

**REQUEST FOR QUALIFICATIONS
FOR
PROPERTY, AUTO/GENERAL LIABILITY AND
WORKERS COMPENSATION
CLAIMS ADMINISTRATION**

**Issued by the
Camden County Municipal Joint Insurance Fund**

**Date Issued:
August 19, 2020**

**Responses Due by:
September 23, 2020**

**REQUEST FOR QUALIFICATIONS (RFQ)
FOR
CLAIMS ADMINISTRATION**

I. PURPOSE AND INTENT

Through this Request for Qualifications (RFQ), the Camden County Municipal Joint Insurance Fund (hereinafter the “Fund”) seeks to engage a Service Provider as **Claims Administration** the 2021, 2022 and 2023 fund years commencing January 1, 2021 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. and complies with the best practices recommended by Office of the State Controller.

II. PROPOSAL SUBMISSION

Submit (a) one original paper copy, clearly marked as the “ORIGINAL” plus an electronic copy on a flash drive (preferred) or CD. The proposal must be addressed to:

BY MAIL:

Camden County Municipal Joint Insurance Fund
c/o PERMA Risk Management Services
PO Box 99106
Camden, NJ 08101
Contains Camden JIF RFQ Response

BY FEDEX, UPS OR COURIER SERVICE:

Camden County Municipal Joint Insurance Fund
c/o PERMA Risk Management Services
TRIAD1828 CENTRE
2 Cooper Street – 18th Floor
Camden, NJ 08102
Contains Camden JIF RFQ Response

The proposal must be received by September 23, 2020 at 2pm

Faxed or E-Mailed proposals will NOT be accepted.

Any inquiry concerning this RFQ should be directed in writing to:

Bradford Stokes, Account Executive
Camden County Municipal Joint Insurance Fund
c/o PERMA Risk Management Services
PO Box 99106
Camden, NJ 08101
bstokes@permainc.com
856-552-6816

This Request for Qualifications is to solicit professional services. All documents and information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et seq. The Fund will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Fund reserves the right to reject any and all proposals in whole or in part and waive such informalities as may be permitted by law. The Fund further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. The fund reserves the right to negotiate contracts for such services and seek amendments to any proposal.

III. GENERAL INFORMATION ON THE FUNCTIONS OF THE FUND

The Fund is organized pursuant to NJSA 40A: 10-36 to provide property/casualty insurance to its member local units. The Fund also provides its members with a comprehensive risk control and claims management program. The Fund is controlled by Board of Fund Commissioners that annually elects an executive committee. The Fund is regulated by the Department of Banking and Insurance and the Department of Community Affairs.

IV. MINIMUM QUALIFICATIONS

See Exhibit A

V. SCOPE OF SERVICES

See “SERVICES” section of the contract attached in Exhibit C, which sets forth a representative listing of the services to be provided under this contract. Responder’s fee proposal should be based on the representative listing of services in Exhibit C. To the extent a responder proposes modifications to the services, they should clearly describe the modifications and the impact, if any, on the fee proposal. The Camden JIF reserves the right, in the best interests of the Camden JIF, to make limited modifications to the scope of services based upon the RFQ responses received.

Contract as attached represents the expiring contract.

VI. MANDATORY CONTENTS OF PROPOSAL

In its proposal, the responder must include the following:

- 1) Contact Information: Provide the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.
- 2) A fee proposal for the 2021 fund year. The responder shall also include either a fee proposal for the 2022 and 2023 fund years or a statement that: “The responder agrees it will accept any fee adjustment the Fund makes at the Fund’s sole discretion to Service Provider fees for the 2022 and 2023 fund years reflecting changes in Fund’s membership, changes in economic condition of the Fund’s members and changes in the consumer price index.”
- 3) A statement detailing how the responder meets minimum qualifications in Exhibit A. List the first item in the exhibit followed with the specific response, followed with the next item and the response, and so on. Also include a staffing plan listing those persons who will be assigned to the engagement if selected, including the designation of the person who would be the responder’s officer responsible for all services required under the engagement.

This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information shall further include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the responder.

The responder must complete the Political Disclosure statement, Non-Collusion Certificate and Disclosure of Investment Activities in Iran attached as Exhibits D, E and F.

