

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING AN AGREEMENT WITH  
ARTHUR J. GALLAGHER RISK MANAGEMENT SERVICES, INC.  
TO PROVIDE RISK MANAGEMENT CONSULTING SERVICES**

**WHEREAS**, North Brunswick Township is a member of a Municipal Joint Insurance Fund which provides insurance coverage for Workers Compensation and Employers Liability, General Liability Coverage, Motor Vehicle and Equipment Liability, and Property Damage; and

**WHEREAS**, in December 2019, pursuant to Resolution 328-12.19, the Township of North Brunswick renewed their membership in the Garden State Municipal Joint Insurance Fund with a three-year term commencing January 1, 2020 and ending December 31, 2022; and

**WHEREAS**, the Mayor and Council are authorized to designate a firm to provide Risk Management Consulting Services as authorized in the bylaws of the contract; and

**WHEREAS**, on September 27, 2021, the Township Council approved Resolution 278-9.21, authorizing the solicitation of Requests for Proposals (RFP) for said services; and

**WHEREAS**, services were procured in formal manner in accordance with Local Public Contracts Law N.J.S.A. 40A:11-4.1a et seq., under both a fair and open and competitive process to assure that each person and/or firm is provided an equal opportunity to respond to the RFP; and

**WHEREAS**, on Wednesday, November 10, 2021, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of one proposal in response to PRO22015; and

**WHEREAS**, the Evaluation Committee, designated to review proposals and make a recommendation, has completed the review process and included herein their Evaluation Report; and

**WHEREAS**, the Evaluation Committee recommends authorizing a contract with Arthur J. Gallagher Risk Management Services, Inc. (707 State Road, Suite 101, Princeton, New Jersey 08540) to provide Risk Management Consulting; and

**WHEREAS**, proposals have been reviewed and the response submitted by Arthur J. Gallagher Risk Management Services, Inc. has been determined to be responsive under the provisions of the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and any provisions of the revised statutes of the State of New Jersey; and

**WHEREAS**, it is in the best interest of the Township of North Brunswick to enter into an agreement with Arthur J. Gallagher Risk Management Services, Inc. to provide Risk Management Consulting Services for calendar year 2022; and

**WHEREAS**, any commission or fees payable to Arthur J. Gallagher Risk Management Consulting Services, Inc. shall be paid by the Garden State Municipal Joint Insurance Fund pursuant to the terms and conditions of the contract.

**NOW, THEREFORE, BE IT RESOLVED** on this 3<sup>rd</sup> day of January, 2022, that the Township Council of the Township of North Brunswick does hereby authorize the Mayor to execute and the Township Clerk to witness an agreement with Arthur J. Gallagher Risk Management Services, Inc. to provide Risk Management Consulting Services for calendar year 2022 and shall be compensated pursuant to the current agreement with the Garden State Municipal Joint Insurance Fund in accordance with RFP PRO22015.

**BE IT FURTHER RESOLVED** notice of this action shall be published in the Home News & Tribune as required by law within 10 (ten) days after its passage.

\_\_\_\_\_  
 Justine Progebin  
 Interim Business Administrator

\_\_\_\_\_  
 Ronald Gordon, Esq.  
 Township Attorney  
 Approved as to legal form

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
MEHTA				
LOPEZ				
GUADAGNINO				
ANDREWS				
SOCIO				
DAVIS				
MAYOR WOMACK				

I hereby certify that the above Resolution was duly adopted by the Township Council of the Township of North Brunswick, County of Middlesex, at its meeting held on January 3, 2022.

\_\_\_\_\_  
 Lisa Russo  
 Township Clerk



**TOWNSHIP OF NORTH BRUNSWICK**

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 268  
Website: WWW.NORTHBRUNSWICKNJ.GOV

## EVALUATION REPORT

### RISK MANAGER - REQUEST FOR PROPOSALS – PRO22015

DECEMBER 20, 2021

As part of its annual award of professional service agreements in accordance with “Fair and Open” procurement process established in the State of New Jersey pursuant to N.J.S.A. 19:44A-20.1 et seq., North Brunswick Township solicited Requests for Proposals (RFP) for a Risk Manager for calendar year 2022.

On September 27<sup>th</sup>, 2021, the Township Council passed Resolution #278-9.21 authorizing the solicitation of proposals for this service. The process under a formal RFP allows for factors other than price to be taken into consideration when awarding a contract. This process also requires that a committee be established to evaluate proposals in accordance with “weighted” criteria established prior to solicitation of proposals.

Pursuant to N.J.A.C 5:34-4.3, the Township established a three (3) person committee comprised of the following individuals:

Cavel Gallimore, Chief Financial Officer

Marrissa Tacinelli, Supervising Account Clerk

Sonia Brown, Personnel Officer

Prior to the committee’s first meeting, each committee member assessed their own affiliations and financial interest, as well as the affiliations and financial interests of family members, to ensure that there was no conflict of interest with potential vendors. Each member signed a statement attesting to the fact that there was no conflict of interest.

The committee reviewed the Request for Proposal and alternative evaluation criteria. The committee agreed to the criteria to be evaluated and the numerical weighting to be assigned to each. The established weighting criterion was as follows:

1. Respondent's understanding and prior experience with Township – 30 points
2. Experience and Qualifications of Individuals or Team – 20 points
3. Respondents overall company history and experience – 30 points
4. Pricing Model – 20 points

The following one (1) proposal was received by the submission deadline of November 10, 2021:

Arthur J. Gallagher - Risk Management Services  
707 State Road  
Princeton, N.J. 08540

The committee members individually reviewed the proposal.

North Brunswick Township is a member of the Garden State Municipal Joint Insurance Fund (JIF) which provides coverage for Workers Compensation and Employers Liability, General Liability Coverage, Motor Vehicle and Equipment Liability, and Property Damage. Arthur J. Gallagher Risk Management Consulting Services, Inc. has been named the Risk Management Consultant for the Township of North Brunswick since 2009. They received unanimous high scores in every category. Evaluators ranked their experience and ability high based on past performance dealing with the Township's risk and insurance matters. Their total score was 300 out of a possible 300.

The committee therefore recommends the award of contract to Arthur J. Gallagher Risk Management Consulting Services, Inc. for submitting a proposal that is responsive to the Township's needs and scores the highest in accordance with the pre-established weighting criteria.

**RECEIPT OF PROPOSALS**

**November 10, 2021**

**Results from the receipt of Requests for Proposals on Wednesday, November 10, 2021 at 11:00 a.m., Municipal Complex, 710 Hermann Road, North Brunswick, N.J.**

**Present: Samantha Sickles, Purchasing Assistant  
Lisa Russo, Municipal Clerk**

**Resolution #278-9.21 was adopted on September 27, 2021 by Township Council authorizing receipt of proposals and advertised in the Home News & Tribune as according to law.**

**Receipt of proposals is closed.**

**The following receipt of proposals were received:**

	<b>Bond</b>	
<b>PRO22015 –Risk Management</b>	<b>No Bond required</b>	<b>Total</b>
<b>Arthur J. Gallagher Risk Management Services 707 State Road Princeton, NJ 08540</b>		<b>Set Fees</b>

**A report will be presented to the Township Council for possible award at the Reorganization Township Council Meeting.**

**Lisa Russo  
Municipal Clerk**