 (Eastern Time)** to Sandy McAndrew. No telephonic questions or contacts are permitted. All questions must be submitted in writing via facsimile addressed to Sandy McAndrew at (856) 379-3953, or email to [smcandrew@rurcbog.com](mailto:smcandrew@rurcbog.com).

Proposals are being solicited by the Board through a fair and open process in accordance with N.J.S.A. 19:44A-20.4 et seq. The contract will be awarded by the Board at a public meeting, in accordance with the criteria set forth in the Request for Proposals and in accordance with applicable laws. Respondents are required to comply with the requirements of N.J.S.A. 10:5-32, et. seq. and N.J.A.C. 17:27, et seq.

## **1.0 PURPOSE**

The Board is soliciting proposals from licensed New Jersey Insurance Brokers with demonstrable experience working with New Jersey government agencies and non-profit corporations to provide advice regarding the proper type and amounts of insurance coverage for the myriad activities conducted by the Board, including (i) its management of the Joint Health Sciences Center on behalf of Joint Health Sciences Condominium Association, Inc., and (ii) its membership and participation in the South Jersey Institute for Population Health, Inc.

Firms responding to the Request for Proposal must have the requisite experience and qualifications.

## **2.0 BACKGROUND INFORMATION**

### **2.1. Rowan University/Rutgers - Camden Board of Governors (“Board”)**

The Board is an instrumentality of the State, having been constituted under the New Jersey Medical and Health Sciences Education Restructuring Act (hereinafter “Restructuring Act”) P.L. 2012, c.45, s.34. On August 22, 2012, Governor Chris Christie signed into law the Restructuring Act. Specifically, Sections 33 and 34 of the law created the Board and gave it broad powers. The primary purpose of the Board is to facilitate joint development of curricular offerings, produce significant positive economic development outcomes, and engage the Camden community on health-related issues. The seven (7) member board consists of two members appointed by the Rowan University Board of Trustees, two members appointed by the Rutgers-Camden Board of Directors, and three members appointed by the Governor with the advice and consent of the Senate. The fulfillment of the Board’s mission will be achieved through the development of health sciences programming and the creation of a vibrant health sciences corridor anchored by and in partnership with Rowan University, Rutgers-Camden, Cooper University Hospital, MD Anderson Cancer Center at Cooper, Coriell Institute for Medical Research, Camden County College and the Cooper Medical School of Rowan University. The Legislature created the Board with the vision that it would leverage existing education, research and medical assets in Camden to create and sustain economic growth and civic engagement in the city and the broader South Jersey region. The Board’s mission translates into three overarching themes: (1) education; (2) economic development; and (3) civic engagement.

### **2.2 Joint Health Sciences Condominium Association, Inc. (“Association”)**

The Association is a New Jersey non-profit corporation established to own the leasehold condominium created under the Leasehold Master Deed, recorded on February 26, 2019 in the Office of the Camden County Clerk in Deed Book 11086 at Page 1306, et seq. (the “Master Deed”). Under the Master Deed, the Board is designated as Manager of the Association. The

Association's financial accounting is separate from that of the Board and its cash receipts and disbursements are handled through accounts in the name of the Association managed by the Board as Agent for the Association.

The members of the Association are Rutgers, the State University of New Jersey, Rowan University and Camden County College. The Association is governed by an Executive Board comprised of appointees designated by the members.

The Joint Health Sciences Center is based on the Mesh Economy model, which co-locates students from different academic disciplines in order to share laboratories, equipment and classrooms. This exposes students to a broader field and depth of educational rigor, and encourages the connection of talents, goods and services. The Joint Health Sciences Center has multiple users, including Rutgers University-Camden, Rowan University, the Cooper Medical School at Rowan University, the Rowan University School of Osteopathic Medicine, Camden County College and the Board's administrators.

