

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

TO: Westfield Board of Education  
FROM: Dana Sullivan, School Business Administrator

DATE: June 9, 2020

SUBJECT: This is a contract for Insurance Broker Services for property, casualty and liability insurance.

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

Firm: Brown & Brown Insurance Services  
Cost: Fee to be paid by insurance company  
Duration: July 1, 2020 through June 30, 2021  
Purpose: Consulting services as insurance brokers

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:**

Service to be provided, but not be limited to the following:

1. Firm must be responsible for negotiating annual renewal of existing coverage.
2. Firm must provide the central administration with reasonable preliminary renewal figures during the budget process.
3. Firm must be available to attend Board of Education meeting, Budget, and Finance meetings whenever necessary.
4. Firm must assist the District in evaluation and processing claims.
5. Firm must have the ability to recommend cost projections for the alternative design of current coverage.

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

*Pursuant to N.J.S.A. 40A:11-5(1)(m), it is permissible by law that insurance contracts and/or services can meet the criteria and are only required to cite the statutory provision.*

**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 - this provision does not apply to insurance contracts and/or services and should thus be marked as non-applicable*

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

*The district issued a Request for Proposals to five companies and received four responses to the RFP. The four proposals returned as a result of the RFP process were reviewed by the members of the finance committee and a recommendation was made for approval by the full board.*

**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 \_\_\_\_\_

*(Original to be retained by governing body's Clerk with the affirmed copy of the resolution; signed*

*duplicate to be kept by appropriate official.)*