



**FAIRVIEW
INSURANCE AGENCY
ASSOCIATES, INC.**

June 4, 2015

James J. Damato
Board Secretary/General Counsel
Union Board of Education
2369 Morris Avenue
Union, New Jersey 07083

Re: Request For Proposal for Professional Risk Manager

Mr. Damato:

Thank you for the opportunity to bid on the above referenced RFP. One (1) original proposal and (1) copy are enclosed for your review and consideration.

The completed Qualification Submission is located under the tab marked "Proposal". All other required and illustrative information is located under the following tabs:

- Tab #1: Letters of Recommendation
- Tab #2: Firm License, Staff Licenses and Resumes
- Tab #3: Examples of Risk Transfer
- Tab #4: Required Paperwork
 - Non-Collusion Affidavit
 - Owner Disclosure Certification
 - Affidavit of No Conflict of Interest
 - Stockholder Disclosure Certification
 - Mandatory Equal Employment Opportunity Language
 - Certificate of Employee Information Report
 - Americans with Disabilities Act of 1990
 - New Jersey Business Registration Certificate
 - Evidence of Professional Errors and Omissions Insurance

If you have any questions regarding this proposal, please do not hesitate to contact me. I can be reached at 973-857-0870, extension 127, or via email at zedelman@fairviewinsurance.com.

Sincerely,

Zach Edelman
Director of Business Development
Property & Casualty Division

25 Fairview Avenue • Verona, New Jersey 07044
Tel: 973.857.0870 • Toll Free: 800.372.2558 • Fax: 973.857.9131
1930 E. Marlton Pike, Suite C-16 • Cherry Hill, New Jersey 08003
Tel: 856.424.8515 • Toll Free: 800.452.5376 • Fax: 856.424.7933

www.fairviewinsurance.com





Board of Education of the Township of Union
Request For Proposal For:
Insurance Broker Services: Property & Casualty

Nature/Scope of Services:

Fairview Insurance Agency Associates, Inc. confirms that our services will include, but not be limited to, the following services:

- a. Assistance with the development of long-range insurance strategies;
- b. Management of aspects of Township of Union Board of Education Board's insurance program for which the consultant is retained;
- c. Review of insurance policies and contracts to ensure adequate coverage for which the consultant is retained;
- d. Recommendations and assistance in the procurement of insurance coverage, including preparation of any required RFP's;
- e. Analysis of proposals in connection with insurance procurement, including, but not limited to, establishing selection criteria, recommending marketplaces, evaluation of proposals and involvement in the selection process;
- f. Identification and analysis of risks arising out of current and future operations;
- g. Preparation of specifications for quotations every three (3) years or sooner, as required by the Board;
- h. Loss Control and Safety Review Services as applicable;
- i. Coordination of appraisals of physical assets to determine proper insurable values, limits required and special terms required by the Board as required;
- j. Continuous review and analysis of loss information from current and prior insurance companies and presentation of findings to the Board;
- k. Review of contracts for insurance compliance;
- l. Acting as liaison between the Board and insurance carriers, brokers, providers, or claimants;
- m. Monitoring, review and presentation of data to help manage claims on all current and future policies;
- n. Review and analysis of rating classifications on various insurance contracts to determine the most beneficial ones to utilize;
- o. Continuous review and analysis of insurance coverage and policies to keep up with industry changes, continuing operations and growth;
- p. Research and analysis of alternatives to current risk funding mechanisms to meet the changing needs of the Board;
- q. Preparation of all certificates of insurance, automobile identification cards and other required documents within 24 hours of the Board's request;



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- r. Notification of Board staff as to local, state and federal regulations and recommendations for compliance as required;
- s. Participation in on-going meetings with Board staff to review losses, safety recommendations, government regulations, insurance requirements, etc.;
- t. Review of audits of current and previous policies for accuracy and potential premium savings;
- u. Performance of self-insurance feasibility studies where applicable and recommendations to Board staff;
- v. Identification of areas of risk and the associated strengths and weaknesses of the Board to manage those risks;
- w. Assistance in the development of alternative strategies to reduce risk to assets and resources;
- x. Consultation as to the probable impact of strategies elected by the Board;
- y. Provision of monitoring feedback via loss runs and associated analysis to verify the adequacy of the controls selected as well as checks for negative trends which may require corrective action.

Standard Requirements of Technical Qualifications: Property & Casualty Insurance

- a. The name of the Respondent, the principal place of business and, if different, the place where the services will be provided.

Fairview Insurance Agency Associates, Inc.
25 Fairview Avenue
Verona, NJ 07044

Contact Person: Lawrence K. Graham, CIC, Vice President
Phone: 973.857.0870
Toll Free: 800.372.2558
Fax: 973.857.9131
Email: lgraham@fairviewinsurance.com



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- b. Respondent must have a minimum of ten (10) years of experience as an insurance broker and a minimum of five (5) years of experience servicing Boards of Education or other governmental agencies.

