

**A RESOLUTION OF THE TOWNSHIP COUNCIL OF NORTH BRUNSWICK  
AUTHORIZING AN AGREEMENT WITH ACRISURE, LLC  
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**, on December 18, 2023, the Township of North Brunswick authorized Resolution 374-12.23 executing a membership with the Central Jersey Joint Insurance Fund with a three-year term commencing January 1, 2024 and ending December 31, 2026; 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 16, 2024, the Township Council approved Resolution 289-9.24, 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 Thursday, November 14, 2024, the Purchasing Agent received, and the Municipal Clerk witnessed, the receipt of one (1) proposal in response to PRO25015; 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 Acrisure, LLC (1460 Route 9 North, Suite 310 Woodbridge, NJ 07095) to provide Risk Management Consulting; and

**WHEREAS**, proposals have been reviewed and the response submitted by Acrisure, LLC 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 Acrisure, LLC to provide Risk Management Consulting Services for calendar year 2025; and

**WHEREAS**, any commission or fees payable to Acrisure, LLC shall be paid by the Central Jersey Joint Insurance Fund pursuant to the terms and conditions of the contract.

**NOW, THEREFORE, BE IT RESOLVED** on this 2<sup>nd</sup> day of January 2025, 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 Acrisure, LLC to provide Risk Management Consulting Services for calendar year 2025 and shall be compensated pursuant to the current agreement with the Garden State Municipal Joint Insurance Fund in accordance with RFP PRO25015.

**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  
 Business Administrator

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

**RECORDED VOTE:**

COUNCIL MEMBER	YES	NO	ABSTAIN	NOTES
CHEDID				
HUTCHINSON				
MEHTA				
DAVIS				
SOCIO				
GUADAGNINO				
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 2, 2025.

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



## TOWNSHIP OF NORTH BRUNSWICK

710 HERMANN ROAD  
NORTH BRUNSWICK, NJ 08902

Tel.: (732) 247-0922 ext 435

Website: WWW.NORTHBRUNSWICKNJ.GOV

### EVALUATION REPORT

#### RISK MANAGER - REQUEST FOR PROPOSALS – PRO25015

DECEMBER 30, 2024

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 2025.

On September 16, 2024, the Township Council passed Resolution #289-9.24 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

Samantha Sickles, Personnel Officer

Justine Progebin, Business Administrator

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 two (2) proposals were received by the submission deadline of November 9, 2023:

Acrisure LLC  
1460 Route 9 North, Suite 310  
Woodbridge, NJ 07095

The committee members individually reviewed each proposal.

North Brunswick Township is a member of the Central Jersey Joint Insurance Fund effective January 1, 2024. Acrisure, LLC has demonstrated their extensive knowledge in risk management and has a detailed plan for the Township of North Brunswick with our insurance and liability needs. Acrisure LLC scored a total of 300 points.

The committee therefore recommends the award of contract to Acrisure LLC 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 14, 2024**

Results from the receipt of proposals on Thursday, November 14, 2024, at 11:00 a.m., by way of virtual:

<https://us02web.zoom.us/j/86923261108?pwd=QOv013ROZABbcWdZ9SqEOMY9liwyl9.1>

**Present:** Justine Progebin, Business Administrator/Purchasing Agent  
Samantha Sickles, Purchasing Agent  
Emma Von Thun, Purchasing Agent  
Nellie Sowell, Clerk 3

Resolution #289-9.24 adopted on September 16, 2024 by the Township Council authorizing receipt of bids and advertised in the Home News & Tribune as according to law.

Receipt of proposals is closed.

The following receipt of proposals were received:

<b>PRO25015 –Risk Management</b>	<b>No Bond required</b>	<b>Total</b>
<b>Acrisure LLC 1460 Route 9 North, Suite 310 Woodbridge, NJ 07095</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**