

EXHIBIT “Q”
CITY OF SALEM
REQUEST FOR PROPOSAL FOR THE POSITION OF
RISK MANAGMENT CONSULTANT

Position and Term:

The City of Salem requests proposals from professionals to provide Risk Management Consultant Services. The term of service will be from **January 1st, 2023 to December 31st, 2023**; however, service shall be at the pleasure of the City Council and thus may be terminated at any time by the Council prior to **December 31st, 2022**.

Description of Services:

Serve as Consultant to the Mayor and Common Council of the City of Salem. Attend City Council and/or City Official meetings as requested. Interface with the Municipal Solicitor, Mayor and/or City Council members as necessary. The Consultant shall provide consultation to identify and recommend professional methods to manage risk, including, but not limited to recommending insurances, minimization of risk, assure timely processing of claims etc.

Compensation:

Compensation shall be based on a professional services contract to be negotiated by the City with the applicant deemed to be most advantageous.

Minimum Requirements:

Applicant must demonstrate experience in performing the requested services and particular knowledge related to risk management issues of public entities.

Fair and Open Process:

These proposals are being solicited through a fair and open process in accordance with N.J.S.A. 19:44A-20.5. Applicants who meet with the Minimum Requirements for the position will be evaluated on the basis of experience and qualifications. Applicants should attach a resume or other documentation outlining qualifications and experience as consultant, along with a fee proposal and State of New Jersey Business Registration Certificate.

In order to be considered applicants must submit their reply to the Office of the City Clerk at 17 New Market Street, Salem, New Jersey 08079 (phone # 856.935.0372) **on or before 10:00 a.m. on November 29, 2022**. At that time and place all proposals received shall be publically opened and announced by the City Clerk or her designee.

Proposals will thereafter be received by the Mayor and Common Council of the City of Salem, who shall award the contract for the services. The award of the Contract will be based on the following criteria: (i) responsiveness to the Qualification Evaluation and other required submissions; (ii) general experience and reputation in the field; (iii) specific experience/knowledge of the City of Salem and the subject matter to be addressed under the Contract; (iv) qualifications and experience which most closely match the needs of the City; (v) availability to accommodate meeting and interface requirements with the Mayor and City Council and City Officials for meetings, phone conferences, attendance at events and office consultations; (vi) office

resources, including backup staff, which are deemed most adequate to service the needs of the City; and (vii) the applicant who is deemed otherwise most advantageous based on all information submitted or gathered in connection with the proposal.

The City reserves the right to: (i) not select any of the applicants; (ii) require applicants to submit to a personal interview and/or submit additional or clarifying information; (iii) to reject any or all proposals; (iv) to waive any informalities in the proposals; and (v) procure the articles or services from other sources if deemed most advantageous to the objectives of the City.

The City's determination of the applicant who is most advantageous to the goals and objectives of the City shall be final and conclusive.

The award of the contract shall be determined by majority vote on a resolution to be read by title at an open public meeting.

No applicant shall influence, or attempt to influence or cause to be influenced, any City Official, Officer or employee to use his/her official capacity in any manner which might tend to impair the objectivity or independence of judgment. No applicant shall cause or influence, or attempt to cause or influence, any City Official, Officer or employee to secure unwarranted privileges or advantages.

Applicants must provide and sign "Pay to Play" forms.

Applicants must provide as per NJSA 52:32-57 Disclosure of Investment in Iran Form