



New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
www.njsig.org

Request for qualifications for:

Outside Counsel for:
General Litigation (C-2023-0002);
Complex General Litigation (C-2023-0003);
School / Education Litigation
(C-2023-0004);
General Workers' Compensation Litigation
(C-2023-0005); and,
Complex Workers' Compensation Litigation
(C-2023-0006).

Event	Date
Procurement posted:	5/5/2023
Questions regarding the procurement must be submitted:	5/19/2023
Answers regarding the procurement will be posted:	6/2/2023
Procurement proposals due:	6/16/2023
NJSIG Board of Trustees approval:	6/21/2023

Dates are subject to change. All changes will be reflected in Addenda to the procurement posted on the NJSIG website.

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1 Information for proposers

1.1 Purpose and intent

The New Jersey Schools Insurance Group (“NJSIG”) is seeking statements of qualifications from qualified firms with practitioners licensed to practice law in the State of New Jersey. Your firm is invited to submit a statement of qualifications.

This solicitation for proposals is conducted in accordance with the requirements for an open and fair process for the procurement of professional services.

This solicitation is specifically seeking statements of qualifications from qualified firms with practitioners licensed to practice law in the State of New Jersey that desire to serve as Outside Counsel for NJSIG’s members, within the Scope of Work described below.

1.2 Organizational background

NJSIG is a school board insurance group, also known as a governmental risk pool, established in accordance with P.L. 1983, c. 108, that provides insurance coverage and risk management services to member school districts.

The concept of pooling is one whereby public entities can join together to provide protection from risks on a group basis. As a school board insurance group, NJSIG is governed by a Board of Trustees which is comprised of school board members, superintendents and business administrators from NJSIG member districts.

By joining NJSIG, members collectively attain benefits not possible individually and pool their premiums into a common fund to be used for the benefit of all member districts. NJSIG is comprised of approximately four hundred boards of education and charter school districts, and offers members a cost-effective method of obtaining coverage for all property and casualty lines, including but not limited to: workers’ compensation, general liability, automobile liability, excess liability, property, error and omissions, crime, electronic data processing, environmental liability, equipment breakdown, and auto physical damage coverage. NJSIG provides claims administration, underwriting and loss control services for members.

1.3 Background for the requested proposal

The NJSIG Claims Department handles a variety of automotive, general liability, property and workers' compensation claims. A third-party administrator adjusts all school board legal liability / errors and omissions claims. The mission of the Claims Department is to effectively adjust and resolve claims made against NJSIG members. The Claims Department is supported by the Legal Department.

NJSIG's objective with this RFQ is to identify law firms to represent the interests of NJSIG's membership in pre-litigation and litigated matters. Proposers are invited to submit a proposal to serve as Outside Counsel in one or more of the following areas:

- General Litigation (C-2023-0002);
 - General Litigation includes, but is not limited to, defending NJSIG members in claims brought under the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., the New Jersey Civil Rights Act, N.J.S.A. 10:6-1, et seq., 42 U.S.C. § 1983, the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et seq., Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000(e), et seq., the Age Discrimination in Employment Act, 29 U.S.C. § 623(a). The factual basis for these claims range from premises liability, automotive liability, employment actions, discrimination and civil rights violations.

- Complex General Litigation (C-2023-0003);
 - As distinguished from a General Litigation matter, a matter may be designated as a Complex matter at NJSIG's sole discretion if the factual predicate for the claim is exceptionally complex, or if the claims involved are unusually complex. Such claims may include, but are not limited to, claims necessitating extraordinary expenses; claims involving fatalities or catastrophic injuries; claims involving allegations of sexual assault; and/or high profile claims involving media coverage. NJSIG estimates that fewer than ten percent of matters will be classified as Complex General Litigation matters. NJSIG may deem a matter complex without a prior request. Outside Counsel may also request that a matter be deemed complex, by sending a request, in writing, to the assigned NJSIG Claims Representative, identifying the complex nature of the facts and/or claims.

