

RESOLUTION NO. 2016- 432

A RESOLUTION APPOINTING A RISK MANAGEMENT CONSULTANT FOR THE CITY OF VINELAND FOR CALENDAR YEAR 2017.

WHEREAS, the Governing Body of the City of Vineland is a member of the **Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund**, a self-insurance pooling fund, and;

WHEREAS, the Bylaws of said Fund require that each municipality appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the Bylaws and;

WHEREAS, the Bylaws indicate a fee Not To Exceed six percent (6%) of the municipal assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the governing body and;

WHEREAS, NJSA 40A:11-5 (1) (m), specifically exempts the hiring of insurance consultants from competitive bidding as an extraordinary unspecifiable service; and

WHEREAS, the experience, knowledge of public insurance and risk management issues and judgmental nature required of a Risk Management Consultant are clearly an extraordinary unspecifiable service which therefore render competitive bidding impractical;

WHEREAS, it is considered to be in the best interest of the City of Vineland that Biondi Insurance Agency, Inc., Vineland, NJ be appointed as Risk Management Consultant for the City

NOW THEREFORE, be it resolved that the City Council of the City of Vineland does hereby appoint Biondi Insurance Agency, Inc., Vineland, NJ as its Risk Management Consultant for calendar year 2017, in accordance with 40A:11-5 and;

BE IT FURTHER RESOLVED that the Mayor and City Clerk are hereby authorized and directed to execute a Consultant's Agreement in a form to be approved by the City Solicitor and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1), (a), (i).

Adopted:

\_\_\_\_\_  
President of Council

ATTEST:

\_\_\_\_\_  
City Clerk

Gloucester, Salem,  
Cumberland Counties  
Municipal Joint  
Insurance  
Fund  Established in 1991  
South Jersey Communities Securing Their Future

TO: Risk Management Consultants  
FROM: Tracy Forlenza, Financial Analyst  
DATE: December 2, 2016  
RE: **2017 RMC Resolutions and Agreements**

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The Risk Management Consultant Resolutions and Agreements, which you have on file with the TRICO JIF, will expire shortly. For your convenience, we have attached a sample *JIF Risk Management Consultant Agreement* and *JIF Risk Management Consultant Resolution*. If you are the Risk Management Consultant for more than one municipality, please have one set executed for EACH municipality you represent.

In order to have the 1<sup>st</sup> installment RMC fee paid according to the billing schedule set by the Finance Committee, **signed copies of BOTH the Resolution appointing the RMC and the RMC Agreement MUST be received in our office no later than January 20, 2017.** Otherwise, the 1<sup>st</sup> installment fee will be paid in the next billing cycle following receipt.

Please email Tracy\_Forlenza@AJG.com or forward the executed documents to:

Tracy Forlenza, Financial Analyst  
TRICO JIF  
PO Box 490  
Marlton, NJ 08053

If you have any questions, please contact Tracy Forlenza at (856) 446-9143.

Thank you.

Attachments

Copy: Fund Commissioners  
Municipal Clerks  
Risk Management Distribution (PM, PF, JP)

File: TRICO/2017/Risk Management Consultant Agreements Tab: Notification Letter

**RISK MANAGEMENT CONSULTANT AGREEMENT  
GLOUCESTER, SALEM, CUMBERLAND COUNTIES  
MUNICIPAL JOINT INSURANCE FUND**

This Agreement, entered into this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, between the \_\_\_\_\_ (hereinafter referred to as the "Municipality") and \_\_\_\_\_, a Corporation of the State of New Jersey, and \_\_\_\_\_, the responsible agent, having their principal office located at \_\_\_\_\_ (hereinafter referred to as the "Consultant").

**WHEREAS**, the Consultant has offered the services to the Municipality as the Professional Risk Management Consultant as required in the Bylaws of the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund; and

**WHEREAS**, the Municipality desires to contract for these professional services pursuant to the resolution adopted by the Mayor and Council of the Municipality at a meeting held on \_\_\_\_\_;

**NOW THEREFORE**, the parties in consideration of the mutual promises and covenants set forth in this Agreement, agree as follows:

1. For and in consideration of the compensation set forth in Paragraph 3 of this Agreement, the Consultant hereby agrees in consultation with the Municipality to provide Professional Risk Management services to the Municipality as follows:
  - A) The Consultant shall assist the Municipality in identifying its insurable exposures and shall recommend professional methods to reduce, assume or transfer the risk of loss.
  - B) The Consultant shall assist the Municipality in understanding and selecting the various types of coverage available from the Gloucester, Salem, Cumberland Counties Municipal Joint Insurance Fund.
  - C) The Consultant shall review with the Municipality any additional types of coverage that the Consultant believes the Municipality should purchase that are not available from the Fund. The Consultant shall purchase and bind any additional types of coverage authorized by the Municipality.
  - D) The Consultant shall assist the Municipality in the preparation of applications, statements of values and other documents requested by the Fund. However, this Agreement does not include any appraisal work by the Consultant.
  - E) The Consultant shall review the Municipality's annual assessment as prepared by the Fund, and shall assist the Municipality in the preparation of its annual insurance budget.
  - F) The Consultant shall review the loss and engineering reports for the Municipality, and shall assist the Safety Committee in its loss containment objectives within the Municipality.