- 4) A description of the responder's experience in performing services of the type described in this RFQ. Specifically identify client size and specific examples of similarities with the scope of services required under this RFQ.
- 5) A description concerning specific and quantifiable cost savings the responder can demonstrate from similar engagements and the rationale why the Fund should consider this experience when evaluating the responder's cost proposal.
- 6) A description of resources of the responder (i.e., background, location, experience, staff resources, financial resources, other resources, etc.).
- 7) The location of the office or offices at which the responder proposes to perform services required under this RFQ. Specifically, the responder must state in its proposal whether or not the responder is registered as a small business enterprise ("SBE") with the New Jersey Commerce and Economic Growth Commission New Jersey's Set-Aside Program.
- 8) At least five references including the contact names, titles and phone numbers.
- 9) Any existing or potential conflicts of interest. Disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Fund.
- 10) Contract will be in accordance with NJAC 17:44-2.2 - which requires all vendors to maintain all documentation related to the services provided for a period of five years from the date of final payment. Records to be made available to the state office of comptroller upon request.
- 11) Please describe your SOC 1, Type 2 Service Organization Control ("SOC") report or an equivalent report.

VII. EVALUATION COMMITTEE

The Contracts Committee shall serve as the "Evaluation Committee" for this RFQ.

VIII. INTERVIEW & CLARIFICATION

The Fund reserves the right but has no obligation to interview any or all of the responders and the right to request clarifying information subsequent to submission of the proposal.

IX. SELECTION PROCESS AND CRITERIA

All proposals will be reviewed to determine responsiveness. Non-responsive proposals will be rejected without evaluation. For responders that satisfy the minimum requirements, the Evaluation Committee will consider the management of the engagement, technical criteria, cost and the experience of the responder. See Exhibit B for the specific evaluation criteria.

X. CONTRACT

The contract between the Fund and the selected vendor(s) shall be comprised the contract attached as Exhibit C, this RFQ, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.

Exhibit A – Minimum Qualifications

Minimum Qualifications: Claims Service Provider (All lines):

1. The responder shall demonstrate a consistent pattern of claims management and fraud prevention to joint insurance funds or self-insured governmental entities and must quantify the results achieved.
2. The responder shall demonstrate experience and knowledge of:
 - a. Regulations of the Department of Banking and Insurance and the Department of Community Affairs;
 - b. The Open Public Records Act as it pertains to claims matters;
 - c. Workers' compensation, liability and property matters involving governmental entities; and
 - d. Relations with excess and reinsurers.
3. The responder must designate the following minimum personnel:
 - a. An officer with experience in workers' compensation claims;
 - b. A claims supervisor with experience in workers' compensation claims; and
 - c. A claims adjuster with experience in workers' compensation claims.
 - d. An officer with experience in property claims;
 - e. A claims supervisor with experience in property claims; and
 - f. A claims adjuster with experience in property claims.
 - g. An officer with experience in auto and general liability claims;
 - h. A claims supervisor with experience in auto and general liability; and
 - i. A claims adjuster with experience in auto and general liability claims.
4. The responder shall have the computer systems required to provide the Executive Director with the claims related data required operate a joint insurance fund.

Exhibit B

EVALUATION CRITERIA

	CRITERIA	WEIGHT	ELIGIBLE POINTS	TOTAL POSSIBLE SCORE		
					POINTS	TOTAL
1	The vendor's general approach to providing the services required under this RFP)	1	1, 3 or 5	5		0
2	The vendor's documented experience in successfully completing contracts of a similar size and scope	3	1, 3 or 5	15		0
3	The qualifications and experience of the vendor's management	3	1, 3 or 5	15		0
4	supervisory or other key personnel assigned to the engagement	3	1, 3 or 5	15		0
5	The overall ability of the vendor to mobilize, undertake and successfully complete the engagement within the timeline	2	1, 3 or 5	10		0
6	The availability and commitment of management, supervisory & other staff proposed.	1	1, 3 or 5	5		0
7	the vendor's contract management plan, including the vendor's contract organizational chart	1	1, 3 or 5	5		0
8	The vendor's ability to match the Funds' existing reporting capabilities, at minimum	2	1, 3 or 5	10		0
9	Pricing	4	1, 3 or 5	20		0
TOTAL SCORE						0

Exhibit C - Contract

SERVICE AGREEMENT

Between

The Camden County Municipal Joint Insurance Fund hereinafter the **FUND** and

_____ hereinafter the **SERVICE PROVIDER**

NOW, THEREFORE, IT IS AGREED by and between the **FUND** and the **SERVICE PROVIDER** as follows:

APPOINTMENT. The **SERVICE PROVIDER** is hereby appointed and retained as **Claims Administrator** for the **FUND** to provide the services detailed in the **FUND's** by-laws, plan of risk management, and N.J.A.C. 11:15-2 etc. seq. The term of this appointment shall commence on January 1, 2021 and continue until December 31, 2023. This appointment was made in accordance with a fair and open process pursuant to N.J.S.A. 19:44A-20.4 et. Seq.