- School / Education Litigation (C-2023-0004);
 - School / Education Litigation includes, but is not limited to, defending NJSIG members in claims brought under the Schools Ethics Act, N.J.S.A. 18A:12-21, et seq., the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. and N.J.S.A. 18A:46-1, et seq.
- General Workers’ Compensation Litigation (C-2023-0005); and,
 - General Workers’ Compensation Litigation includes defending NJSIG members in claims brought under the New Jersey Workers’ Compensation Act, N.J.S.A. 34:15-1, et seq.
- Complex Workers’ Compensation Litigation (C-2023-0006);
 - As distinguished from a General Workers’ Compensation matter, a matter may be designated as a Complex Workers’ Compensation matter at NJSIG’s sole discretion if the factual predicate for the claim is exceptionally complex, or if the claims involved are unusually complex. Such claims may include, but are not limited to, claims necessitating extraordinary expenses; claims involving fatalities or catastrophic injuries; claims involving allegations of sexual assault; and/or high profile claims involving media coverage. NJSIG estimates that less than five percent of matters will be classified as Complex Workers’ Compensation Litigation matters. NJSIG may deem a matter complex without a prior request. Outside Counsel may also request that a matter be deemed complex, by sending a request, in writing, to the assigned NJSIG Claims Representative, identifying the complex nature of the facts and/or claims.

A separate submission is required for each Outside Counsel Litigation designation for which a firm wishes to be considered. Failure to submit separate statements of qualifications is grounds for rejection of a statement of qualifications.

1.4 Scope of work

In accomplishing its work, NJSIG requires assistance from Outside Counsel to represent the interests of NJSIG members. As a result, NJSIG intends to award Professional Services Agreements to one or more firms to serve as Outside Counsel under the direction and control of the NJSIG Claims Manager and NJSIG Chief Legal

Officer. See Section **Error! Reference source not found.** The number of firms receiving specific awards will be determined after evaluation of Responses received. The services to be provided are those customarily provided by such Outside Counsel to a governmental entity of a size and scope commensurate with that of NJSIG and its members.

Once the appointment for Outside Counsel has been approved by the NJSIG Board of Trustees and a NJSIG Professional Services Agreement has been executed by the organization and NJSIG, NJSIG retains the right for NJSIG to assign a particular matter or project to the organization that NJSIG determines is the most qualified for or appropriate to do the work.

The responsibilities of Outside Counsel shall include representation, advice and assistance with respect to any assigned matters involving:

- General Litigation (C-2023-0002);
- Complex General Litigation (C-2023-0003);
- School / Education Litigation (C-2023-0004);
- General Workers' Compensation Litigation (C-2023-0005); and,
- Complex Workers' Compensation Litigation (C-2023-0006).

It is anticipated that one or more firms will be selected to serve as Outside Counsel in the event that NJSIG members have a conflict or where it has been determined by NJSIG that separate representation of multiple defendants is required.

Service expectations of Outside Counsel include, but are not limited to the following:

- Representation, advice and assistance with respect to all of the above listed matters involving NJSIG membership;
- A thorough understanding of the NJSIG Professional Services Agreement, including settlement authority protocols;
- All correspondence generated by Outside Counsel's office, including settlement calculations, payments and percentages must be typewritten, concise, cohesive, accurate and grammatically correct; and,

- Outside Counsel is expected to coordinate its activities with designated NJSIG staff and/or contracted third party administrative staff to aggressively defend the NJSIG member's interest in all assigned matters.

Because of the qualitative nature of legal representation, this scope of work is merely demonstrative, and is not intended to be a comprehensive list of all required receivables for Outside Counsel.

1.5 Questions regarding the requested proposal

NJSIG will accept questions and inquiries from all potential proposers electronically via its website. Questions should be directly tied to the RFQ and asked in consecutive order, from beginning to end, following the organization of the RFQ. Each question should begin by referencing the RFQ page number and section number to which it relates. Proposers are not to contact NJSIG personnel directly, in person, by telephone or by email, concerning this RFQ. The cut-off date for electronic questions and inquiries relating to this RFQ is indicated on the cover sheet. Any questions received after that date will not be accepted. Answers to questions submitted regarding this RFQ, if any, will be posted on the NJSIG website on the date on the cover sheet.

1.6 Addenda

In the event that it becomes necessary to clarify or revise this RFQ, such clarification or revision will be by addendum. Any addendum to this RFQ will become part of this RFQ and part of any contract awarded as a result of this RFQ. All RFQ addenda will be issued on the NJSIG web site, and notification will be published.

There are no designated dates for release of addenda. Therefore interested proposers should check the NJSIG website on a daily basis from time of RFQ issuance through proposal opening. In the event that an addendum is published after the receipt of a proposal, the proposer will be notified via a method of delivery that provides certification of delivery.

