NOTE: **The Borough of North Arlington will consider proposals only from firms or organizations that have demonstrated the capability and willingness to provide high quality services in the manner described in this Request for Proposals.**

REQUEST FOR PROPOSALS

FOR THE PROVISION OF PROFESSIONAL SERVICES RISK MANAGEMENT CONSULTANT

ISSUE DATE: October 23, 2026

DUE DATE: December 3, 2026

Issued by

Borough of North Arlington

REQUEST FOR PROPOSALS – RISK MANAGEMENT SERVICES

The Borough of North Arlington is soliciting qualifications for the purpose of Risk Management Services.

Scope of Service

The successful bidder shall provide the Borough with Insurance Risk Management Services. This would include, but is not limited to, assistance with proposals and claims services as well as coordination of related safety initiatives.

Successful bidder will be required to maintain appropriate records and work hand in hand with the Borough for identified insurance related matters.

Successful bidder will be responsible to attend any and all meetings requested by the Borough. Hours of operation shall also be provided with staffing proposal.

The Borough reserves the right to include further qualification requirements as necessary.

GENERAL REQUIREMENTS:

At a minimum, each submittal shall contain the following:

1. A narrative concerning the professional understands of the scope of work and his/her intention to comply with all of the required work tasks. If there are exceptions, they should be clearly defined and noted.

2. A brief narrative on the company's history and similar types of work performed within the last five years. Please name the municipalities you represent along with a contact person and phone number for each.

3. A description of the individuals who will work on this project, including their title, intended work tasks and experience in this field.

4. No sub consultants are permitted.

6. Professional to comply with the requirements of P.L. 1975, C.127 (Affirmative Action) and all New Jersey Pay to Play regulations. Proposals are being solicited pursuant to a fair and open process in accordance with N.J.S.A. 19:44A-20.5 et. seq

7. Professional to provide Business Registration Certificate. Bidders are required to comply with the requirements of P.L. 2004, c.57 (Business Registration). A copy of the Business Registration Certificate issued by the Department of the Treasury, Division of Revenue must be submitted with the bid proposal. If sub consultants are to be used in this project, a Business Registration Certificate must be submitted for each.

8. The Borough reserves the right to reject all proposals.

9. Certificate of Professional Liability Insurance in a minimum amount of $1,000,000 must accompany the proposal submission.

10. Professional to furnish Stockholder Disclosure of Ownership, P.L. 1977, c.33.

11. Professional to provide one (1) original copy of proposal submission.

BASIS OF AWARD:

The Borough will award a contract including, but not limited to, the following selection criteria:

a. Qualifications of the firm or firms who will perform the service.

b. Experience must be clearly documented in the submission. These services shall be conducted as an in house service of the firm submitting the proposal. No sub-contracting shall be permitted.

c. References.

d. Understanding of the scope of work and approach to the work.

e. In addition to the criteria outlined above, The Borough of North Arlington reserves the right to conduct an interview (or interviews) with the selected consultant and/or consultants in order to facilitate their decision concerning the proposed services.

f. Award subject to availability of funds.

The proposal will be submitted ***no later than December 3rd, 2026 4:00pm*** to the Borough. Emailed qualification statements/proposals is the preferred method of delivery: Clerk@northarlington.org.

Questions concerning the submittal shall be addressed to the Borough Clerk, Attn.: Katie Moore (201) 991-6060 x108.

Thank you and we look forward to receiving your proposal.

NOTICE TO ALL VENDORS:
ALL SOLICITATIONS ARE SUBJECT TO CHANGE

APPENDIX A
LETTER OF QUALIFICATION

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Katie Moore
Borough Clerk
Borough Hall
214 Ridge Road
North Arlington, NJ 07031

Dear Ms. Moore:

The undersigned have reviewed our Qualification Statement submitted in response to the Request for Proposals (RFP) issued by the Borough of North Arlington, ("Borough"), dated _____ in connection with the Borough's need for (insert service) for the Borough of North Arlington.

We affirm that the contents of our Qualification Statement (which Qualification Statement is incorporated herein by reference) are accurate, factual and complete to the best of our knowledge and belief, and that the Qualification Statement is submitted in good faith upon express understanding that any false statement may result in the disqualification of Name of Respondent.

(Respondent shall sign and complete the spaces provided below. If a joint venture, appropriate officers of each company sign),

_____	_____
(Signature of Chief Executive Officer)	(Signature of Chief Financial Officer)
_____	_____
(Typed Name and Title)	(Typed Name and Title)
_____	_____
(Type Name of Firm)	(Type Name of Firm)

*If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Qualification.

APPENDIX B
LETTER OF INTENT

(Note: To be typed on Respondent's Letterhead. No modifications may be made to this letter)

Katie Moore
Borough Clerk
Borough Hall
214 Ridge Road
North Arlington, NJ 07031

Dear Ms. Moore:

The undersigned as Respondent, has (have) submitted the attached Qualification Statement in response to a Request for Proposals (RFP) issued by the Borough of North Arlington ("Borough"), dated (date), in connection with the Borough's need for (Insert Service) Borough of North Arlington.
(Name of Respondent) HEREBY STATES:

1. The Qualification Statement contains accurate, factual and complete information.

2. (Name of Respondent) agrees (agree) to participate in good faith in the procurement process as described in the RFP and to adhere to the Borough's procurement schedule.

3. (Name of Respondent) acknowledges (acknowledge) that all costs incurred by it (them) in connection with the preparation and submission of the Qualification Statement and any proposal prepared and submitted in response to the (RFP), or any negotiation which results therefrom shall be borne exclusively by the Respondent.

4. (Name of Respondent) hereby declares (declare) that the only persons participating in this Qualification Statement as Principals are named herein, and that no person other than those herein mentioned has any participation in the Qualification Statement or in any contract to be entered into with respect thereto. Additional persons may subsequently be included as participating Principals, but only if acceptable to the Borough. (Name of Respondent) declares that the Qualification Statement is made without connection with any other person, firm or parties who has submitted a Qualification Statement except as expressly set forth below and that it has been prepared and has been submitted in good faith and without collusion or fraud.

5. (Name of Respondent) acknowledges and agrees that the Borough may modify, amend, suspend and/or terminate the procurement process (in its sole judgment). In any case, the Borough shall not have any liability to the Respondent for any costs incurred by the Respondent with respect to the procurement activities described in this RFP.

6. (Name of Respondent) acknowledges that any contract executed with respect to the provision of (insert service) must comply with all applicable affirmative and similar laws. Respondent hereby agrees to take such actions as are required in order to comply with such applicable laws.

7. (Respondent shall sign and complete the space provided below. If a joint venture, appropriate officers of each company shall sign).

_____
(Signature of Chief Executive Officer)

_____
(Typed Name and Title)

_____
(Typed Name of Firm)

Dated:

* If a joint venture, partnership or other formal organization is submitting a Qualification Statement, each participant shall execute this Letter of Intent.