Fairview Insurance Agency Associates, Inc. brings a wealth of knowledge and over thirty years of experience to the field of public sector Risk Management Consulting and Insurance Brokerage Services. The following are examples of some of our success and experience throughout the years.

April 2012 – Current: Jersey City Board of Education – Risk Manager/Insurance Broker
Jersey City Board of Education - TPA/Managed Care Network Monitoring and Consulting for Workers Compensation Program:

Through Fairview Insurance's TPA/Managed Care Network Monitoring and Consulting services, we negotiated and recommended a TPA/Managed Care solution that was able to help save the District \$1,067,000 annually. We were able to achieve this in the following way:

- Conducted a full RFP for TPA and Managed Care Services
- Reviewed 7 responses to the RFP and set up a spreadsheet comparison based on each respondent's answers to the definition of their fees for percentage of savings and flat fees
- Redefining definitions of how the companies could receive fees based on the percentage of savings
- Further Negotiations to lower the percentage of savings fees.

Fairview Insurance, upon being named broker of record for property and casualty insurance, immediately began to remarket all lines of insurance on behalf of the Board of Education. Fairview marketed the program to two different joint insurance funds and eighteen different private insurance carriers to explore all options available to the Board for the most cost effective and best coverage available. We were able to save the Board a significant amount of money using our extensive marketing efforts. Fairview was able to place multiple flood insurance policies for locations that would not have had coverage for flood damages. Fairview was also able to save the Board of Education over \$92,000 by reversing a denial on a flood claim based on an incorrect flood zone determination by the insurance carrier. Fairview was able to identify possible gaps in coverage by identifying numerous claims that were not reported to the excess insurance carriers by the previous broker. Fairview immediately reported these claims.



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Fairview met with the Administration to review certificate of insurance procedures. We provided guidelines for certificates that the Board was not previously provided. These guidelines are now being used in every RFQ that the Jersey City Board of Education puts out. To date we have reviewed and approved 24 new certificates of insurance provided by vendors to the Board.

Fairview Insurance was able to replace all Bond needs of the Board of Education for half the price of previous years. We have also provided end of year and mid-year quotes for different lines of insurance to keep the Board aware of current market trends.

8/2011 – Present: Township of Parsippany-Troy Hills – Risk Manager

Fairview Insurance assisted the Township in collecting and formulating information for a RFP to obtain competitive insurance bids. Through our competitive business model, Fairview Insurance secured several competitive quotes and was able to achieve an annual savings of \$412,000 for the Township of Parsippany – Troy Hills.

Additionally, Fairview Insurance performed a comprehensive review of all policies currently in place. Upon review, Fairview found multiple discrepancies within the policies. One major discrepancy was \$1.4 million worth of mobile equipment being listed as automobiles on the policy. Fairview also reviewed all township buildings for flood zone status (Buildings wholly or partially in flood zones “A through E” require specific coverages from the National Flood Insurance Program).

As a part of Fairview’s services to the Township, we reviewed their loss experience and recommended the implementation of certain safety measures to reduce claim frequency and severity. This has led to significant reductions in the loss experience which will ultimately reduce the Township's premiums for years to come.

Fairview’s implementation of aggressive risk management safety and employee wellness programs have resulted in additional workers compensation variable cost savings in excess of \$950,000.

2008 – 2012: Bloomfield Board of Education - Risk Manager

Fairview Insurance established guidelines and helped implement a Safety Program to reduce claims which lead to premium reduction and stabilization. Fairview organized a continuous review of claims with administration to increase safety and reduce frequency of accidents. We made a special effort to transfer the administrative burden from the School District to Fairview Insurance. Additionally Fairview Insurance attends



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Joint Insurance Fund Meetings as the Board of Education's representative. Fairview Insurance then advises the Board of Education of any and all updates and changes in the insurance industry and how they relate to the entity.

1999 – 2009: Clark Board of Education – Risk Manager

As Risk Manager, Fairview reduced premiums overall by \$1 million. Fairview coordinated a Safety Program with the School Safety Department and the Insurance Carrier. We also reviewed premium audits which saved an additional \$42,000. As a part of the new Safety Program, Fairview also helped set up playground inspections.

2007-2010: Roselle Board of Education – Risk Manager

As Risk Manager, Fairview Insurance reduced premiums for three consecutive years for a savings of \$122,000. This savings was able to be achieved while significantly increasing coverages. The coverage increases were as follows:

- The property values were increased from \$64 Million to \$81 Million.
- School Board Leaders Liability coverage increased from \$5 Million to \$16 Million.
- General Liability coverage was increased from \$1 Million to \$16 Million.
- Student Accident Liability coverage increased from \$1 Million to \$16 Million.

