

# **REQUEST FOR PROPOSAL FOR PROVIDING LIFE AND ACCIDENTAL DEATH & DISABILITY INSURANCE FOR THE COUNTY OF CUMBERLAND**

## **RFP # 25-21**

Proposal documents must be obtained by electronic delivery from the Broker of Record Allen Associates on behalf of the County of Cumberland. Proposal documents will be provided to perspective vendors upon receipt of the request via email to Allen Associates. Email requests must reference LIFE & ADD INSURANCE REQUEST FOR PROPOSAL and include the Vendor's Company, Company address, Telephone number and Facsimile number as well as the Vendor's email address. Requests should be made to: Susan Dortu [susan@allenassoc.com](mailto:susan@allenassoc.com) with CC: to Courtney Adamonis [courtney@allenassoc.com](mailto:courtney@allenassoc.com)

### **CONFIDENTIALITY OF ELECTRONIC FILE TRANSMISSIONS**

The proposal documents and all exhibits provided in order for the vendor to adequately evaluate the County of Cumberland's needs and to generate a competitive proposal are considered proprietary and confidential property of the County of Cumberland. All electronic file transfers of this information to the Vendors and/or contractors is specifically designated as "confidential" and "business proprietary," the receiving party shall keep such information strictly confidential and shall not disclose it to any other person except to (1) its employees, (2) those who need to know the content of such information in order to perform services solely and exclusively for the Project, or (3) its consultants, contractors and subcontractors whose contracts include similar restrictions on the use of such confidential and proprietary information. The information transmitted in the proposal documents relates to personnel and personal health information protected by The Health Insurance Portability and Accountability Act of 1996 (HIPAA; Pub.L. 104-191, 110 Stat. 1936, enacted August 21, 1996, and confidentiality of those documents is critical to the public employees. Therefore, any vendor discovered to have published or disseminated this information in the public domain, unless pursuant to the exceptions stated above, shall be subject to significant penalty and may not be permitted to submit a proposal on the contract.

As a condition precedent to receipt of the Proposal Documents, all Vendors must agree to dispose of, destroy and/or return the information forwarded to it within three (3) days of the RFP submission date.

Proposals shall be made on the RFP form provided and in the manner prescribed. They shall be enclosed in sealed envelopes bearing the legend: PROPOSAL FOR LIFE & ADD INSURANCE FOR THE COUNTY OF CUMBERLAND, RFP# 25-21 on the outside. Please do not coil bind your proposal.

Proposals shall be submitted to the Finance Department/Purchasing Division 164 W. Broad St., Bridgeton, NJ 08302 by **Thursday May 22, 2025, at 11 AM prevailing time**, when they will be opened in public. Late proposals will not be considered.

Respondents are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 Affirmative Action and P.L. 1977, C. 33, as amended by P.L. 2016, C. 43, N.J.S.A. 52:25-24.2 Corporate Disclosure. Respondents are cautioned to reference the General Instructions #7 prior to filling out Exhibit D.

By order of the Board of County Commissioners of the County of Cumberland.

David C. DeWoody, QPA  
Purchasing Agent