

GEORGIAN COURT UNIVERSITY
THE MERCY UNIVERSITY OF NEW JERSEY

REQUEST FOR QUALIFICATIONS (RFQ)

Insurance Broker for Property and Casualty

for

Georgian Court University

Lakewood, New Jersey

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About Georgian Court

Georgian Court University is a leading regional university that provides a transformative education, preparing students for ethical leadership and service in the Catholic Mercy tradition. Founded in 1908 and sponsored by the **Sisters of Mercy**, Georgian Court University is Central and South Jersey's only Catholic university. The university has a strong liberal arts core and a historic **special concern for women**.

As a forward-thinking university that supports diversity and academic excellence, GCU is known for expanding possibility for more than 1,900 students of all faiths and backgrounds in 35+ **undergraduate majors** and 10+ **graduate programs**. The **GCU Lions** compete in 16 **NCAA Division II** sports in the **Central Atlantic Collegiate Conference (CACC)**. In 2020, GCU was named a Best Value College by **Money.com** and a Best Bang for the Buck (Northeast) by **Washington Monthly**. High student retention and graduation rates make GCU a **Top Performer on Social Mobility** on **U.S. News & World Report**'s rankings, and in 2024, GCU was named one of the best **Online Master's Colleges** in New Jersey.

The main campus is in Lakewood, New Jersey, on the picturesque former George Jay Gould estate, a National Historic Landmark. Georgian Court, which is accredited by the **Middle States Commission on Higher Education**, also serves students through its **Center for Professional Studies**, and at other locations, including **GCU at Brookdale**, and through multiple **online degree** and certificate programs.

Notice to Brokers

All Requests for Qualification documents must be received by Friday, October 24, 2025. Three original copies of all RFQ documents must be delivered to the Assistant VP for Finance & Controller located at 900 Lakewood Avenue, Lakewood, New Jersey 08701. Submittals must also be emailed to the Peter Ljusic, Insurance Consultant at pljutcins@georgian.edu.

1. Contact Information

Except as authorized by Georgian Court University, communication during the selection process shall be in writing to Peter Ljusic, Insurance Consultant at pljutcins@georgian.edu and Kristen Nagle AVP for Finance & Controller at knagle@georgian.edu.

2. Requests for Information

All requests for information regarding this process should be by email and directed at both contacts below:

Peter Ljusic, Insurance Consultant at pljutcins@georgian.edu
Kristen Nagle, AVP for Finance and Controller at knagle@georgian.edu

Scope of Services

Georgian Court University is soliciting information from insurance agents/brokers for its property and casualty insurance program. An agent/broker responding to this request should demonstrate substantial, high-level knowledge, expertise, and success in at least the following areas:

- A. Evaluation of the existing property and casualty insurance program and suggest recommendations for additions or changes to coverages and limits of insurance.
- B. Marketing the property and casualty insurance program and obtaining competitive quotes.
- C. Presenting a written report to document the quotes received from the various carriers, with recommendations to advise the university on preferred coverages, limits, plan design, etc.
- D. Reviewing the individual policies for accuracy and completeness prior to delivery to the university.
- E. Advising, reporting, handling all claims and monitoring the claims process, including legal counsel engagement and billing.
- F. Performing a semi-annual loss review and presenting a semi-annual loss report.
- G. All policy coverages will be issued on a claims made basis.
- H. Partnering with the university to establish an enterprise risk management structure to identify all risks that may adversely impact the university's goals and objectives, and assisting with developing actions plans to mitigate risk.

Coverage Overview 2025-2026

Coverage	Deductible/Retention	Coverage Limit	Carrier	Expiration Date
Commercial Property			Wright/Munic Re	7/1/2026
Business Income	\$100K Ded.	\$243,000,000 Building & Contents		
Flood	\$50K			
Earthquake	5% of loss			
Windstorm	Other Ded. 1% of loss Windstorm			
All other Perils	\$100K Ded.			
Boiler & Machinery	\$ 1000.00 Ded.	\$100,000,000	Hartford Steam Boiler/Munich Re.	7/1/2026
Crime	\$25K	\$1M all insuring documents except \$250K Soc. Eng.	Travelers	7/1/2026
Fiduciary	0 Retention	\$3M Each Claim Agg.	Swiss Re.	7/1/2026
Security & Privacy Liability	\$25K Retention Each Claim	Network & Info Security \$1M each Claim	Wright/CFC	7/1/2026
		Breach Response Expenses \$1M each claim		
		Network Business Interruption \$1M each claim		
		Ransomware/Cyber Extortion \$1M each claim		
		Dependent Business Interruption		
		(Via system Failure) \$250K Each claim		
Automobile Liability	\$1M Each Occurrence Single Limit	\$1000 Ded. Comp. & Collision	Wright/Munich Re.	7/1/2026
General Liability	\$10K Ded. Each Occurrence	\$1M Each Occurrence	United Educators	7/1/2026
		\$3M Gen. Agg.		
		\$1M Fire Legal		
		\$5K Med. Pay Expense		
		Includes Sexual Abuse & Molestation Coverage		
Internship and Prof. Liability		\$1M Each Claim, \$3M Aggregate	United Educators	7/1/2026
Excess Liability		\$25M Annual Aggregate Limit, \$25M Each Occurrence		
International Package liability		\$2M Policy Aggregate	AIG	
		\$1M General Liability		
		\$1M Personal/Adv Injury Per Person		
		\$1M Contingent Auto Liability		
		\$1M Employers Liability		
		\$50K Medical Expenses Per Person		
		\$25K Per Person \$100K Per Event AD&D Benefit		
Excess Legal Liability	\$50K Retention Each Claim	\$1M Each Claim, \$3M Aggregate	Wright/Munich Re.	7/1/2026
		Trustees & Officers Liability		
		Employment Practices Liability		
		Educators Professional Liability		
Excess Educators Legal Liability		\$10M Each Claim, \$10M Aggregate	Wright	7/1/2026
Workers Compensation		Statutory Benefits	NJM	7/1/2026

