

REQUEST FOR QUALIFICATIONS (RFQ)

The Housing Authority of Bergen County, in conjunction with the Housing Development Corporation of Bergen County, in accordance with N.J.S.A. 19:44A-20.4 et seq., is seeking written proposals for Qualification Statements through a Fair and Open Process for the following:

REQUEST FOR QUALIFICATIONS (RFQ) FOR PROFESSIONAL RISK MANAGEMENT SERVICES AND INSURANCE BROKER OF RECORD FOR ALL LOCATIONS OWNED AND/OR MANAGED BY THE HOUSING AUTHORITY OF BERGEN COUNTY AND THE HOUSING DEVELOPMENT CORPORATION OF BERGEN COUNTY

The selection will be based on the point system. As such, price and other factors may be utilized in evaluating qualified respondents.

The award of this contract shall be done through the Competitive Contracting Process set forth in sections 1 through 5 of P.L. 1999, c.440 (C.40A:11-4.1 et seq.) as applicable.

Proposals for Qualification Statements shall be submitted by **2:00 p.m. prevailing time on January 6, 2023**, at the Housing Authority of Bergen County, One Bergen County Plaza, Floor 2, Hackensack, New Jersey, 07601. LATE PROPOSALS WILL NOT BE ACCEPTED. PHOTOCOPIES, FACSIMILIES OR EMAILS OF THE PROPOSAL DOCUMENTS WILL NOT BE ACCEPTED IN LIEU OF THE ORIGINALS.

Request for Proposal (RFQ) documents are ONLY available electronically on BidNet Direct, which can be accessed via link:

<https://www.bidnetdirect.com/new-jersey/habcnj>

or on the HABC website procurement page via link:

https://habcnj.org/doing_business_with_habc/procurement.php

All documents must be completed as required, and vendor must submit their proposals electronically on "bidnet direct" no later than the date and time outlined in the RFQ documents.

ADDITIONALLY, pursuant to N.J.S.A. 40A: 11-23 a hard copy of each proposal MUST also be mailed, or hand delivered:

- 1) on original forms, as made available electronically, in a sealed envelope no later than the date and time outlined in the RFQ documents.
- 2) addressed and mailed to the HABC Purchasing Department as noted below
- 3) bearing the name and address of the proposer on the outside
- 4) clearly marked "RFQ" with the name of the item(s) being bid

**Housing Authority of Bergen County
Purchasing Department
One Bergen County Plaza, Floor 2
Hackensack, NJ 07601**

This proposal opening can be attended by logging into Zoom in the following manner:

Join Zoom Meeting

<https://us02web.zoom.us/j/8075390995?pwd=SUpmcGJEaEFBQlp2QmtUSGpndWpudz09>

Meeting ID: 807 539 0995

It should be noted that all submissions will be kept locked and will only be made accessible to the Authority for review and scoring.

All questions MUST be submitted in writing to Erick Martinez at martinez@habcnj.org by Tuesday, December 27, 2022.

The qualifications submitted shall in no way be considered as sealed bids; each shall be evaluated on its merits. The Authority reserves the right to accept or reject any submissions on the basis of feasibility or suitability to the Authority.

Lynn Bartlett
Executive Director
Housing Authority of Bergen County

by: Erick Martinez
Purchasing Agent