Additionally, Fairview Insurance reviewed premium audits for additional savings. Fairview also formalized safety programs in the district and set up playground safety inspections to meet state safety codes.

January 2012 – Present: Township of Old Bridge – Risk Manager

As Risk Manager for Old Bridge Township, Fairview Insurance Agency has offered a complex analysis of the Township's insurance program, along with daily insurance maintenance and answers to inquiries. The following are some of the services that we have provided to the Township throughout our tenure as Risk Management Consultant:

- Identified a Gap in insurance and recommended Accident Insurance for Recreation Activities. A policy was placed with QBE Insurance Corporation for the volunteer participants in the Township's Litter Clean-Up Program.



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- Identified a Gap in Insurance that certain positions that are required to be bonded were not. As a result, Fairview Insurance facilitated a Bond for the Township's Finance Director/CFO.
- Introduced CAIR (Customer Abstract Information Retrieval), a program offered by the Motor Vehicle Commission that provides driver history abstracts (MVR's), ownership history and registration/title inquiries. Fairview recommended the use of this tool to the Township. For a flat annual fee, up to 5,000 reports can be run.
- Fairview provided guidance and recommendation of FEMA assistance Vendor to have Old Bridge reimbursed for Hurricane Sandy.
- Introduction and set-up of the MEL's MSI Learning Management System. Fairview enrolled all Township employees into the MSI system. Fairview entered 600 employees into the database, organized by department, to track all classes going forward so that a quick report will enable the Township to see which employees are trained in which areas.
- Fairview prepared a detailed explanation of various SIR levels for workers compensation. Options were laid out to the Township to increase the Self Insured retention for premium reduction. At the time of the presentation the Township wanted to stay as is.
- Reviewed and made recommendations of coverage for vendor Certificates of Insurance.
- Analyzed and reviewed with the Township the MEL's Public Officials and Employment Liability limit options.
- We recommended a review of the Property Schedule to confirm that all buildings were scheduled and that both Building Limits and Contents Limits were sufficient. We also recommended review of the current property schedule to add as many addresses to locations on the schedule as possible. This review is currently in process.
- Fairview Insurance advised the Township of the JIF's classification of Quasi Municipalities. It was confirmed that the Township does not currently have any quasi municipalities.
- Fairview reviewed the Tort Claims Reporting Procedure and recommended the use of a revised Notice of Tort Claim Form.
- Fairview did an overall review to ensure the Renewal Applications were completed thoroughly and appropriately based on the Township's exposures. The Vehicle Schedule was updated to include Cost Valuations, Vehicle Deletions,



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and the addition of 42 vehicles which were not included on the Township's schedule. The Equipment Schedule was also updated and several pieces of equipment were added in addition to over \$400,000 in police equipment; items that were not previously included.

- Fairview staff provides daily assistance with coverage inquiries, endorsements and certificate requests.

2007 – 2010: Borough of Roselle – Risk Manager

As Risk Manager for the Borough of Roselle, Fairview Insurance was able to achieve significant financial reductions for the Workers' Compensation line of insurance. Fairview Insurance did an overall analysis of areas relating to workers compensation including the legitimacy of workers compensation claims, employee workplace safety awareness, physician networks, accident investigations, along with other areas. Fairview Insurance recommended a Workers' Compensation Project Plan that was approved and implemented. The results of this plan were dramatic. Annual savings of Workers' Compensation premiums of over \$75,000 were achieved. Over \$30,000 of past billing mistakes were uncovered and safety was at its highest level in years.

Additionally, Fairview Insurance identified four Public Official claims that were originally denied due to late reporting. Through negotiation and leverage of experience, we were able to have the insurance company rescind the declination of the claims. This resulted in a saving of legal fees and settlement costs of over \$150,000.

2010: City of Atlantic City – Consulting Services

As consultant, Fairview Insurance provided insurance consulting services in efforts to streamline administrative procedures and reduce premiums. A RFQ was conducted with a total evaluation of all insurance policies, insurance related vendors and services. Evaluation was based on the following criteria:

- **Risk Management and Loss Control Services:** This analysis was used to eliminate/reduce claims by classifying exposures and designing training, such as the Return to Work Program. City Safety Committees implemented the trainings.
- **Negotiation of Third Party Administration/Managed Care Services:**
 - We implemented an effective use of medical network.
 - Fairview Insurance negotiated Medical Re-Pricing Discounts.