STANDARD PROVISIONS: Unless otherwise modified in writing, the contract standard provisions adopted by the **FUND** on March 23, 2015 and included in Exhibit A attached hereto shall apply to this agreement.

SERVICE PROVIDER REPRESENTATIVES: The **SERVICE PROVIDER's** designated representative(s): _____

NOTICE: Notices under this Agreement shall be sent to:

Attn: _____

Camden County Municipal Joint Insurance Fund
c/o PERMA
PO Box 99106
Camden, NJ 08101
Attn: Executive Director/Administrator

SPECIAL PROVISIONS – SERVICES: In addition to services detailed in the **FUND's** by-laws, plan of risk management, and N.J.A.C. 11:15-2 etc. seq the **SERVICE PROVIDER** will:

Have its key local personnel conduct service calls as needed at each participating municipality for the purpose of establishing lines of communications and reporting procedures.

Provide a reporting procedure for accidents occurring after normal business hours, during holidays, or on weekends.

Provide complete handling of all loss adjustments, investigations, and settlements within the approval authority of reported claims. A reported claim shall include any of the following:

- i. A notice of automobile physical damage to a FUND member's vehicle submitted by the FUND member to the SERVICE PROVIDER.
- ii. The receipt by the FUND or the SERVICE PROVIDER of a letter from an attorney representing a third party seeking damages from the FUND or a member municipality.
- iii. The receipt by the FUND or the SERVICE PROVIDER of a notice of the commencement of a lawsuit against the FUND or a member municipality by a third party.
- iv. Notice in any other written or verbal form of a claim against the FUND for which payment, liability or indemnification may be required, including potential claims wherein the FUND may not provide coverage but, nonetheless, has an obligation to provide a defense pursuant to a reservation of rights or similar instrument.

Maintain a claim file for each reported claim and to preserve such records as required by state statutes and/or regulations. Such records shall be provided to the FUND upon request. In addition, the SERVICE PROVIDER will also store closed claim files in a secure, temperature controlled facility. Any requests to destroy closed claim files must be forwarded to the FUND's Executive Director/Administrator for review and consideration prior to destruction.

Submit monthly loss run reports in the format (s) as designated by the FUND by line of coverage, by FUND year, and by member municipality within ten (10) days following the end of each month. The year end report shall provide complete data by "FUND Year" in such a format as to be readily usable by all service professionals without further modification.

When requested by members of the Fund, provide monthly/quarterly claims reports for all lines of coverage.

The FUND intends to promulgate a Workers' Compensation and Employers' Liability experience modification for each participating member municipality of the FUND. Based upon the Mandatory Merit Rating Plan on file with the New Jersey Commissioners of Insurance, the SERVICE PROVIDER agrees to provide the Executive Director/Administrator with claims experience data in a timely manner and in a format which pays specific attention to the Workers' Compensation experience reporting requirements set forth in N.J.S.A. 34:15-88 and N.J.S.A. 34:15-89, and other special requirements of the FUND.

All reports required by this Agreement shall be provided by the SERVICE PROVIDER with sufficient copies to allow for distribution to the Executive Committee, member municipalities, as well as the FUND's professional staff.

The SERVICE PROVIDER agrees to prepare reports required pursuant to P.L. 1983 C.372 and any regulations enacted pursuant thereto. Upon disclosure, the SERVICE PROVIDER will have thirty (30) days to advise the FUND in writing of its capabilities of producing the reports as well as any additional request for payment.

Provide complete accounting for the claims administration program which at all times is subject to review by the FUND.

Set claim reserves and provide a continuous review and updating to reflect changes.

Report excess claims based on the time frame and reporting requirements established by the FUND or its excess insurance carriers and reinsurers.

- i. Furthermore, the SERVICE PROVIDER will coordinate investigations on litigated claims with attorneys of the Municipal Excess Liability Insurance Fund or excess insurance carrier (s) or reinsurers as required.
- ii. The FUND will make available, upon request to the SERVICE PROVIDER, all documents such as coverage manuals and excess policies.

Be available to consult with the FUND on any coverage or insurance matters and make available to the Executive Director/Administrator and/or participating members' designated insurance producer, the expertise and experience of the SERVICE PROVIDER's staff of professionals to assist the FUND in achieving a successful self-insurance program.

