

Vendor Opportunities Posted November 2, 2022

Notice of Request for Proposal/Extraordinary Unspecifiable Service (EUS) – Health Insurance Broker

The Lower Cape May Regional Board of Education is seeking proposals through the EUS procurement process (N.J.S.A. 18A-18A-5 et. seq.) from qualified respondents for a Health Insurance Broker for the Southern Coastal Regional Employee Benefits Fund.

All proposals must be received by the Board of Education Business Administrator/Board Secretary, no later than 11 a.m. on Wednesday, November 16, 2022 at the Board of Education office located at 687 Route 9, Cape May, NJ 08204, for the Lower Cape May Regional School District. All questions concerning this notice should be addressed to the Business Administrator/Board Secretary, Mark Mallett at (609) 884-3475, ext. 206.

All proposals shall include at a minimum the following information.

1. Names of individuals who will perform required tasks as well as the listing of their licenses.
2. Identify the person who will be primarily responsible for the services required by the Board of Education and provide a description of the experience of the primary person with projects and issues similar to those more specifically set forth in this proposal and on behalf of the Board of Education of Lower Cape May Regional.
3. Identify persons who will serve as back up to the primary person.
4. Describe ability to provide services in a timely fashion including a description of your staffing and a description of your familiarity with the services required by the Board of Education of Lower Cape May Regional.
5. Cost of Services.
6. Indicate in the proposal that the broker shall maintain all documentation related to products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request. N.J.A.C. 17:44-2.2.
7. All proposals must include the following documents
 - Affirmative Action Certificate of Employee Information Report
 - Non-Collusion Affidavit
 - Political Contribution Disclosure Form
 - Investments in Iran
 - New Jersey Business Registration Certificate
 - Ownership Disclosure Statement
 - W9 Form
8. A Certificate of Insurance with proper levels of coverage and a signed Indemnity and Hold Harmless must be presented to the Board of Education upon award of contract.

Health Insurance Broker

Scope of Services:

The selected Health Insurance Broker will be expected to provide specialized professional services to the Board of Education during the entire year on an as needed basis.

Minimum Qualifications

1. The firm shall have at least ten (10) years experience in representing public entities.
2. The firm and individuals assigned to work with the School District shall be well versed in all aspects of the School Employee Health Benefits and have a full understanding of current NJ Legislation as pertains to School Employee Health Benefits.

All submissions must be received at the School District's Administrative Office by 11 a.m. on Wednesday, November 16, 2022.