

MANASQUAN BOARD OF EDUCATION
169 Broad Street, Manasquan, NJ 08736

Request for Proposal For
Health Insurance Brokerage Services
2023-2024

To Be Received on or Before

Tuesday, June 6, 2023 at 11:00 a.m. prevailing time

Send to the Attention of:

Pete Crawley
School Business Administrator/Board Secretary
Manasquan Board of Education
169 Broad Street
Manasquan, NJ 08736

Manasquan Board of Education
Health Insurance Brokerage Services 2023-2024

ETHICS IN PURCHASING
Statement to Vendors
School District Responsibility

Recommendation of Purchases

It is the desire of the Manasquan Board of Education to have all Board employees and officials practice exemplary ethical behavior in the procurement of goods, materials, supplies, and services.

School district officials and employees who recommend purchases shall not extend any favoritism to any vendor. Each recommended purchase should be based upon quality of the items, service, price, delivery, and other applicable factors in full compliance with N.J.S.A. 18A:18A-1 et seq.

Solicitation/Receipt of Gifts – Prohibited

School district officials and employees are prohibited from soliciting and receiving funds, gifts, materials, goods, services, favors, and any other items of value from vendors doing business with the Manasquan Board of Education or anyone proposing to do business with the Board.

Vendor Responsibility

Offer of Gifts, Gratuities -- Prohibited

Any vendor doing business or proposing to do business with the Manasquan Board of Education, shall neither pay, offer to pay, either directly or indirectly, any fee, commission, or compensation, nor offer any gift, gratuity, or other thing of value of any kind to any official or employee of the Manasquan Board of Education or to any member of the official's or employee's immediate family.

Vendor Influence -- Prohibited

No vendor shall cause to influence or attempt to cause to influence, any official or employee of the Manasquan Board of Education, in any manner which might tend to impair the objectivity or independence of judgment of said official or employee.

Vendor Certification

Vendors or potential vendors will be asked to certify that no official or employee of the Manasquan Board of Education or immediate family members are directly or indirectly interested in this request or have any interest in any portions of profits thereof. The vendor participating in this request must be an independent vendor and not an official or employee of the Board of Education.

Pete Crawley
School Business Administrator/Board Secretary

Manasquan Board of Education
Health Insurance Brokerage Services 2023-2024

The Manasquan Board of Education invites applications for interested insurance brokers to provide health insurance brokerage services as per the following:

Request for Proposal Health Insurance Brokerage Services

The Manasquan Board of Education, a Type II district, is a PreK-12 school district located in Monmouth County. It consists of two schools: Manasquan Elementary School that houses grades PK-8, and Manasquan High School for grades 9-12. The current enrollment for grades PreK-12 is approximately 1526 students. The current workforce consists of approximately 228 employees of which approximately 72% currently receive health benefits.

I. Award of Services

The purpose of the Request for Proposal is to obtain proposals for Health Insurance Brokerage Services coverage. The Board intends to award a contract from July 1, 2023 through December 31, 2023 pursuant to N.J.S.A. 18A:18A-5, and may award two one-year options. Under Title 18A:18A-5(10), EXTRAORDINARY UNSPECIFIABLE SERVICES are not required to be bid or advertised and the Board is not required to award on the basis of lowest price and will award based on criteria as outlined in this request for proposals. The requests are being made to ensure that the District receives the highest quality service at a fair and competitive price.

II. Description of Services

For planning and illustrative purposes for the response to this RFP, the following represent services that will be required on an as-needed basis. This list is in no way inclusive of all tasks that may be required, but is intended to alert the bidder to the areas deemed particularly relevant to the duties of the position.

Services to be included:

- The ability to obtain viable quotes from insurance carriers.
- Servicing the needs of the school district during normal business activity.
- Assist the district during open enrollment.
- Assist employees of the district with difficult claims to reach resolution in a timely manner.
- Cooperative interaction with the Business Office personnel of the district.
- Review loss ratios on a quarterly basis and make appropriate recommendations for cost savings.
- Assist the district in obtaining a new insurance carrier if needed.
- To perform such other activities as specifically directed by the district.