Assist in the collection of claims against others for damage to the participating members' property and make recommendations regarding salvage matters.

Prepare all checks or vouchers to satisfy all approved and authorized claims against the FUND (including allocated claims expense) for Workers' Compensation, General Liability, including Police Professional, Automobile Liability and First Party Property Losses including Automobile Physical Damage, all as provided for in the FUND's Risk Management Plan.

The SERVICE PROVIDER will formally notify the FUND's Executive Director/Administrator and FUND Attorney five (5) working days in advance of the regularly scheduled meeting in a format acceptable to the Executive Director/Administrator, FUND Attorney, or Agent on any claim which is subject to payment that exceeds ten thousand dollars (\$10,000), inclusive of legal fees, expenses, and such other items to be charged to the FUND. This notification also includes any prior claim where a request for additional payment authority is needed beyond an amount previously approved by the FUND. The Executive Director/Administrator, FUND Attorney, or Agent, as soon as practical, will advise the SERVICE PROVIDER whether it accepts or rejects the payment authorization request. In addition, the SERVICE PROVIDER will be expected to present claims approved by the Executive Director/Administrator, FUND Attorney, or Agent, at the next regularly scheduled meeting for consideration for approval by the Executive Committee.

If during the course of an investigation the SERVICE PROVIDER determines the existence of a hazardous condition, the SERVICE PROVIDER will immediately prepare a written report which will be forwarded to the FUND's Executive Director/Administrator, FUND Attorney and Safety Director.

All sizeable and unusual claims will be reviewed by the SERVICE PROVIDER's internal legal staff at no additional cost to the FUND and the results of such review shall be provided to the FUND.

Provide such other services as may be required by the FUND, the FUND Bylaws, the Risk Management Plan and the statutes and regulations pertaining to the FUND which will be reviewed by the FUND with the SERVICE PROVIDER for servicing and cost implications.

Provide all necessary personnel to perform the service agreed upon herein.

Perform all of the services as outlined in the SERVICE PROVIDER's proposal to provide third party claims administration services to the FUND. A copy of which is on file at the FUND office.

Comply with and apply all cost containment and managed care programs adopted by the FUND or recommended to and agreed to by the FUND.

When requesting imprest account transfers, provide the FUND Treasurer with a listing of proposed transfers by FUND year and line of coverage, along with check registers, void check registers, and adjustment registers, netting to the amount of requested transfers.

Supply monthly financial reports to the Executive Director/Administrator and Treasurer detailing, summarizing, and reconciling imprest transfers, claim payments, and other financial transactions (voids, refunds, recoveries, etc.) in the manner specified by the Executive Director/Administrator.

The claims management system must provide for a historical claims database accessible by valuation date and current claim information. Claim data from the FUND's SERVICE PROVIDER will be integrated with PERMA's existing claims management system. The existing system uses standard NAIC codes. The SERVICE PROVIDER may be asked to provide the Executive Director/Administrator's office with monthly transaction tapes.

In accordance with N.J.A.C. 11:15-2.26, the SERVICE PROVIDER shall handle to conclusion all claims and other obligations incurred during the contract term.

The SERVICE PROVIDER agrees to respond promptly to request from the FUND's managed care organization regarding compensability determinations. Furthermore, the FUND also requires the SERVICE PROVIDER prior to processing of any provider bills for services not re-priced and transmitted through the FUND's managed care organization.

COMPENSATION: This section to be supplemented after fees are negotiated and a contract is awarded by the FUND.

Adjustments to compensation for Fund year 2022 and 2023 will be established by the Board of Fund Commissioners at annual reorganization.

The FUND shall pay the SERVICE PROVIDER for services rendered herein a flat amount of _____ (\$ _____), plus the cost of the performance bond.

If the FUND elects to terminate the contract, the FUND may choose to either take back any pending claims, or at its discretion, negotiate an additional fee with the SERVICE PROVIDER to continue to administer the pending claims.

Payment shall be made in monthly installments equal to one twelfth (1/12), which shall currently become due within thirty (30) days of the close of the month provided the SERVICE PROVIDER submits a duly authorized voucher to the FUND's Executive Director/Administrator at least ten (10) days prior to the next regularly scheduled meeting of the FUND's Executive Committee. This payment schedule is subject to approval by the Department of Insurance and Department of Community Affairs.

The FUND will reimburse the SERVICE PROVIDER at the net cost for allocated loss expenses which shall include, but not be limited to:

- i. Legal, physician, expert and other professional fees.
- ii. Physical damage appraisals.
- iii. Official reports, such as police reports, birth or death certificates, medical records.
- iv. Surveillance and witness fees.

