

## RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 14<sup>th</sup> day of January, 2011 between the Borough of Collingswood (hereinafter referred to as (BOROUGH)) and Conner Strong (hereinafter referred to as the CONSULTANT)

WHEREAS, The CONSULTANT has offered to the Borough professional risk management consulting services as required in the bylaws of the Camden County Joint Insurance Fund for the Fund year January 1, 2011 – December 31, 2011 and pursuant to P.L. 1993 Chapter 269 (N.J.S.A. 40A:10-36) and;

WHEREAS, the Borough desires these professional services pursuant to the resolution adopted by the governing body of the Borough at a meeting held \_\_\_\_\_, 2011 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

1. For, and in consideration of the amount stated hereinafter, the Consultant shall:
  - a) Assist the Borough in identifying and scheduling its insurable Property & Casualty exposures. Recommend professional methods to reduce, assume or transfer the risk of loss including training of officials and employees.
  - b) Assist the Borough in understanding the various coverages available from CAMDEN COUNTY Joint Insurance Fund and the MEL Excess Liability Joint Insurance Fund, and review all MEL bulletins, coverage documents and contracts for compliance with applicable laws and with the terms of the membership agreement and coverage selection.
  - c) Review with the Borough any additional coverages that the Consultant feels should be carried but are not available from the FUND and subject to the Borough's authorization, place such as coverages outside the FUND.
  - d) Assist the Borough in the preparation of applications, statements of values and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
  - e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the Borough.
  - f) Review the Borough's assessment prepared by the FUND and assist t in the preparation of its annual insurance budget.
  - g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) Borough safety committee meeting per annum to promote the Borough's local safety objectives and the Safety Incentive Program (SIP) of the Fund.
  - h) Assist where needed in the settlement of claims, with the understanding that the scope of the Consultant's involvement does not include the work normally done by a public adjuster.
  - i) Perform any other risk management related services required by the Fund's bylaws.

2. In exchange for the above services, the Consultant shall be compensated in the following manner:

- a) In consideration for the rendering of those risk management services enumerated in Section I which are unrelated to the sales, solicitation, negotiation or placement of a policy of insurance with an insurance company, the Borough authorizes the FUND to pay its Consultant a fee in an amount equal to six percent (6%) of the Borough's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the Consultant by the Fund within thirty (30) days of payment of the Borough's assessment. Borough acknowledges that the fee payable hereunder is not a part of any premium or assessment levied by the FUND or any other insurer and may be charged by Consultant only if the Borough consents hereto in writing.
- b) In consideration for the sales, solicitation, negotiation or placement of any insurance coverages authorized by the Borough to be placed outside the FUND, the Borough acknowledges that the Consultant shall be entitled to receive as compensation the usual and customary brokerage commission paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).

3. The term of this agreement shall be **one (1)** year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of the Agreement, the Consultant's fees outlined in 2 (a) above shall be prorated to date of termination.

4. **AFFIRMATIVE ACTION.** During the performance of this agreement, the SERVICE PROVIDER agrees as follows:

- a) The SERVICE PROVIDER, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation. The SERVICE PROVIDER will take affirmative action to ensure that such applicants are recruited and employed, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation.
  - 1) Such action shall include, but not be limited to the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The SERVICE PROVIDER agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Compliance Officer setting forth provisions of this nondiscrimination clause;
  - 2) The SERVICE PROVIDER, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the SERVICE PROVIDER, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation;
  - 3) The SERVICE PROVIDER, where applicable, will send to each labor union or representative of workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the SERVICE PROVIDER's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

- 4) The SERVICE PROVIDER, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time and the Americans with Disabilities Act.
- 5) The SERVICE PROVIDER agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals prescribed by N.J.A.C. 17:25-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time or in accordance with a binding determination of the applicable county employment goals determined by the Affirmative Action Office pursuant to N.J.A.C. 17:27-5.2 promulgated by the Treasurer pursuant to P.L. 1975, c. 127, as amended and supplemented from time to time.
- 6) The SERVICE PROVIDER agrees to inform, in writing, appropriate recruitment agencies in the area, including employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.
- 7) The SERVICE PROVIDER agrees to revise any of its procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.
- 8) The SERVICE PROVIDER agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, creed, color, national origin, ancestry, marital status, sex, affectional or sexual orientation and conform with the applicable employment goals, consistent with the statutes and court decisions of the State of New Jersey and applicable Federal law and applicable Federal court decisions.
- 9) The SERVICE PROVIDER shall furnish such reports or other documents to the Affirmative Action Office as may be requested by the office from time to time in order to carry out the purposes of these regulations and public agencies shall furnish such information as may be requested by the Affirmative Action Office for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code (N.J.A.C. 17:27).

ATTEST BY:

K. Holly Marvel

M. J. Maley  
BOROUGH OF COLLINGSWOOD

Ellene Jansen  
WITNESS

Michael C. Avalone  
CONNER STRONG CO., INC.  
Michael C. Avalone, Vice President  
Risk Manager

# POLITICAL CONTRIBUTION DISCLOSURE FORM

## Required Pursuant to the Borough of Collingswood Public Contracting Reform Ordinance

This form or its permitted facsimile must be submitted to the local unit no later than  
10 days prior to the award of the contract.

### 1. Vendor Information

|              |                                               |           |  |
|--------------|-----------------------------------------------|-----------|--|
| Vendor Name: | Conner Strong Companies, Inc.,                |           |  |
| Address:     | 40 Lake Center Exec. Park, 401 South 73 North |           |  |
| City:        | State:                                        | Zip Code: |  |
| Marlton      | New Jersey                                    | 08053     |  |

### 2. Certification of Compliance

The undersigned being authorized to certify, hereby certifies that the submission provided  
herein represents compliance with the provisions of the Public Contracting Reform  
Ordinance.

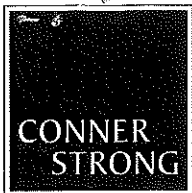


Signature

Heather A, Steinmiller  
Printed Name

General Counsel  
Title

12/17/10  
Date



## POLICY ON POLITICAL CONTRIBUTIONS

Adopted by Board of Directors on May 15, 2008

Conner Strong is licensed to do business in all 50 states and is regulated by various departments of insurance and other authorities in those jurisdictions in which it conducts business.

Political contributions of all types are also subject to extensive governmental regulation and public disclosure requirements. Conner Strong is fully committed to complying with all applicable laws and regulations. To avoid any confusion and to assure that Conner Strong operates in a manner consistent with all applicable laws, Conner Strong has adopted this policy.

Under the laws of many jurisdictions, Conner Strong is legally prohibited from making political contributions as a business entity and may be otherwise disqualified by law from receiving the award of certain public contracts should certain political contributions be made.

- A. Conner Strong shall not make any political contributions, whether monetary or in-kind, to candidates for political office, candidate committees, political party committees or other similar initiatives.
- B. No officer, director or shareholder of Conner Strong (as well as their respective spouses, partners and dependent children residing within the household) shall make any political contributions, whether monetary or in-kind, to candidates for political office, candidate committees, political party committees or other similar initiatives.
- C. Notwithstanding paragraph B above, Conner Strong does permit its employees, including officers, directors and shareholders (as well as their respective spouses, partners and dependent children residing within the household) to make political contributions to candidates for federal offices, which includes President of the United States, United States Senate and United States House of Representatives. All contributions must comply with applicable law.

