

NOTICE of REQUEST FOR QUALIFICATIONS

NOTICE is hereby given that the Township of Parsippany-Troy Hills is seeking Qualification Statements for **Health Insurance Broker of Record Services**. Sealed Qualification Statements will be received by the **Township of Parsippany-Troy Hills**, in the County of Morris, State of New Jersey on **Wednesday, August 6, 2014 at 11:00 a.m.** prevailing time or as soon thereafter as the matter may be reached. All submissions will be publicly opened at that time. Sealed Qualification Statements may be hand delivered or mailed to the attention of **Michael Hardie, Director of Purchasing**, at Town Hall, 1001 Parsippany Boulevard, Parsippany, New Jersey 07054 on or before that date and time. No Qualification Statements shall be received other than at the time and place herein designated for their receipt.

Copies of the Request for Qualifications (RFQ) may be obtained, during regular business hours, from the Township Purchasing Office, 1001 Parsippany Boulevard, Parsippany, New Jersey.

The services that are the subject of the RFQ constitute professional services in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq., and are not subject to public bidding. However, this RFQ process is being undertaken in accordance with the "New Jersey Local Unit Pay to Play" Law, N.J.S.A. 19:44A-20.5 et seq., as well as the Township's Contracting Ordinance, Township Code § 12-1, et seq.

The selected Health Insurance Broker of Record will be required to comply with the requirements of P.L. 1975, c.127. (Affirmative Action Program, Equal Employment Opportunity).

Each Qualification Statement shall be enclosed in a sealed envelope which shall bear on the outside thereof, the name of the person/firm submitting the RFQ and the following phrase:

"Qualification Statement for Health Insurance Broker of Record Services"

The Township reserves the right to reject any and all Qualification Statements, to waive any informality or to select the professional(s) who in its judgment shall be in the Township's best interest. Qualification Statements must be prepared and submitted in the manner designated within the RFQ for the Health Insurance Broker of Record Services

Michael Hardie
Director of Purchasing