All expense items exceeding \$1500 shall be first presented to the Fund Attorney and Executive Director/Administrator for approval.

There will be no charge for incidents reported for record purposes only. An incident is defined for these purposes as an event which does not result in a payment and does not require investigation.

Furthermore, any accident or occurrence resulting in ten (10) or more multiple claimants shall be treated as a catastrophe. With the prior written authorization of the FUND, such catastrophic cases may be handled on a time and expense basis at an hourly rate of \$_____ per hour, plus normal out-of-pocket expenses. Said rate will remain in effect throughout the contract period.

SPECIAL PROVISIONS RELATING TO COMPENSATION:The compensation or service fee set forth this Agreement includes the following special provisions:

All administrative staff, including support staff, necessary to perform the duties required hereunder.

Use of all physical equipment, and there shall be no further charges for rent, light, heat, office equipment or similar items.

In-house computer services and all software provided by the SERVICE PROVIDER for the FUND's use are understood as being, and shall remain the property of the SERVICE PROVIDER. All data and records which pertain to the business and activities of the FUND shall be the property of the FUND and upon the request of the FUND's Board of Fund Commissioners, Executive Director/Administrator, the SERVICE PROVIDER shall provide a complete and current copy of all such data and records to the FUND's Board of Fund Commissioners, or Executive Director/Administrator in either hard copy or on computer tape or disk, or both, as the FUND's Board of Fund Commissioners or Executive Director/Administrator may specify providing the SERVICE PROVIDER is able to comply with the type of copy request.

Furthermore, the SERVICE PROVIDER shall take all reasonable steps necessary to safeguard data files, reports or other information from loss, destruction or erasure. Liability for cost or expense of replacing for damages resulting from the loss of such data shall be borne by the SERVICE PROVIDER unless at the time of loss, said data was in the exclusive custody of the FUND.

SPECIAL PROVISION - INSURANCE: In addition to the insurance requirements outlined in the standard contract form, the Claims Administrator shall be required to provide the FUND with a Certificate of Insurance evidencing the following:

Fidelity coverage, including employee dishonesty, depositor's forgery, and computer and wire transfer theft of \$1,000,000.

Performance Bond: Twenty-five percent (25%) of the total contracted amount, for all services outlined in this agreement.

SPECIAL PROVISION: INDEMNIFICATION AND HOLD HARMLESS: The Indemnification & Hold Harmless agreement in the standard provisions of the contract is replaced in its entirety the following:

Except where noted below, the SERVICE PROVIDER shall indemnify and hold the FUND, its Commissioners, appointed officials and member municipalities harmless from any and all claims or liabilities arising out of the activities of the SERVICE PROVIDER, its employees and agents in connection with all activities undertaken by the SERVICE PROVIDER, pursuant to this Agreement. It is the intention of the parties that any claim for relief of any type being asserted against the FUND, its Commissioners, appointed officials and member municipalities, based upon any act or omission of the SERVICE PROVIDER, its affiliates and successors, be the responsibility of the SERVICE PROVIDER, and the SERVICE PROVIDER shall hold the FUND harmless from same.

Furthermore, the FUND agrees to defend, indemnify, protect, save and keep harmless the SERVICE PROVIDER from any and all loss, cost, damage or exposure arising from the negligent acts or omissions of the FUND, which were the direct result of a directive given to the SERVICE PROVIDER by the FUND.

IN WITNESS WHEREOF, this Agreement has been executed on this _____ day of _____, for the purposes and the term specified herein.

CAMDEN COUNTY MUNICIPAL
JOINT INSURANCE FUND

SERVICE PROVIDER.

Attest:

INSERT STANDARD WORDING

Camden County Municipal Joint Insurance Fund Members

Borough of Audubon
Borough of Audubon Park
Borough of Barrington
Borough of Bellmawr
Borough of Berlin
Berlin Township
Borough of Brooklawn
City of Camden
Camden City Parking Authority
Cherry Hill Township
Cherry Hill Fire District
Borough of Chesilhurst
Borough of Clementon
Borough of Collingswood
Borough of Gibbsboro
Gloucester City
Gloucester Township
Haddon Township
Borough of Haddonfield
Borough of Hi-Nella
Borough of Laurel Springs
Borough of Lawnside
Borough of Lindenwold
Borough of Magnolia
Borough of Medford Lakes
Borough of Merchantville
Borough of Mount Ephraim
Borough of Oaklyn
Borough of Pine Hill
Borough of Pine Valley
Borough of Runnemede
Borough of Somerdale
Borough of Tavistock
Voorhees Township
Winslow Township
Winslow Township Fire District
Borough of Woodlynne

