

**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY  
UNSPECIFIABLE SERVICE**

TO: Members of the Governing Body  
FROM: Dr. Yolanda Mendez, Assistant Superintendent, Human Resource Services  
DATE: November 28, 2023  
SUBJECT: This is for renewal of Dental and Vision benefits

This is to request your approval of a resolution authorizing a contract to be executed as follows:

Firm: Aetna Life Insurance Company, Hartford CT.  
Cost: Vision Insurance estimated cost \$ 576,942  
Dental Insurance estimated cost \$ 3,015,132  
Combined Total cost \$ 3,592,074

Please note: costs are based on the number of employees in force at the time of the estimate. There should be a 5% +/- variance built in for the purpose of changes in employee population.

Duration: January 1, 2024 through December 31, 2024  
Purpose: To provide Dental and Vision Benefits to eligible employees

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service [N.J.S.A. 40A:11-5(1)(a)(ii) and N.J.A.C. 5:34-2.3(b)]. I do hereby certify to the following:

**1. Provide a clear description of the nature of the work to be done.**

This award of contract provides Dental and Vision Benefits for eligible employees.

**2. Describe in detail why the contract meets the provisions of the statute and rules:**

N.J.S.A. 18A: 18A-5(10)

**3. The service(s) is of such a specialized and qualitative nature that the performance of the service(s) cannot be reasonably described by written specifications because:**

N/A

**4. Describe the informal solicitation of quotations:**

The District originally issued a request for proposal. This is a renewal contract. As part of the regular, renewal process USI reaches to incumbent and other vendors to check to see if others can provide the services at a cost that would make it reasonable to move. Based on the costs in the renewal being a slight decrease overall, there was no compelling reason to move to another vendor.

The final cost for 2024 \$3,592,074 is basically the same as 2023 \$3,680,000 due to claims data and renewal negotiation. As noted above, the total cost is directly related to the number of Benefit eligible employees.

**5. I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.**

Respectfully,

Name \_\_\_\_\_

(Signature)

Title Asst. Superintendent, HRS