1.7 Proposer responsibility

The proposer assumes sole responsibility for the complete effort required in submitting a proposal in response to this RFQ. No special consideration will be given after

proposals are opened because of a proposer's failure to be knowledgeable as to all of the requirements of this RFQ.

1.8 Cost liability

NJSIG assumes no responsibility and bears no liability for costs incurred by a proposer in the preparation and submittal of a proposal in response to this RFQ.

1.9 Contents of proposal

Subsequent to proposal opening, all information submitted by proposers in response to the proposal solicitation is considered public information, except as may be exempted from public disclosure by the Open Public Records Act, N.J.S.A. 47:1A-1, et seq., and the common law. Proposals will not be made public until the NJSIG Board of Trustees has awarded a contract.

A proposer may designate specific information as not subject to disclosure when the proposer has a good faith legal/factual basis for such assertion. NJSIG reserves the right to make the determination and will advise the proposer accordingly. The location in the proposal of any such designation should be clearly stated in a cover letter. NJSIG will not honor any attempt by a proposer either to designate its entire proposal as proprietary and/or to claim copyright protection for its entire proposal.

By submitting a proposal in response to this RFQ, the proposer waives any claims of copyright protection set forth within any price lists and/or catalogs.

1.10 Price alteration

Proposal prices must be typed or written in ink. Any price change must be initialed. Failure to initial price changes shall preclude a contract award from being made to the proposer.

1.11 Proposal errors

A proposer may request that its proposal be withdrawn prior to proposal opening. Such request must be made, in writing, to the Director. If the request is granted, the proposer

may submit a revised proposal as long as the proposal is received prior to the announced date and time for proposal opening and at the place specified.

If, after proposal opening but before contract award, a proposer discovers an error in its proposal, the proposer may make written request to the Director for authorization to withdraw its proposal from consideration for award. Evidence of the proposer's good faith in making this request shall be used in making the determination. The factors that will be considered are that the mistake is so significant that to enforce the contract resulting from the proposal would be unconscionable; that the mistake relates to a material feature of the contract; that the mistake occurred notwithstanding the proposer's exercise of reasonable care; and that NJSIG will not be significantly prejudiced by granting the withdrawal of the proposal.

All proposal withdrawal requests must include the proposal identification number and the final proposal opening date and sent to the address listed under "Method of submission of proposal."

If during a proposal evaluation process, an obvious pricing error made by a potential contract awardee is found, the Director shall issue written notice to the proposer. The proposer will have five days after receipt of the notice to confirm its pricing. If the proposer fails to respond, its proposal shall be considered withdrawn, and no further consideration shall be given to it. If it is discovered that there is an arithmetic disparity between the unit price and the total extended price, the unit price shall prevail. If there is any other ambiguity in the pricing other than a disparity between the unit price and extended price and the proposer's intention is not readily discernible from other parts of the proposal, the Director may seek clarification from the proposer to ascertain the true intent of the proposal.

1.12 Joint venture

If a joint venture is submitting a proposal, the agreement between the parties relating to such joint venture should be submitted with the joint venture's proposal. Authorized signatories from each party comprising the joint venture must sign the proposal. Separate compliance forms must be supplied for each party to a joint venture.

1.13 Definitions

Addendum – Written clarification or revision to this RFQ issued by NJSIG.

All-Inclusive Hourly Rate – An hourly rate comprised of all direct and indirect costs including, but not limited to: overhead, fee or profit, clerical support, travel expenses, per diem, safety equipment, materials, supplies, managerial support and all documents, forms, and reproductions thereof. This rate also includes portal-to-portal expenses as well as per diem expenses such as food.

Amendment – A change in the scope of work to be performed by the contractor. An amendment is not effective until it is signed by the Executive Director, or a Manager of, NJSIG.

Proposer – An individual or business entity submitting a proposal in response to this RFQ.

Contract – This RFQ, any addendum to this RFQ, and the proposer’s proposal submitted in response to this RFQ, as accepted by NJSIG.

Director – Executive Director, NJSIG.

Committee – A committee established by the Director to review and evaluate proposals submitted in response to this RFQ and to recommend a contract award to the Director.

Firm Fixed Price – A price that is all-inclusive of direct cost and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, all documents, reports, forms, travel, reproduction and any other costs. No additional fees or costs shall be paid by NJSIG unless there is a change in the scope of work.

Joint Venture – A business undertaking by two or more entities to share risk and responsibility for a specific project.