Exhibit E

NON-COLLUSION AFFIDAVIT

STATE OF NEW JERSEY

ss:

COUNTY OF

I _____ of the City of _____

in the County of _____ and the State of _____

of full age, being duly sworn according to law on my oath depose and say that:

I am _____

Of the firm of _____

the bidder making the Proposal for the above named project, and that I executed the said Proposal with full authority so to do; that said bidder has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free, competitive bidding in connection with the above named project; and that all statements contained in said Proposal and in this affidavit are true and correct, and made with full knowledge that the **Camden County Municipal Joint Insurance Fund** relies upon the truth of the statements contained in said Proposal and in the statements contained in this affidavit in awarding the contract for the said project.

I further warrant that no person or selling agency has been employed or retained to solicit or secure such contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, except bona fide employees or bona fide established commercial or selling agencies maintained by

(Name of Contractor) (N.J.S.A. 52:34-15)

(Also type or print name of affiant under signature)

Subscribed and sworn to before me this

Day of _____ 20____.

Notary Public of

My commission expires:

Exhibit F

DISCLOSURE OF INVESTMENT ACTIVITIES IN IRAN

Page 1 of 2

Bid Name: _____

Bid Due Date: _____

Bidder: _____

PART 1:

Pursuant to Public Law 2012, c. 25, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete the certification below to attest, under penalty of perjury, that the person or entity, or one of the person or entity's parents, subsidiaries, or affiliates, is not identified on a list created and maintained by the NJ Department of the Treasury as a person or entity engaging in investment activities in Iran. If the Director of the NJ Department of Treasury finds a person or entity to be in violation of the principles which are the subject of this law, he/she shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the person or entity.

I certify, pursuant to Public Law 2012, c. 25, that the person or entity listed above for which I am authorized to bid/renew:

is not providing goods or services of \$20,000,000 or more in the energy sector of Iran, including a person or entity that provides oil or liquefied natural gas tankers, or products used to construct or maintain pipelines used to transport oil or liquefied natural gas, for the energy sector of Iran, AND

is not a financial institution that extends \$20,000,000 or more in credit to another person or entity, for 45 days or more, if that person or entity will use the credit to provide goods or services in the energy sector in Iran.

In the event that a person or entity is unable to make the above certification because it or one of its parents, subsidiaries, or affiliates has engaged in the above-referenced activities, a detailed, accurate and precise description of the activities must be provided in part 2 below to the Camden County Municipal Joint Insurance Fund under penalty of perjury. Failure to provide such will result in the proposal being rendered as non-responsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

PART 2 is required to be completed if both certification boxes in PART 1 were not certified.

PART 2: PLEASE PROVIDE FURTHER INFORMATION RELATED TO INVESTMENT ACTIVITIES IN IRAN

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaged in the investment activities in Iran outlined above by completing the section below.

PLEASE PROVIDE THOROUGH ANSWERS TO EACH QUESTION. IF YOU NEED ADDITIONAL ROOM, ADD ADDITIONAL PAGES.

Name _____ Relationship to Bidder/Offeror _____

Description of Activities _____

Duration of Engagement _____ Anticipated Cessation Date _____

PART 3: CERTIFICATION SIGNATURE:

Certification: I, being duly sworn upon my oath, hereby represent and state that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I attest that I am authorized to execute this certification on behalf of the above-referenced person or entity. I acknowledge that the **Camden County Municipal Joint Insurance Fund** is relying on the information contained herein and thereby acknowledge that I am under a continuing obligation from the date of this certification through the completion of any contracts with the **Camden County Municipal Joint Insurance Fund** to notify the **Camden County Municipal Joint Insurance Fund** in writing of any changes to the answers of information contained herein. I acknowledge that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I recognize that I am subject to criminal prosecution under the law and that it will also constitute a material breach of my agreement(s) with the **Camden County Municipal Joint Insurance Fund** and that the **Camden County Municipal Joint Insurance Fund** at its option may declare any contract(s) resulting from this certification void and unenforceable. Parts 1 and 3 or Parts 2 and 3 must be completed and signed to be responsive to the specifications. Failure to complete Parts 1 and 3 or Parts 2 and 3 will render the bid non-responsive and the bid shall not be considered for an award.

Signature

Print Name

Title

Date