Broker Qualifications

1. Overview of Company Structure/History/Philosophy

- a. Describe the structure of your organization, including number of employees and available resources, locally, nationally and globally.
- b. Describe your areas of specialization, specifically including the resources your organization possesses in support of these areas of specialization.
- c. How many accounts does your specific office service?
- d. How many employees does your specific office have?
- e. How many of these employees in your office have new business responsibilities versus service?
- f. What is your employee to account ratio in each department including claims, loss control and account management?

2. Competitive Advantage

- a. Outline your perceived strengths and weaknesses in the marketplace.
- b. How are you different from your competitors? What is your value proposition to prospective clients?

3. Service Team

- a. Illustrate the account team structure.
- b. List the names of the proposed day-to-day account service team and describe each member's service role.
 - Service Team Roles and Responsibilities.
 - Service Team Biographies.

4. Qualifications

- a. Expertise: technical/industry specific.

- b. Describe how you will act as an extension of the university's finance department in the area of risk management.
- c. Discuss and describe the experience your office has in servicing and understanding the unique needs and exposures of small private university.

5. Marketing

- a. Provide your thoughts on the state of the insurance market the university will be experiencing for our renewal.
- b. Who are your top markets?
- c. Provide a timeline and transition plan if you were selected to represent the university on our lines of coverage understanding the renewal date would be 7/1/26.
- d. Based on the information provided and your experience with similar companies, provide conceptual program options and rationale.

6. Risk Management

- a. Describe specific techniques and procedures which you will use to assist us in identifying current and anticipated new exposures to accidental loss.
- b. Describe how your firm ensures its clients receive the broadest coverage available in the marketplace at an economical cost.
- c. Explain and give an example of the skills and experience your firm has in designing insurance or other risk transfer techniques that fit with the university's business.
- d. Describe the steps you would take in reviewing our current program.
- e. How would you keep us informed of current developments in the risk management area?
- f. Provide guidance to the University on day-to-day risk management issues.

7. Risk Control Services – Describe your approach to loss control and the services to be provided:

- a. *Casualty*: Describe in detail how you will assist the university to design and implement casualty loss control techniques that will reduce loss frequency and severity and ensure compliance with our client's requirements and various regulatory agencies.
- b. *Property*: Describe in detail how you will assist the university to design and implement property loss control techniques that will reduce the potential for loss.
- c. *Professional Services*: Describe in detail how you will assist the university in designing and implementing risk management to reduce the losses for this area of our business.
- d. Describe your approach to providing or managing unbundled loss control services.

8. Claims Management – Describe your approach to claims management and the services to be provided:

- a. Discuss how you will assist in claim audits and other file reviews as deemed necessary for current insurer services. Provide details of the services provided and available for this type of program.
- b. Discuss your experience and approach to analyzing and improving claims management programs.
- c. Describe your involvement in the selection of unbundled claims services.
- d. What role does your organization play in first party property claims?
- e. Describe how you will assist actively managing open claims to ensure timely and cost-effective closure.
- f. How many accounts do each of your claim's people serve on average?
- g. How many claims are your claims people actively monitoring on average?

9. References

Please provide at least 4 references (company name, contact name and title, address, phone number, email) References will be contacted. Please notify them accordingly.

10. Quality Control

Discuss how your organization will ensure accuracy and timely delivery of:

- a. Submissions to markets.
- b. Binders/advice of insurance.
- c. Policies, program agreements, resume of insurance and other “insurance related” documents.
- d. Certificates of insurance, auto ID cards, accident kits, posting notices, etc.
- e. Detail how your organization monitors insurer market quality and solvency. How is this information disseminated?

11. Other Insurance/Risk Management Related Services

- a. Describe the step by step process your firm would use to set up and administer an effective Certificates of Insurance Program including software, if any that would be part of this process.
- b. Describe how your firm would provide analysis of the university’s data to assist us in obtaining the most favorable position with respect to insurance rates.
- c. How do you determine limits, deductibles and retention levels to recommend to your clients?
- d. Provide samples of your presentations such as your proposals and claims reviews.
- e. Global considerations:
 - Explain how your organization could accommodate the increasing international needs of the university.
 - Detail the extent of your international network as it would apply to the university. What internal controls are in place to ensure consistent servicing of an international account by your network? Are your international operations corporate owned offices, affiliate offices or other arrangements?

12. Broker Compensation

Participants are requested to provide thoughts about compensation including:

- a. Preference for commission or fee.
- b. Compensation: Please provide a compensation amount/arrangement you believe to be fair to all parties involved. Be specific as to what activities and services are included in your compensation. Also, specify the services and/or activities that would be subject to additional charges or fees, and the approximate dollar amount of all fees. Please avoid generalizations.
- c. Explain any contingent commission structure you may have with service providers.
- d. Describe your company's transparency policy/initiatives, if any.
- e. Please include a specimen service agreement.