

HOUSING AUTHORITY OF THE BOROUGH OF MADISON

d/b/a MADISON HOUSING AUTHORITY

24 Central Avenue
Madison, New Jersey 07940

REQUEST FOR PROPOSALS

RISK MANAGEMENT CONSULTANT SERVICES

Contract Term: January 1, 2027 through December 31, 2027

I. INTRODUCTION

The Housing Authority of the Borough of Madison, d/b/a Madison Housing Authority (“MHA” or “Authority”), is soliciting proposals from qualified firms or individuals to provide Risk Management Consultant services for the period January 1, 2027 through December 31, 2027.

The Authority intends to select a Risk Management Consultant through a fair and open process based upon the qualifications, experience, and ability of the proposer to provide the services described herein.

II. SCOPE OF SERVICES

The Risk Management Consultant shall provide risk management consulting services to the Madison Housing Authority pursuant to P.L. 1993, Chapter 269 (N.J.S.A. 40A:10-36) for the Authority's property/casualty programs and shall:

1. Assist the Authority in identifying its insurable property and casualty exposures and recommend appropriate methods to reduce, assume, or transfer risk or loss.
2. Assist the Authority in understanding available insurance coverages and claims issues.
3. Review with the Authority any additional coverages that the Risk Management Consultant believes should be carried but that are not available through the Insurance Fund or Program and, subject to the Authority's authorization, place such coverages.
4. Assist the Authority in preparing applications, statements of values, and similar documents requested by the Insurance Fund or Program. This service does not include appraisal work.
5. Review Certificates of Insurance from contractors, vendors, and professionals when requested by the Authority.
6. Review the Authority's insurance assessment and assist the Authority in preparing its annual insurance budget.

7. Review loss and engineering reports and assist the Authority in its loss-containment objectives. Assist, where appropriate, in the settlement of claims, with the understanding that such assistance does not include services normally performed by a public adjuster.
8. Provide consultation to Authority staff regarding insurance and risk-management matters as reasonably requested during the contract term.
9. Perform any other risk-management-related services required by the applicable Insurance Fund/Program bylaws.

III. CONTRACT TERM

The term of the engagement shall be one year, commencing January 1, 2027 and ending December 31, 2027.

IV. COMPENSATION

The Risk Management Consultant shall be compensated in accordance with the applicable Insurance Fund/Program requirements.

The Authority currently authorizes the Fund to pay its Risk Management Consultant a fee equal to six percent (6%) of the Authority's annual workers' compensation and property/casualty assessment, or a brokerage commission as promulgated by the Program.

For insurance coverages authorized by the Authority to be placed outside the Fund/Program, compensation shall be through the normal brokerage commission paid by the applicable insurance company, carrier, or program.

This compensation structure is consistent with MHA's current Risk Management Consultant Agreement. 2026 Madison HA Risk Management...

V. MINIMUM QUALIFICATIONS AND PROPOSAL REQUIREMENTS

Proposals should be concise and shall include sufficient information for the Authority to evaluate the proposer's qualifications and ability to perform the required services.

Each proposer shall provide:

- Name, address, and contact information of the firm or individual;
- Name and qualifications of the individual who will serve as MHA's primary Risk Management Consultant;
- Evidence of all licenses and professional qualifications required to provide the services;
- Description of experience providing risk management services to New Jersey public entities;

- Description of experience with public entity joint insurance funds and applicable insurance programs;
- Relevant experience with housing authorities or comparable public entities, if any;
- A brief description of the proposer's approach to providing services to MHA and availability to Authority staff;
- At least three professional references for similar services; and
- Disclosure of any actual or potential conflicts of interest relating to the engagement.

The successful proposer shall maintain professional liability insurance in an amount of not less than \$1,000,000 during the term of the engagement, consistent with the Authority's current Risk Management Consultant Agreement. 2026 Madison HA Risk Management...

VI. EVALUATION AND SELECTION

Proposals will be evaluated based upon the following criteria:

- Qualifications and required professional licensing;
- Experience providing risk management services to New Jersey public entities;
- Experience with public entity joint insurance funds and applicable insurance programs;
- Relevant experience with housing authorities or comparable public entities;
- Qualifications and experience of the individual who will be assigned to MHA;
- Responsiveness and availability to the Authority;
- References and past performance; and
- Overall ability to meet the Authority's risk management needs.

The Authority reserves the right to consider all factors it deems relevant to determining the proposer best qualified to serve the Authority and to reject any or all proposals when determined to be in the Authority's best interest.

VII. SUBMISSION OF PROPOSALS

Proposals must be received no later than **11:00 a.m. on Thursday, November 12, 2026.**

Proposals may be submitted electronically to:

Madisonha@Madisonha.com

or delivered to:

Madison Housing Authority

24 Central Avenue

Madison, New Jersey 07940

Attn: Karen O'Keeffe, Executive Director

Proposals received after the stated deadline may not be considered.

The anticipated award date is **November 24, 2026**, subject to approval by the Madison Housing Authority Board of Commissioners.

VIII. GENERAL REQUIREMENTS

The successful proposer shall comply with all applicable federal and New Jersey laws, regulations, and requirements applicable to the engagement.

The successful proposer shall execute the Authority's Risk Management Consultant Agreement and provide all documentation required by the Authority, the applicable Insurance Fund/Program, and applicable law prior to commencement of services.

The Authority reserves the right to request clarification or additional information from any proposer, waive minor informalities, reject any or all proposals, and make an award determined to be in the best interests of the Authority, consistent with applicable law.

The award of this engagement shall be subject to approval by the Madison Housing Authority Board of Commissioners.