



Contract No.	Contract Name
GP-0308-R01	Broker Services for the Business Insurance Program

ADVERTISEMENT

The New Jersey Schools Development Authority (“NJSDA”) is seeking to engage a Broker to design, market, negotiate, implement, and service an insurance program that will provide the NJSDA with the broadest coverage at the most cost-effective price. The policies included in the current insurance program are: Business Administration Package (this includes General Liability, Business Personal Property, Electronic Data Processing Property, Valuable Papers and Extra Expense); Automobile; Worker’s Compensation; Umbrella Liability; Excess Liability; Public Officials’ & Employment Practices Liability; Cyber/Crime; Excess Public Officials & Employment Practices Liability; Workplace Violence/Active Shooter; and General Liability for the Real Estate Owned (“REO”) inventory. The selected Broker shall be responsible for the placement and servicing of the NJSDA's Business Insurance Program commencing on December 14, 2026 at 12:01 AM, including subsequent annual renewals during the term of the Agreement. In addition, the selected Broker may be consulted to assess additional risk and/or procure additional insurance, as deemed necessary by the NJSDA.

A complete copy of the Request for Proposals (“RFP”) which outlines the steps required for participation in this procurement, may be obtained at [click here to view RFP](#). Proposals must be submitted in compliance with and subject to all terms set forth in the RFP.

Procurement Overview:

This is a solicitation for Broker Services for the Business Insurance Program. This solicitation seeks responses from interested firms in the form of a Technical Proposal, which provides information regarding the firms past experience and qualifications for evaluation by a Selection Committee charged with evaluation and scoring of the submittals. The Evaluation Criteria to be considered, and their relative weights, are as follows:

1. Understanding of the Purposes of this Engagement (10 points);
2. Firm Experience (30 points);
3. Team Structure and Key Team Members Experience and Qualifications (30 points); and
4. Approach to Providing the Required Scope of Services (30 points).

Responsive firms will be evaluated and scored by a Selection Committee on the basis of their written Technical Proposal submissions. Following the scoring of the Technical Proposals, all responsive firms will participate in interviews with the Selection Committee and will be separately scored on the basis of the interviews using the same criteria and point values used to evaluate the Technical Proposal. The scores for the written submission and the interview will be added together and averaged to obtain a firm’s Final Combined Score.

After all Final Combined Scores have been calculated, the firm with the highest Final Combined Score (i.e., first-ranked firm) will be required to submit a Coverage and Price Proposal. Should the NJSDA determine the Coverage and Price Proposal submitted by the first-ranked firm to be unsatisfactory based on coverage/cost/terms and conditions, the NJSDA will terminate discussions with the first-ranked firm and will then solicit a Coverage and Price Proposal from the second-ranked firm. Should the NJSDA determine the Coverage and Price Proposal submitted by the second-ranked firm to be unsatisfactory based on coverage/cost/terms and conditions, the NJSDA will terminate discussions with the second-ranked firm and will then solicit a Coverage and Price Proposal from the third-ranked firm. Should the NJSDA determine the Coverage and Price Proposal submitted by the third-ranked firm to be unsatisfactory based on coverage/cost/terms and conditions, the NJSDA may reject all Proposals.

The NJSDA staff will then make a recommendation of award to the selected firm at coverage/cost/terms and conditions determined to be fair and reasonable

Procurement Requirements:

There is no standard NJSDA pre-qualification requirement applicable to this procurement however; to be selected, a firm must be approved for moral integrity, as set forth in the RFP.

Procurement Submission Dates and Deadlines:

A. Notice of Intent to Participate:

The NJSDA will not hold a traditional pre-proposal conference for this procurement. Any firm wishing to submit a Technical Proposal must provide timely notice of their intent to participate in the procurement by sending an e-mail message indicating such intent to Dave Kutch at dkutch@njsda.gov no later than **2:00 PM Eastern Time on July 2, 2026**. This notice is required in order to submit a Technical Proposal but does not bind a prospective proposer in any way. Failure to timely submit the notice of intent will result in NJSDA rejecting any Technical Proposal later submitted.

B. Questions from Interested Firms:

Firms may submit written questions regarding this procurement to the NJSDA by sending them by e-mail to Dave Kutch at dkutch@njsda.gov no later than **2:00 PM Eastern Time on July 2, 2026**. The questions and NJSDA answers will be provided via an addendum to the RFP to each firm that submitted a timely e-mail message to Dave Kutch at dkutch@njsda.gov indicating their intent to participate in the procurement.

C. Submission of Technical Proposals:

The Technical Proposal (one (1) unbound original) must be received by the NJSDA no later than **2:00 PM Eastern Time on July 22, 2026**. Submissions will **only** be accepted by overnight or hand delivery at the following address:

NJSDA
32 East Front Street
Trenton, NJ 08608
Attention: Dave Kutch, Senior Procurement Specialist
Subject: Broker Services for the Business Insurance Program Proposal – GP-0308-R01

In the event of a closure of the NJSDA office due to a state directive, inclement weather or other unforeseen circumstances, the due date and time for submission of Technical Proposals will automatically be extended until the next business day that the NJSDA office is open.

Submissions received after the date and time listed above will not be forwarded to the Selection Committee for review. Faxed or e-mailed submissions will not be accepted.

D. Opening of Technical Proposals:

Technical Proposals will be publicly opened at the NJSDA office at **2:00 PM Eastern Time on July 22, 2026**.

For further information on the NJSDA, please visit us at www.njsda.gov.

DATE ADVERTISED: June 17, 2026