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- We also provided accurate claim information as well as reconciliation reports with the City finance department for monthly claim payments.
- **Reduction of Fixed Administrative Costs:** As a Consultant, Fairview was able to reduce fixed administrative costs upfront by \$247,000 with the possibility of up to an additional \$1,000,000 of savings based on Risk Management Recommendations.

1994 – 2008: Cherry Hill Township – Risk Manager

Fairview Insurance reduced premiums overall by \$2.8 million. Fairview established a safety and risk management committee that led to favorable loss experience and increased employee safety which helped the Township finish 2nd among 42 municipalities for overall safety awards for 2006 & 2007.

2008-Present: Borough of Caldwell – Risk Manager

Fairview Insurance conducted our standard competitive business model for the Borough. The goal was to reduce overall costs and increase services through competition. We went out to bid utilizing multiple insurance vehicles and obtained multiple quotes. This resulted in an annual savings of over \$50,000 and significantly increased the safety services and controls for all departments and department heads. Previously, the annual assessments were increasing an average of 8% per year. After the change in Joint Insurance Funds, the average increase was reduced to 3%. After selecting Fairview Insurance, the Borough of Caldwell was paying less in 2010 than they were paying in 2006.

Fairview also recommended that the Borough police force become certified with an accredited Police Program to review, update, and implement policies and procedures within the police force. This program will allow the police force to be able to accomplish more with less and reduce both Workers' Compensation and General Liability claims, which leads to a decrease in premiums.

2004 – Present: Livingston Township - Risk Management Consultant

As Risk Manager, Fairview Insurance established a Risk Management Safety Program with special emphasis on Automobile Liability. We coordinated a computer sign-up which allows the Township to check Motor Vehicle Reports free of charge with the State of New Jersey. Additionally, we enabled the Township to leverage the Joint Insurance



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Fund's outside Loss Control Division to inspect all premises for auto fleet maintenance, proper valuation, and loss prevention. Fairview also provided an outline for the Township Safety Committee to conduct bi-monthly safety meetings.

Fairview Insurance also established a workers compensation claim reporting procedure to handle first reports for the Township. This procedure helps to mitigate fees and provide a prompt return to work program. We also reviewed and updated Township entities, recommended loss control techniques, and analyzed exposures such as FEMA flood coverages. This enabled the Township to properly cover properties that are in high hazard flood zones. Fairview Insurance also provides the Township with alternative insurance market quotations in order to ensure the most cost effective insurance program.

2002 – Present: Township of Bloomfield - Risk Management Consultant

Fairview Insurance established a Risk Management Safety Program with special emphasis on Workers' Compensation Safety. Patterns of claims were identified and trainings were recommended and implemented within the Township. Working closely with the department heads, Fairview and the Township of Bloomfield were able to reduce the Township's Workers' Compensation claims which resulted in premium reductions.

1998 – Present: Township of West Orange – Risk Management Consultant

As Risk Management Consultant, Fairview Insurance examined policies from a coverage and pricing standpoint. Gaps in coverage were identified and placement into a different Joint Insurance Fund was recommended. Negotiations on behalf of the Township were completed which resulted in an increase in coverage and a reduction in premiums. Quarterly safety committee meetings are now done on an ongoing basis to maintain a heightened level of workplace safety awareness.

2001 – 2012: North Jersey Water District – Risk Manager

As Risk Manager, Fairview Insurance was able to reduce premiums by \$1,620,000. Fairview also coordinated Safety Programs with Insurance Carriers and reviewed contracts for outsourcing of services.



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2007 – Present: Western Monmouth Utilities Authority – Risk Manager

As Risk Manager, Fairview Insurance attends JIF meetings as representative. We established guidelines for a Safety Program. Fairview also reviews claims with administration to prevent reoccurrence. Coverages have been increased while costs have been stabilized.

2006 – 2009: Township of Pemberton – Risk Manager

As Risk Manager, Fairview Insurance attended Safety and JIF Meetings. We reviewed coverages and exposures and established formalized procedures for a Safety Committee.

2006 – 2011: Borough of Highland Park – Risk Manager

As Risk Manager, Fairview Insurance negotiated compliance of Loss Control recommendations, attended JIF meetings, and set up a Safety Program to comply with JIF regulations.

1997 – Present: Borough of New Providence – Insurance Broker

Fairview Insurance Agency Associates, Inc. has been the Insurance Broker for the Borough of New Providence for fifteen years. We have consistently focused on safety claims management and reducing or keeping premium increases to a minimum, and we have been very successful over the years. In the 2009-10 renewal process, we were able to achieve an overall premium reduction. In the 2010-11 renewal process there were a number of workers compensation claims that would have led to almost doubling the premium, however thanks to Fairview remarketing the workers compensation to multiple markets; we were able to obtain no increase in premium on the workers compensation. We were also able to attain a premium reduction on the rest of the package. In the 2011-12 renewal process Fairview was again able to achieve an overall account savings. Fairview has worked hard to keep account renewals as competitive as possible. We continuously remarket the account to ensure that the Borough has the most comprehensive program for the most advantageous cost.

