

FIRST ADDENDUM TO THE FOLLOWING REQUESTS FOR PROPOSALS:

- **Risk Management Consulting Services**
- **Claims Administrator Services**
- **Insurance Fund Administrator Services**

Please take note that the following section replaces sections **3.3 Professional Information Requirements** in the above mentioned Requests for Proposals currently being advertised by the Town of West New York.

The date and time for receipt of the these RFPs, and all other terms thereof, are not affected and they remain as previously posted.

As to all above mentioned RFPs, Section **3.3 Professional Information Requirements** henceforth shall read as follows:

3.3 Professional Information Requirements

1. Respondent shall submit a description of its overall experience in providing the type of services sought in the RFP, including a description of your firm's experience in performing the services sought and/or other similar engagements. At a minimum, the following information on past experience should be included as appropriate to the RFP:
 - a. Description and scope of work by Respondent.
 - b. Name, address and contact information of reference to the RFP.
 - c. Explanation of perceived relevance of the experience to the RFP.
2. Brief description of Respondent's relevant clients, including a listing of all municipal government or other public entity clients, during the last three (3) years.
3. Resumes of key employees, and an indication of which employees would be directly working with the Town, including an identification of the person who will designated to be the lead engineer under any contract awarded for the services herein sought. Please provide professional biographies/resumes for the members of the proposed team that would be responsible for the actuarial study and report. The successful respondent's staff must be available on an as-needed basis between 8:00 a.m. and 5:00 p.m. Monday through Friday.
4. A narrative statement of the Respondent's understanding of the Town's needs and goals. Include a statement of Respondent's understanding of Scope of Work: include information that explains your firm's ability to perform these services.
5. List all immediate relatives of Principal(s) of Respondent who are Town employees or elected officials of the Town. For purposes of the above, "immediate relative" means a spouse, parent, stepparent, brother, sister, child, stepchild, direct-line aunt or uncle, grandparent, grandchild and in-laws.

6. Limits of Malpractice/liability and General Liability insurance coverage and name of insurance carrier.
7. A listing of all other engagements where services of the type proposed were provided in the past five (5) years. This should include other municipal governments and other levels of government, including the Town of West New York. Contact information for the recipients of the similar services must be provided. The Town may obtain references from any of the parties listed.
8. Demonstration of ability with appropriate personnel or other arrangements to perform the required tasks in a timely fashion, including the attendance at meetings, as necessary.
9. A listing of all professional organization memberships.
10. Demonstration of ability to properly perform the services herein sought.
11. Respondents must list all cases where they have been adverse to the Town or in which they sued the Town or in which they represented a client that sued the Town in cases filed within the last five calendar years.
12. A listing of all employment positions with the Town, its Boards, Agencies and subordinate entities, including both salaried positions and/or professional service or other contracts of Respondent, stating the period of time and position held.