

**ADDENDUM TO REQUEST FOR PROPOSALS**

**THE CITY OF HACKENSACK  
BERGEN COUNTY, NEW JERSEY  
PUBLIC NOTICE FOR THE SOLICITATION OF  
REQUEST FOR PROPOSALS  
RISK MANAGEMENT CONSULTANT**

**Addendum No. 1**

**Clarification to Page 3 of 27 – Scope of Services**

**Date: April 8, 2026**

The Request for Proposals associated with the City of Hackensack '**Risk Management Consultant**' dated March 24, 2026 has been Revised as follows:

**Scope of Services & Evaluation Criteria – Page 3 of 27**

**Scope of Services currently reads as follows:**

**Risk Management Consultant:**

The City of Hackensack ("City") is soliciting Proposals for Professional Risk Management Consulting Services. The selected Consultant shall provide comprehensive services including, but not limited to, the following:

**Scope of Services:**

The Risk Management Consultant shall:

- ❑ Assist the City in identifying insurable exposures and recommend professional methods to reduce, assume, or transfer risk of loss.
- ❑ Advise and assist the City in understanding, evaluating, and selecting appropriate insurance coverages available through the New Jersey Intergovernmental Insurance Fund (NJIF).
- ❑ Review and recommend any additional insurance coverages not available through the NJIF that the Consultant believes are necessary to protect the City's interests. Subject to City authorization, the Consultant shall procure such coverages.
- ❑ Assist in the preparation and submission of applications, statements of values, underwriting documentation, and related materials as required by the NJIF (excluding Appraisal Services).
- ❑ Review the City's annual assessment as prepared by the NJIF and assist in developing the City's annual insurance budget.
- ❑ Review loss control and engineering reports and support the City's Safety Committee in achieving loss prevention and containment objectives.
- ❑ Provide assistance, when necessary, in the coordination and monitoring of claims settlements, excluding services customarily performed by a Licensed Public Adjuster.
- ❑ Perform any additional services as required pursuant to the NJIF Bylaws.

**Scope of Services is hereby REVISED to read as follows:**

**Risk Management Consultant:**

The City of Hackensack ("City") is soliciting Proposals for Professional Risk Management Consulting Services. The selected Consultant shall provide comprehensive services including, but not limited to, the following:

**Scope of Services:**

The Risk Management Consultant shall:

- ❑ Assist the City in identifying insurable exposures and recommend professional methods to reduce, assume, or transfer risk of loss.
- ❑ Advise and assist the City in understanding, evaluating, and selecting appropriate insurance coverages available.
- ❑ Review and recommend any additional insurance coverages that the Consultant believes are necessary to protect the City's interests. Subject to City authorization, the Consultant shall procure such coverages.
- ❑ Assist in the preparation and submission of applications, statements of values, underwriting documentation, and related materials as required by the insurance company (excluding Appraisal Services).
- ❑ Review the City's annual assessment as prepared by the insurance company and assist in developing the City's annual insurance budget.
- ❑ Review loss control and engineering reports and support the City's Safety Committee in achieving loss prevention and containment objectives.
- ❑ Provide assistance, when necessary, in the coordination and monitoring of claims settlements, excluding services customarily performed by a Licensed Public Adjuster.

Qualified Respondents are advised that submissions must include acknowledgment of this Addendum on **Page 27 of 27** of the RFP.

**Sealed Proposals** must be submitted to, and be received by, Timothy Hoffman, Acting City Clerk, 65 Central Avenue, 3<sup>rd</sup> Floor, Hackensack, New Jersey, 07601 on or before **10:00am. prevailing time on Tuesday, April 21, 2026.** Responses must be enclosed in a sealed envelope. The Respondent must indicate the following on the outside of the envelope: **(1) the name and address of the Respondent;** **(2) Title of the Professional Service for which the response is submitted;** and **(3) "Sealed RFP Response".**

Monica Villafana, QPA