Please refer to Tab #1 for Client Letters of Recommendation



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- c. **The education, qualifications, experience, and training of all persons who would be assigned to provide services along with their names and titles.**

Our service model is to provide exceptional service both quickly and accurately and our service is unparalleled in the industry. Fairview Insurance prides ourselves on managing all aspects of the Property & Casualty Insurance Program. This includes all coverages that are within a Joint Insurance Fund or a private insurance carrier. Additionally, we are the primary point of contact for insurance inquiries, claims reviews, and safety trainings to reduce the frequency of workplace accidents and claims related to the Board. While other agencies direct clients and members to contact the carrier first, we advise all to contact us first so that we may effectively resolve any issue before it becomes escalated to minimize the impact to the Board. We provide a myriad of services to all of our clients, and are as involved as our clients prefer.

We structure our department, and agency as a whole, in a way that allows us to provide complete service and management for our clients' Property and Casualty programs. We provide a team of knowledgeable and capable staff, each with specific expertise.

Lawrence Graham, CIC, Vice President

Email: lgraham@fairviewinsurance.com

Larry is responsible for risk management services for numerous public sector accounts. He also oversees Fairview's risk management operations for public sector accounts on a daily basis. Larry coordinates each team that will be servicing Fairview's public sector clientele. Larry will serve as the primary point of contact for the Board and will assist with account renewal, risk management analysis, loss control coordination, and insurance carrier relations. Larry will also be the lead on any contract review desired by the Board, especially the TPA/Managed Care review that has successfully saved money for our clients. Larry has over thirty years of experience in the industry.

Glenn Jacobs, CIC, Vice President

Email: gjacobs@fairviewinsurance.com

Glenn is responsible for risk management services for a number of public sector clients. Glenn is also responsible for oversight of public sector client risk management services on a daily basis with Larry. Glenn is responsible for meeting regularly with all of Fairview's insurance carriers as well as attending joint insurance fund and insurance carrier meetings. Glenn will serve as a backup to Larry. He will assist with account



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renewal, risk management analysis, and loss control coordination. Glenn has over thirty years of experience in the insurance industry.

Zach Edelman, Director of Business Development

Email: zedelman@fairviewinsurance.com

Zach works with Larry and Glenn on numerous public sector accounts. He is responsible for visits with the clients, loss control and claim management assistance to assure client profitability and appropriate insurance analysis. Zach will assist Larry and Glenn. He will help coordinate the various servicing needs of the Board. Zach will also assist Larry in contract review, specifically the TPA/Managed Care review that we can perform if desired by the Board.

Tom FitzPatrick, Executive Sales

Email: tfitzpatrick@fairviewinsurance.com

Tom works with Larry, Glenn, and Zach on a number of public sector accounts. Tom is responsible for visits with clients, loss control and claims management assistance to assure client profitability and appropriate insurance analysis. Tom also specializes in workplace safety, claims management, and premium stabilization. Tom will assist Larry, and Glenn as necessary to ensure the Board's insurance program is running smoothly. Tom will be responsible to coordinate and set up safety committee meetings for the Board and to attend the meetings. Tom will also be responsible for monitoring claims on a monthly basis to identify any trends and recommend training in these areas.

Tony Monteiro, Insurance Consultant

Tony will act as a Risk Consultant and advisor on any insurance issues or claims that may arise. Tony's expertise in public sector insurance makes him a valuable team member to help oversee the overall insurance program for the Township of Union Board of Education.

Teresa Sulsona, CISR, CPSR, CPIA, Property & Casualty Lines Manager

Email: tsulsona@fairviewinsurance.com

Teresa is responsible for underwriting of new and renewal Public Sector business. Teresa is responsible for the oversight of all public sector accounts. She will make sure all needs are met by the CSR staff. Teresa will handle client's inquiries regarding insurance coverage and will manage Fairview's staff on a daily basis to assure that the customers' needs are met. Teresa has over twenty years of experience in the industry.



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Anne Campagna, Account Manager

Email: acampagna@fairviewinsurance.com

Anne is responsible for providing high quality client service which includes marketing, assistance with routine coverage questions, endorsement processing, certificate of insurance coordination, problem solving, billing and policy review. Anne will serve as the main customer service representative for the Board. Anne has over 20 years of experience in the insurance industry and will assist the Board on a daily basis.

