**CITY OF PATERSON**

**REQUEST FOR PROPOSAL**

**NOTICE**

THE CITY OF PATERSON, NEW JERSEY SHALL RECEIVE SEALED REQUEST FOR PROPOSAL AT THE PURCHASING OFFICE, 4TH FLOOR, CITY HALL, 155 MARKET STREET, PATERSON, NEW JERSEY 07505 UNTIL 11:00 A.M. PREVAILING TIME, ON TUESDAY, AUGUST 11, 2020 FOR THE FOLLOWING:

#### REQUEST FOR PROPOSALS FOR

#### THE PROVISION OF

SELF FUNDED MEDICAL PLAN ADMINISTRATIVE SERVICES

MEDICAL STOP-LOSS INSURANCE, PRESCRIPTION BENEFIT MANAGEMENT SERVICES  
RFP NO.2021-13

REQUEST FOR PROPOSAL MAY BE OBTAINED FROM: VIA EMAIL FROM THE CITY’S INSURANCE CONSULTANT, BROWN & BROWN METRO, LLC., AND IMAC, AN ACRISURE AGENCY, ATTN: JULIE SERVIDIO: [JulieServidio@imacagency.com](mailto:JulieServidio@imacagency.com)

REPRODUCTION OR REDISTRIBUTION OF THE CONTENTS OF THIS PROPOSAL PACKAGE BY A PARTY OTHER THAN THE CITY OF PATERSON IS STRICTLY PROHIBITED. PROPOSALS RECEIVED BY VENDORS THAT DID NOT OBTAIN PROPOSAL PACKAGES FROM THE CITY OF PATERSON PURCHASING DIVISION WILL NOT BE CONSIDERED.

**Questions:** QUESTIONS MUST BE SUBMITTED TO THE PURCHASING AGENT VIA FAX AT 973-321-1341 AND will be accepted until MONDAY, JULY 27, 2020 by 12:00 noon No Exceptions.

**proposal submission instructions:** proposals must be submitted on the standard Proposal Forms provided in the manner designated herein. the following must be submitted to the city of paterson purchasing department, 4th floor, city hall, 155 market street, paterson, nj 07505 in a sealed envelope bearing the title and rfp number, name and address of the proposer on the outside OF ENVELOPE on or before 11:00 A.M. on TUESDAY, AUGUST 11, 2020:

one (1) printed ORIGINAL, FIVE (5) COPIES AND a full copy of the rfp response, including all attachments.

in addition, a full electronic copy of the rfp response must be SECURE e-mailed at the same time to the city’s insurance consultant, [RDeNick@bbmetro.com](mailto:RDeNick@bbmetro.com), and [JulieServidio@imacagency.com](mailto:JulieServidio@imacagency.com)

THE CITY OF PATERSON IS NOT RESPONSIBLE FOR ANY HAND DELIVERED OR THIRD PARTY DELIVERED PROPOSAL WHICH DO NOT ARRIVE AT THE PROPER TIME OR LOCATION. ANY SUCH PROPOSAL WILL BE RETURNED UNOPENED TO THE VENDOR.

ALL DOCUMENTS CONTAINED IN THIS PACKAGE MUST BE RETURNED TO THE CITY OF PATERSON IN THEIR ORIGINAL FORM. NO SUBSTITUTIONS, ALTERATIONS, OR MODIFICATIONS OF ANY OF THE RFP DOCUMENTS ARE PERMITTED.

PROPOSERS MUST COMPLY WITH REGULATIONS OF THE "NEW JERSEY LOCAL PUBLIC CONTRACT LAW" (N.S.A.40A:11-1 et. seq.), AFFIRMATIVE ACTION REGULATIONS N.J.S.A.10:5-3 let seq., N.J.A.C. 17:27, AND THE NEW JERSEY CONTRACTOR BUSINESS REGISTRATION ACT N.J.S.A.52:32-44 (P.L.2004, C57) SUCCESSFUL VENDOR (S) WILL COMPLY WITH ALL APPLICABLE PAY-TO-PLAY REGULATIONS AS REQUIRED BY THE STATE AND LOCAL AGENCIES

THE CITY COUNCIL OF THE CITY OF PATERSON RESERVES THE RIGHT TO CONSIDER THE PROPOSAL FOR SIXTY (60) DAYS AFTER RECEIPT THEREOF, AND FURTHER RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS, WAIVE INFORMALITIES, AND MAKE SUCH AWARDS OR TAKE ACTION IN ACCORDANCE WITH APPLICABLE LAW

HARRY CEVALLOS, QPA, R.P.P.S.   
QUALIFIED PURCHASING AGENT