

SUMMIT HOUSING AUTHORITY
REQUEST FOR PROPOSALS
RISK MANAGEMENT CONSULTANT

The Housing Authority of the City of Summit, NJ (hereafter called the Authority) invites proposals from a qualified individual or firm to provide professional services as a “Risk Management Consultant” for the Authority for the period January 1, 2018 through December 31, 2018. The successful submitter will act as an advisor to the Authority in all matters relating to its risk exposure and insurance needs. All services must be performed in accordance with existing rules and regulations promulgated by the US Department of HUD and the State of New Jersey. Specific services to be provided are detailed in the RFP.

Only sealed proposals will be accepted until 10:00 am (prevailing time) on Monday, November 6, 2017 at the Summit Housing Authority, 512 Springfield Avenue, Summit, N.J. 07901, Attention: Mr. Joseph M. Billy, Jr., Executive Director. The proposal shall be submitted in a sealed envelope marked: REQUEST FOR PROPOSAL: 2018 RISK MANAGEMENT CONSULTANT. No late proposals will be accepted.

The Authority will evaluate and rate the submitted proposals based on the “Selection Criteria” specified in the RFP package. The Authority will attempt to negotiate an agreeable contract, starting with the highest ranked firm, and proceeding until an agreement is reached.

Interested firms should contact Ms. Jackie Roundtree at jroundtree@summitnja.org or calling (908) 273-6413 to request the RFP package for this contract. No proposal shall be withdrawn for a period of sixty (60) days without the written consent of the Authority. The Authority reserves the right to reject any or all proposals and to waive any informalities in the proposal process.

By: Joseph M. Billy, Jr.
Executive Director
10/10/17