Danielle Voda, CPIA, Account Manager

Email: dvoda@fairviewinsurance.com

Danielle is responsible for handling day-to-day account responsibilities such as coverage questions, endorsement processing, policy review, certificate analysis and general account management tasks. Danielle's hands-on approach to account management ensures that all clients receive the highest caliber of client service. Danielle serves as an additional point of contact with Teresa and Anne.

Please refer to Tab #2 for staff licenses and resumes.

- 1. The Respondent must have an agency license as well as individual licenses for all people assigned to the Board from the New Jersey Department of Banking and Insurance.**

Fairview Insurance Agency Associates, Inc. and all individuals that will be assigned to the Board have the appropriate licenses from the New Jersey Department of Banking and Insurance. Please refer to Tab #2 for agency and staff licenses.

- d. A listing of all other engagements where services of the types being proposed were provided in the past five (5) years. This should include other boards of education and other levels of government. Contact information for the recipients of the similar services must be provided. The Board may obtain references from any of the parties listed.**

Please see references on the following page.



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References – Partial Listing

Client	Lines of Coverage	Contact	Contact #	Email/physical address
Jersey City Board of Education	Property & Casualty	Luigi Campana Business Administrator	201-915-6274	lcampana@jcboe.org 346 Claremont Ave Jersey City, NJ 07305
Township of Bloomfield	Property & Casualty	Ted Ehrenburg Business Administrator	973-680-8501	tehrenburg@bloomfieldwpnj.com 1 Municipal Plaza Bloomfield, NJ 07003
Township of West Orange	Property & Casualty	Jack Sayers Business Administrator	973-325-4050	admin@westorange.org 66 Main Street West Orange, NJ 07052
Township of Livingston	Property & Casualty	Michele Meade Business Administrator	973-535-7973	mmeade@livingstonnj.org 357 South Livingston Ave. Livingston, NJ 07039
Borough of Caldwell	Property & Casualty	Paul Carelli Business Administrator	973-466-4634	pcarelli@caldwell-nj.com 1 Provost Square, Caldwell, NJ 07006
Township of Parsippany - Troy Hills	Property & Casualty	Jasmine Lim Business Administrator	973-263-4391	limj@parsippany.net 1001 Parsippany Blvd Parsippany, NJ 07054
Borough of New Providence	Property & Casualty	Douglas Marvin Business Administrator	908-665-1400	douglas.marvin@newprov.org 360 Elkwood Avenue New Providence, NJ 07974
Western Monmouth Utilities Authority	Property & Casualty	Kathleen Leatherman Executive Director	732-446-9300	kleatherman@wmua.manalapan.nj.us 103 Pension Rd, Manalapan Township, NJ 07726
Township of Old Bridge	Property & Casualty	Christopher Marion Business Administrator	732-721-5600	cmarion@oldbridge.com 1 Old Bridge Plaza Old Bridge Township, NJ
Housing Authority of the City of Passaic	Property & Casualty	Victor Cirilo Executive Director	973-365-6330	vcirilo@passiachousing.org 33 Aspen Pl, Passaic, NJ 07055



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Please refer to Tab #1 for client letters of recommendation.

1. A description of all other areas of Insurance Brokerage services of the Respondent, with emphasis on a description of those services of interest to boards of education or municipal government clients.

FAIRVIEW INSURANCE SERVICE OVERVIEW

At Fairview Insurance, we pride ourselves on our Risk Management Services and our abilities to properly insure the Public Entity. Through a series Risk Management controls we work proactively to ensure that the entity is properly covered; working as safely as possible and costs are kept to a minimum. Fairview Insurance is available to accommodate any required meetings. Below is a description of some of the relevant services performed routinely on Public Sector Accounts. Additional Risk Management Services are provided on an as needed basis. *It is important to note that all of Fairview Insurance Agency's services are tailored to fit each of our client's needs.* The following is a sample of all the services that Fairview Insurance can provide, however, Fairview Insurance will provide whatever level of service the Board desires.

Immediately Upon Being Appointed as Risk Manager

Fairview Insurance Associates will review all lines of insurance to insure that proper coverage is in place. This ensures that there are no gaps in coverage and the public entity is fully covered. If we find that there are gaps in coverage we make the necessary recommendations to the Business Administrator.

Examples of this review are:

- Review and ensure all Public Entity buildings appear on the statement of values.
- Review and ensure all vehicles are listed on the policy
- Review all Workers' Compensation class codes and payrolls to ensure accuracy
- Ensure all key positions have surety bonds protecting against theft
- Review and ensure all equipment appears on equipment schedule



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- Review all current insurance policies, prepare an analysis and provide recommendations

Claims Management

Although there is no way to predict the severity of a claim or eliminate claims entirely there are a number of action items that the entity and risk manager can work on jointly to keep these claims to a minimum.

