



June 10, 2013

Mr. James J. Damato
Union Township BOE
2369 Morris Ave
Union, NJ 07083

Dear Jim:

Enclosed please find one original and two copies of our Request for Proposal to continue to provide insurance broker services for the Union Township Board of Education.

Once you have reviewed the attached documents, please feel free to contact me with any questions.

We look forward to continuing to provide insurance broker services to the Union Township Board of Education.

Sincerely,

Steve Edwards

Broker Compensation

As your broker of record, we do not charge a fee to the Board of Education. Our compensation for the brokerage and standard risk management services will be the standard commission paid to us directly by the insurance companies.

Disclosures, Forms & Licenses

Attached are copies of the required disclosures, forms and licenses from Marquis Agency. The Forms & Licenses are listed under the name of NIP Group (parent company) and Business & Governmental Insurance Agency (BGIA). BGIA is a sister company of Marquis Agency and utilizes the same license numbers.

State of New Jersey Division of Contract Compliance & Equal Opportunity

The appropriate certificate is enclosed in this section. The Affirmative Action/Equal Employment Opportunity Certificate is listed under the name of Business & Governmental Insurance Agency (BGIA). BGIA is a sister company of Marquis Agency and utilizes the same license numbers.