

**EAST RUTHERFORD BOARD OF EDUCATION  
BERGEN COUNTY, NEW JERSEY**

**REQUEST FOR QUALIFICATIONS – BROKER OF RECORD/EMPLOYEE  
BENEFIT CONSULTANT**

**CRITERIA FOR SERVICES**

This Criteria for Services applies to the East Rutherford Board of Education (“ERBOE”) Request for Qualifications (“RFQ”) for insurance broker of record/employee benefit consultant for health, prescription, dental, and vision.

The ERBOE is a K-8 public school district located in southern Bergen County, and the district has 2 school buildings and one annex, and it has approximately 900 students. The ERBOE is seeking responses from insurance brokers who can demonstrate experience and reputation in the field for cost effective placement of insurance coverage. Responses should address each of the evaluation criteria set forth below.

The ERBOE is currently enrolled in the State Health Benefits Program for health insurance and uses private carriers for dental, prescription & vision. As of July 1, 2016, the ERBOE will be utilizing the State Health Benefit Program for prescription as well.

Cost proposals should be submitted separately for brokerage services for the following coverages:

- Health
- Prescription
- Dental
- Vision

The broker of record contract term will be from July 1, 2016, through June 30, 2017.

Responses will be evaluated by the ERBOE, or designated committee, on the basis of the following factors:

1. The vendor’s experience and reputation in the field, including the experience of those persons who will be designated by the vendors to personally perform the services for the ERBOE.
2. The vendor should also be able to demonstrate its knowledge of the federal Affordable Care Act, its regulations, and its impact on the ERBOE.

3. Knowledge of the ERBOE, and of matters concerning the ERBOE, and of the subject matter to be addressed under the contract.
4. Availability to attend ERBOE meetings and other matters as required including but not limited to meetings relating to negotiations.
5. Availability of personnel and other resources to provide such services including but not limited to:
  - a. Hands on assistance with the district to ensure compliance with the federal Affordable Care Act.
  - b. Hands on assistance with district staff and the Division of Health & Benefits on matters which the district staff need assistance or guidance with.
6. Other factors if demonstrated to be in the best interests of the ERBOE.
7. Compensation proposal.

One original copy and one electronic copy (on either a disk or USB flash drive) should be submitted.

The contract(s) will be awarded on the basis of which response(s) is/are most advantageous to the ERBOE, in its sole discretion, price and other factors considered.

The ERBOE reserves the right to award contract(s) to separate vendors based on the various lines of coverage sought.