

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

TO: Members of the Governing Body

FROM: Dr. Yolanda Mendez, Assistant Superintendent, Human Resource Services

DATE: May 21, 2025

SUBJECT: RFP 10039 - Insurance Brokerage Services – Employee Benefits and Property and Casualty Insurances

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

Firm: Medical, Dental, Vision - USI Insurance, Florham Park, NJ

Compensation:	Aetna Admin Fees	\$530,000
	Stop Loss Commission	\$350,000
	<b>Total Compensation</b>	<b>\$880,000</b>

Firm: Prescription Drugs      Alamo Insurance Group, Secaucus, NJ  
Foundation Risk Partners, dba Fairview Insurance Agency Associates, Verona, NJ

Compensation:	Express Scripts Admin Fees:	\$270,000
	Stop Loss Commission:	\$350,000
	<b>Total Compensation:</b>	<b>\$620,000</b>

Firm: Property and Casualty – Alamo Insurance Group, Secaucus, NJ  
**Commissions:**      **\$500,000**

Duration: July 1, 2025 through June 30, 2028

Purpose: To engage a Broker to assist the Newark Board of Education with the Comprehensive Services needed to provide high quality and financially sustainable Employee Health Benefits and Property and Casualty Insurance.

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.**

The Newark Board of Education seeks to contract with one or more organizations to serve as the District's Broker of Record for each of the following insurance programs:

- A. Medical
- B. Prescription Drugs
- C. Dental
- D. Vision
- E. Stop Loss
- F. Commercial Property
- G. Student Accident
- H. Umbrella Liability
- I. Law Enforcement Liability
- J. Excess Liability 3
- K. Excess Workers Compensation
- L. Auto
- M. Cyber Liability

**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:**

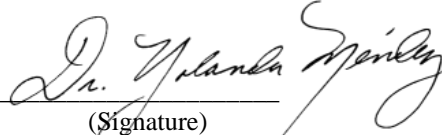
The District issued a Request For Proposal (RFP) on March 11, 2025. When the RFP closed on April 3, 2025, six insurance brokers responded to the RFP. While all of the respondents met the general RFP requirements, the RFP evaluation committee

unanimously agreed to invite four of the respondents to make finalist presentations. The final four (Alamo, Alliant, Fairview and USI) presented the to the evaluation committee on April 30, 2025. After the finalist sessions, the committee made a final assessment and provided the above recommendation to the Superintendent.

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 Assistant Superintendent, HRS