Some examples are:

- *Promoting Self Inspection* - As Public Sector employees are present and on facilities full time an effective approach is self-inspections. Quarterly safety checklists are completed by department heads and reviewed to eliminate hazards.
- *Proactive Hazard Identification Walk Through* - Fairview Insurance will do periodic walk through of the facilities to identify the issues and make the necessary recommendations.
- *Streamline Claims Reporting Process* - Fairview Insurance reviews current Public Entity's Claims handling process. By helping to identify and documenting which department(s) or contacts are specifically assigned to report claims.

The benefits are:

- Minimize employee loss work time
- Reduce overall claim totals
- Avoid Claim Denials based on late or failure to report
- Employees back to work sooner reducing the unnecessary exposure of overtime and soft dollar savings of having to train new part-time workers

Monthly Claim Review and Interdepartmental Meetings

Claims can be minimized through the above actions, but accidents and injuries do occur. The purposes of Monthly Claims Meetings are geared to promote



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communication and reduce the frequency of the claims. The following are services and benefits that are provided, but our services are not limited to the following:

- Review Title 59 Guidelines and the spirit of Sovereign Immunity
- Meet with department heads to review prior month's claims.
- Identify claim trends and specify what department the claims are coming from
- Based on these trends recommend a safety program to provide training where needed
- These trainings review PEOSHA trainings facilitated through insurance carriers such as - Blood Borne Pathogens, Confined Space Entry, Excavation, Fire Safety, Flagger/Work Zone Safety, Ladder Safety, Lock Out/Tag Out, Personal Protective, Equipment, Powered Industrial Trucks/Forklifts, Respiratory Protection, Hazcom, Spill Prevention, and Defensive Driving, etc.

Administrative Assistance

Fairview Insurance works to reduce the insurance related administrative burden from Business Administrators. Our services include but are limited to the following:

- Continuous assistance to the Public Entity in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk of loss.
- Assist the Public Entity in the preparation of applications, statements of values, and similar documents requested by the Insurance Company of record.
- Review Certificates of Insurance from contractors, vendors and professionals, when requested by the Public Entity.
- Review the Public Entity premiums in the preparation of its annual insurance budget.
- Assist where needed in the settlement of claims, with the understanding that the scope of Fairview Insurance's involvement does not include the work normally done by a public adjuster.
- Contract Review: We will review, from a risk management standpoint, construction documents, lease agreements and other contracts which you



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provide us and we will offer our recommendations. This review will concentrate on insurance requirements; however, all contracts should be reviewed by legal counsel.

- **Endorsements:** Policy changes are handled on a special endorsement request form which is sent to the company and copied to you. It lets you know what changes have been ordered and on what basis. Please review the form to make certain the information is correct. When the endorsement is received, it is checked for accuracy and the premium is checked for correctness.
- **Location Visits:** The staff at Fairview Insurance Agency Associates, Inc., in conjunction with the insurance company, will visit job sites on an "as needed" basis to evaluate unique loss exposures which may result from your operations.

Renewal Policies

Renewal Meeting: We will conduct a renewal meeting to determine your exposures for the coming policy year with approximately 90 days prior to expiration date. Some of the renewal topics discussed would include updating vehicles, payrolls, inland marine equipment, list of certificate holders, classifications, lease review, property values, driver information and audit review. We will prepare an annual report on such items as:

- Summary of Agency service activities during the past year
 - Brief review of major outstanding claims
 - Summary of premiums and loss experience
 - Our views of the marketplace and how it relates to you
- **Renewal Checklist:** We feel renewals are just as important as producing new business. Much time is spent reviewing renewal policies, reviewing all coverages, and making sure our insured receives the best coverages for what they are paying.
 - **Renewal Policies:** We endeavor to have renewal policies to our clients prior to the renewal date. If this cannot be done for some reason, detailed binders of insurance are prepared confirming renewal coverage in effect. We do not take our clients for granted.



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- **Renewal Marketing:** We will facilitate the remarketing of your insurance coverages to various markets available to guarantee that the most comprehensive and competitive program is in place.

Communication

We will communicate on a frequent basis to discuss any particular issue not previously addressed within the service agreement. We are also available on request to provide assistance and consultation on risk management issues which are of concern.

Transfer of Liability

Fairview Insurance understands the crucial element of transferring liabilities away from the Board of Education of the Township of Union, specifically with contractors. We will recommend and apply the necessary Risk Management principles (referenced below) in order to secure proper levels of insurance, with the ultimate goal of transferring risk away from the Board of Education of the Township of Union and onto the contractors' insurance policies.

Contractors must provide evidence of their own Workers' Compensation coverage, covering any injuries resulting from work done on behalf of the Board. This will ensure that the Board's Workers Compensation policy, and specifically its claims experience, is not negatively affected.

