

**TOWNSHIP OF ALLOWAY**  
**REQUEST FOR PROPOSALS FOR THE POSITION OF**  
**RISK MANAGEMENT CONSULTANT**

**Position and Term:**

The Township of Alloway requests Proposals from Risk Management Consultants interested in servicing in the position for Risk Management Consultant from January 1, 2024 until December 31, 2024.

**Fair and Open Process:**

Requests for Proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position as set forth below, and are willing to provide the described services for the disclosed compensation, shall be evaluated on the basis of experience and qualifications as set forth in the criteria described below.

Requests for Proposals are to be submitted no later than Wednesday, December 13, 2023 at 11:00 a.m. prevailing time in the Alloway Township Municipal Building, 49 South Greenwich Street, Alloway, NJ 08001.

Submissions are to be made to:

Charlet Cheeseman, Municipal Clerk  
49 South Greenwich Street  
P. O. Box 425  
Alloway, NJ 08001

In order to be considered, an Original and five (5) copies of the information being submitted must be enclosed in a sealed envelope bearing the name and address of the responder with the words "Proposal for Professional Services and the category of services" and clearly marked "Sealed Proposal" addressed to the Municipal Clerk, Township of Alloway, 49 South Greenwich Street, P. O. Box 425, Alloway, NJ 08001 and may be received through the mail or presented in person.

Proposals will thereafter be received by the Township Committee of the Township of Alloway, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the Township of Alloway and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the Township; (v) availability to accommodate meeting and interface requirements with the Township Committee and Township Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office resources, including backup staff, which are deemed most adequate to service the needs of the Township; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The Township reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the Township.

The Township's determination of the applicant who is most advantageous to the goals and objectives of the Township shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any Township Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any Township Official, Officer or employee to secure unwarranted privileges or advantages.

#### **Minimum Requirements:**

Minimum of 2 years of experience as a Risk Management Consultant for a New Jersey Municipality.

#### **Description of Services:**

Serve as Risk Management Consultant for the Township of Alloway. Attend regular (usually one evening per month) and special meetings of the Township Committee as requested. Interface with the Municipal Clerk and provide normal and customary duties of a Risk Management Consultant. Apprise the Township and its officials and offices of issues involving risk management requiring compliance, policy development or other action and provide advice regarding insurance issues.

**Compensation:**

Compensation shall be based on a professional services contract to be submitted with the applicant's proposal.

The applicant awarded the Contract will be entitled to bill for services rendered in connection with projects funded through various grant sources or third-party escrows. It is anticipated that the annual value of this Contract will exceed \$17,500.00.

**Qualifications Evaluation:**

1. Minimum Requirements. Please attach resume and/or other documentation demonstrating compliance with the "Minimum Requirements" detailed above.
2. Please describe your experience with regard to Risk Management Consultation.
3. What is the location of your Office? In Alloway Township; in Salem County or out of Salem County.
4. Describe the resources of your office. Include details of support staff. Include information on other qualified attorneys in your office who would be available to Township Officials in the event you were absent or unavailable.