- G) The Consultant shall attend and actively participate in the Municipality's Safety Committee activities and meetings, and shall present information to the Safety Committee on Safety related topics.
- H) The Consultant shall attend the Municipality's Member Accident Review Panel meetings and assist the Municipality in determining the cause of accidents. The Consultant shall suggest any remedial actions necessary to avoid future accidents.
- I) The Consultant shall assist the Municipality in determining the necessary training for each employee in each Municipal Department based upon the employee's job description and in accordance with OSHA and other governmental regulations.
- J) The Consultant shall assist the Municipality in scheduling employee training, both internal and external, including the tracking of course attendance and completion of course requirements.
- K) The Consultant shall assist the Municipality with the timely and accurate reporting of all claims, which shall include the establishment and implementation of claims reporting procedures.
- L) The Consultant shall assist, when requested by the Municipality and/or the Claims TPA, with the investigation of claims filed against the Municipality.
- M) The Consultant shall review the Municipality's loss data on a regular basis and prepare reports to the Municipality on recent losses, open claims, and loss trends.
- N) The Consultant shall review the performance of the Municipality's Claims TPA on a quarterly basis including reserving practices, adjuster claim counts, and supervisor file review.
- O) The Consultant shall assist the Municipality by reporting to the Fund changes in exposures including the deletion and addition of vehicles, equipment, and properties and the contracting of Municipal services to third parties.
- P) The Consultant shall assist the Municipality and Fund professionals in the annual renewal process including the gathering and verification of exposure data.
- Q) The Consultant shall order Certificates of Insurance from the Fund.
- R) The Consultant shall review Certificates of Insurance received by the Municipality.
- S) The Consultant shall review proposed contracts between the Municipality and organizations and contractor's to verify that the appropriate indemnification and hold harmless language is contained in the Contract and that the Certificate of Insurance Guidelines are being followed.
- T) The Consultant shall evaluate and advise the Municipality on the risk management aspects of public events being staged or sponsored by the Municipality.
- U) The Consultant shall review the annual coverage documents to verify the accuracy of the policies.
- V) The Consultant shall respond to questions regarding coverage from the Municipality's officials.

- W) The Consultant shall actively attend and participate on the Fund Subcommittees as authorized by the Fund Bylaws.
  - X) The Consultant shall at least twice annually, prepare and present a written report to the Governing Body of the Municipality outlining the Municipality's Insurance and Safety Program.
  - Y) The Consultant shall assist the Municipality with the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally performed by a public adjuster.
  - Z) The Consultant shall perform any other services required by the Fund's Bylaws.
2. The term of this Agreement shall be for a period of **one (1) year commencing the first day of January, 2017**, or from the effective date of coverage, unless this Agreement is terminated as set forth in Paragraph 5 of this Agreement.
  3. The Fund Bylaws allow the Municipality to pay its Consultant for services rendered no more than 6% of the Municipality's gross assessment; therefore, the Municipality authorizes the Fund to pay its Consultant, as compensation for services rendered, \_\_\_\_\_ (flat fee **OR** set percentage fee of the Municipality's gross assessment). Said fee shall be paid to the Consultant within thirty (30) days of the payment of the Municipality's assessment to the Fund. The Consultant shall receive no other compensation or commission for the placement or servicing of any municipal coverage with the Fund.
  4. For any type of coverage that is authorized by the Municipality, to be purchased outside of the coverage offered by the Fund, the Consultant shall receive as his full compensation, the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the Fund's assessment in computing the fee outlined in Paragraph 3 of this Agreement.
  5. Either party may cancel this Agreement at any time by notifying the other party, in writing, of their intention to terminate this Agreement. The termination shall be effective on the ninetieth day after service of the notice. The compensation provided for in Paragraph 3 shall be pro-rated to the date of termination.

ATTEST: \_\_\_\_\_

MUNICIPALITY: \_\_\_\_\_

ATTEST: \_\_\_\_\_

CONSULTANT: \_\_\_\_\_

DATE: \_\_\_\_\_