### **2.3 South Jersey Institute for Population Health, Inc. ("SJIPH")**

SJIPH is a New Jersey non-profit corporation established to support research initiatives focused on population health challenges in Southern New Jersey, as well as, community engagement resulting in positive social impact. SJIPH promotes curricula, professional development, and population health research activities focused on urban and rural communities in Southern New Jersey.

The members of SJIPH are Rutgers University-Camden, Rowan University and the Board.

## **3.0 SCOPE OF SERVICES**

The Insurance Broker will actively advise the Board on all aspects of insurance coverage appropriate for the myriad activities conducted by the Board, including (i) its management of the Joint Health Sciences Center on behalf of Joint Health Sciences Condominium Association, Inc., (ii) its membership and activities in the South Jersey Institute for Population Health, Inc. and (iii) its sponsored and collaborative academic, training, employment and public health programs

The Insurance Broker will be expected to solicit and evaluate competitive bids for coverage from highly-rated insurers licensed in the State of Jersey.

## **4.0 STATEMENT OF QUALIFICATIONS**

All Respondents shall submit a Statement of Qualifications that shall include the following information:

1. Name and address of your firm and the corporate officer(s) authorized to execute agreements.
2. Brief description of your firm's history, ownership, organizational structure, location of principal office and any other offices that would be involved in the engagement and licenses to do business in the State of New Jersey.
3. Description of your firm's regional, statewide, and local service capabilities.
4. Provide and identify the names, experience, qualifications, and applicable licenses held by the individual primarily responsible for servicing the Board and any other person(s), whether as employees or subcontractors, with specialized skills that would be assigned to service the Board.
5. New Jersey Insurance Broker License issued by the New Jersey Department of Banking and Insurance current and in good standing.
6. Specific experience of your firm in relation to the scope of the services described in this RFP.
7. A list of similar government or other pertinent accounts presently represented by your firm.
8. Your availability to furnish the services on a timely basis.
9. Your availability to respond timely to questions within the scope of the engagement.

Attachments that demonstrate your expertise or provide relevant illustrations are welcome.

## **5.0 FEES AND CHARGES**

Respondents must describe any fixed or hourly fees or other charges that would be payable by the Board during the engagement. The Board does not pay for third-party expenses incurred by service providers unless approved in advance. The Board does not pay for photocopies, travel, telephone, meals or other such expenses incurred by service providers.

## **6.0 TERM OF THE ENGAGEMENT**

The engagement is for a term of three (3) years, subject to early termination as provided in the Vendor Contract to be prepared by Board counsel.

## 7.0 PROPOSAL EVALUATION CRITERIA

Pursuant to the Board's Procurement Policy, the following criteria will be used to evaluate the proposals:

The Evaluation Committee created to evaluate proposals submitted in response to the RFP will review the information contained in the proposals, any relevant supplemental information provided by Respondents, publicly available information and information gathered during interviews with bidders, if conducted. The Evaluation Committee will consider the following factors in ranking the proposals:

- 1) Compliance with the requirements stated in the RFP;
- 2) Experience specific to the engagement;
- 3) Experience performing similar engagements for public and non-profit entities in the State of New Jersey, the County of Camden, and the City of Camden;
- 4) Resources to perform the Scope of Services; and
- 5) Fees and charges.

## 8.0 CONTRACT AWARD

The contract award shall be made with reasonable promptness by written notice to the Respondent whose proposal, conforming to this RFP, is determined most advantageous to the Board. Any or all bid proposals may be rejected when the Board determines that it is in the public interest to do so.

## 9.0 PROPOSAL SUBMISSION AND DEADLINE

The Deadline for proposals is Thursday, November 4, 2021. One (1) original and four (4) copies of the RFP response must be received by the Board at the Board's office on or before **4:30 p.m. (Eastern Time) on Thursday, November 4, 2021. Proposal responses that are not received on or before Thursday, November 4, 2021, by 4:30 p.m. (Eastern Time) at the Board's offices will be rejected without exception.**