Contractors must also provide evidence of General Liability, Auto Liability and Umbrella coverage. Any injuries that arise in the area of Liability, Completed Operations and Property Damage, will be applied to the contractor's insurance carrier. Similar to the above mentioned Workers' Compensation requirement, this added precaution will ensure that the Board's Liability claims history is not affected.

As an added layer of security, the Board of Education of the Township of Union should be named as an additional insured on the contractor's insurance policy and a hold harmless agreement must also be secured.

Please refer to Tab #3 for examples of Risk Transfer.



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In addition to the attached Risk Manager/Broker Services, Fairview Insurance provides oversight into the insurance related vendors. This added benefit will not only ensure that these insurance related vendors offer competitive pricing but make sure that the vendors in place are top professionals in their fields.

Evaluation Criteria

TPA (Third Party Administrator):

- Taking initial claim reports, validating and directing medical care to the proper network of physicians/hospitals
- Ratio of claim adjusters to cases
- Providing accurate claim information as well as reconciliation reports with the finance department for monthly claim payments
- Price per claim (medical only and indemnity)
- Cost for run-out claims (if not on a life of claim basis)
- Contract subject to a cap

MCO (Managed Care Organization):

- Effective use of medical network
- Medical re-pricing discounts
- Flat fee
- What is the percentage of savings that is retained by the managed care organization (MCO)
- Contract subject to a cap

Workers Compensation/Liability Law Firms:

- Fairview Insurance can assist in the RFQ process
- Cost per claim/hour
- Expertise in the industry

Review of Costs

- Total Policy Cost Analysis
- Insurance premiums
- Self-Insured Retentions
- Deductibles



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- Loss Fund & out of pocket claims costs

Customized Cost Solution

We understand that every risk is unique. We keep this in mind when re-marketing your insurance coverage to various markets. This guarantees that the most comprehensive and competitive programs are in place.

- Utilizing all available insurance options in the marketplace we compare and contrast to see which is the best fit and create a customized solution.
- Constant changing market trends and varying characteristics require an analysis that includes up to date information.
- This underwriting information is sent to specialty programs, Joint Insurance Programs, Self-Insurance Options and Private Insurance Companies.

Once all of the above are combined with different levels of deductibles and self-insured retentions, you have a completely customized solution.

- e. A Statement that neither the firm nor any individuals assigned to this engagement are suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.**

Neither Fairview Insurance Agency Associates, Inc. nor any individuals assigned to this engagement are suspended, or otherwise prohibited from professional practice by any federal, state, or local agency.

- f. An Affirmative Action Statement.**

Please refer to Tab #4 for Affirmative Action Statement.

- g. A completed Non-Collusion Affidavit.**

Please refer to Tab #4 for a completed Non-Collusion Affidavit.



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- h. **A statement that the Respondent will comply with the General Terms and Conditions required by the Board and enter into the Board's standard Professional Services Contract.**

Fairview Insurance Agency Associates, Inc. will comply with the General Terms and Conditions required by the Board and will enter into the Board's standard Professional Services Contract.

- i. **A copy of the Respondent's Business Registration Certificate.**

Please refer to Tab #4 for a copy of Fairview Insurance Agency Associates, Inc.'s Business Registration Certificate.

Cost Analysis:

Respondents should submit a cost analysis which would include any proposed retainer, the services to be provided for the retainer, if services will be provided at a flat rate, if all or any services will be billed through hourly rates and what are the established rates. The Board does not provide payment for or reimbursement for travel expenses.

Insurance carriers recognize the most effective way for their products to enter into the marketplace is through the insurance broker/consultant community. Therefore, insurance carriers have commissions automatically imputed into the rates. Joint Insurance Funds pay "Risk Management Fees" based upon premium assessment. Fairview Insurance Agency Associates, Inc. would be paid by the private insurance carrier or the Joint Insurance Fund, not directly by the Board of Education of the Township of Union.

Additionally, Fairview Insurance does not impose any additional consulting fees or charges and accepts the standard commissions paid by either the Joint Insurance Fund or private insurance company as payment in full. We do not bill based on individual hourly rates and no retainer is required.

If the Township of Union Board of Education is contracted with New Jersey Schools Insurance Group or School Alliance Insurance Fund for your insurance, those joint insurance funds do not allow for net of commission insurance quotes and they do not allow commissions to be reduced



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per their bylaws. They pay 15% commission on Property and Casualty lines of coverage and 6% commission on Workers Compensation. Similarly, standard insurance carriers pay 10% commission on Property and Casualty lines of coverage and 6% on Workers Compensation. Fairview Insurance will accept the standard commission as payment in full.