



REQUESTS FOR PROPOSAL  
TOWNSHIP OF PLAINSBORO  
Risk Management Consultant

2025

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Respond by: 11:00 a.m. – November 21, 2024

Respond to: Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

*This proposal is being solicited through a fair and open process in accordance with  
N.J.S.A. 19:44A-20.5 et seq.*

## ***I. Introduction***

The Township of Plainsboro (Township) is seeking proposals for Risk Management consulting services.

The Township is currently a member of the Mid Jersey Joint Insurance Fund (FUND) which provides coverage for Workers Compensation and Employers Liability, General Liability Coverage, Motor Vehicle and Equipment Liability, and Property Damage. The current contract with the Mid Jersey Joint Insurance Fund ends December 31, 2022.

## ***II. Scope of Work***

The duties of Risk Management Consultant include:

1. Assist the Township in identifying its insurable property and casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.
2. Review with the Township any additional coverage's that the consultant feels should be carried.
3. Review existing insurance coverage levels and advise whether or not those coverage levels are appropriate.
4. Review Certificates of Insurance from contractors, vendors, and professionals when requested by the Township.
5. Market the Township's insurance needs with the current FUND, other Joint Insurance Funds, private insurance companies or other venues to obtain the best possible coverage for the lowest possible price.
6. Assist where needed in the settlement of claims. The consultant would not be responsible for work normally done by a public adjuster.
7. Attend any meetings that the Township deems necessary.
8. Perform other risk management services as required.
9. Other tasks as requested by the Township Administrator.

## ***III. Contents of Proposal***

Interested firms/professionals should provide the following information:

- Summary of general credentials of the firm (if applicable);
- Detailed information on the credentials and qualifications of the individual(s) to be assigned to Plainsboro Township;
- Demonstration of experience in carrying out the duties of Risk Management Consultant or related experience;
- References from clients along with a list of past clients;
- Details of past experience with governmental entities.

Each submittal shall include one (1) original and three (3) copies.

#### ***IV. Fees and Costs***

Interested firms should provide a complete description and itemization of rates. Indicate all consulting titles and classifications and associated hourly billing rates.

#### ***V. Selection Process***

Township staff will review the proposals and make a recommendation to the Township Committee as to the recommended firm/professional. These recommendations will be based on cost and other considerations. Specifically, the proposals will be evaluated based on the following criteria:

- A. The general experience and qualifications of the firm/professional;
- B. The experience/qualifications of the firm/professional in providing the services specified or similar services;
- C. The proposed cost of the services;
- D. Knowledge of and familiarity with Plainsboro Township; past professional experience in working with or for Plainsboro.

Interested firms/professionals shall be responsible for the cost of preparing the proposals.

#### ***VI. RESPONSE/INQUIRIES***

All submittals should be clearly labeled "**2025 RFP Enclosed**" and forwarded to:

Carol J. Torres  
Township Clerk  
Township of Plainsboro  
641 Plainsboro Road  
Plainsboro, NJ 08536

Submittals must be received no later than 11:00 a.m. on November 21, 2024.

All inquiries should be directed to Anthony Cancro at (609) 799-0909, extension 1103.