May – Denotes that which is permissible, not mandatory.

Project – The undertaking or services that are the subject of this RFQ.

Request for Qualification (“RFQ”) – This document which establishes the qualifications and contract requirements and solicits statements of qualifications to meet the purchase needs of NJSIG as identified herein.

Shall or Must – Denotes that which is a mandatory requirement. Failure to meet a mandatory requirement will result in the rejection of a proposal as materially non-responsive.

Should – Denotes that which is recommended, not mandatory.

1.14 Terms of Engagement

The term of the Outside Counsel designation made pursuant to this RFQ will be for one year (twelve months). If selected, firm(s) will be required to provide the following Services:

- Provide competent legal counsel and advocacy;
- Understand and be responsive to NJSIG's goals for assigned work and be able to complete the assigned matters to achieve those goals, consistent with your firm's ethical obligations to the NJSIG member;
- Provide NJSIG with periodic updates regarding staff changes to include deletions and additions to staff and their designation within the firm;
- Provide NJSIG with information which would materially affect the ability of the organization to properly represent NJSIG's membership immediately as known;
- Accept assignments through an Agreement for Professional Services that will specify the work to be performed and term;
- Provide required resources in order to support the work assigned;
- Accomplish the assigned work in a manner that is efficient with respect to time, staffing and costs;
- Maintain professional relationships and work with the NJSIG Claims and Legal Departments, other NJSIG staff, third-parties as designated and insurance administrators if directed, as part of a team, including providing needed reports, briefings to NJSIG's Executive Staff, committees, and/or other staff, as directed by NJSIG and as set forth in the Agreement for Professional Services and maintain open communication and accessibility to all concerned;
- Invoice NJSIG for services rendered and agree to be subject to audit without notice;
- Meet with the Claims Manager and Chief Legal Officer, or other NJSIG staff to discuss the budget for matters as requested; and,

- Meet with the Claims Manager and Chief Legal Officer and other staff annually to review matters assigned and other topics related to the organization's performance under the Agreement. NJSIG anticipates that such meetings will last no more than two (2) hours and will, therefore, only pay for time in excess of that amount. NJSIG will not pay for meeting preparation time.

If deemed appropriate and cost-effective, NJSIG may decide to allow current Outside Counsel to continue their representation with respect to pending matters or projects. This will be determined on a case by case basis. All affected Outside Counsel will be advised of this decision by the Claims Manager and Chief Legal Officer in writing. To continue said representation, current Outside Counsel must agree that the terms and conditions set forth in this RFQ apply and execute an updated NJSIG Professional Services Agreement.

Except in those instances as set forth above, upon completion of the selection process described herein, any and all pre-existing designations of Outside Counsel in the practice areas that are the subject of this RFQ will expire. Any Outside Counsel currently designated as Outside Counsel who seeks to be eligible for future retentions in the practice areas that are the subject of this RFQ must comply with the directions set forth within this RFQ.

2 Proposal preparation and submission

2.1 Method of submission of proposal

Submit one paper copy, clearly marked as "COPY" plus an electronic copy, clearly marked as "ORIGINAL," via NJSIG's [website](#). Signatures must be official handwritten signatures in ink. The electronic copy of the proposal must be in portable document format (".pdf"). The maximum file size for each .pdf is ten (10) megabytes. The maximum number of files in a submission is ten (10). The proposal must be addressed to:

Request for Qualification Number C-2023-0002 / 0003 / 0004 / 0005/ 0006
New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, NJ 08054

Proposals submitted via any other method, including facsimile or electronic mail will not be accepted.

2.2 Effect of submission of proposal

Submission of a proposal will not bind or otherwise obligate NJSIG to retain the organization for legal services. Designation as Outside Counsel will not bind or otherwise obligate NJSIG to retain the organization for legal services. Inclusion on the list of designated Outside Counsel will not bind or otherwise obligate NJSIG to retain the organization for legal services. Execution of a Professional Services Agreement will not bind or otherwise obligate NJSIG to retain the organization for legal services.

2.3 Time for submission of proposal

In order to be considered for award, the proposal must be received by NJSIG at the appropriate location by the required time. Any proposal not received by the cutoff date on the cover page of this RFQ may be rejected. Proposals must be received by 11:00 a.m. on the date indicated on the cover sheet.

Proposers using any delivery service must allow additional time for delivery, as the proposal must be received by the cutoff date and time.

Proposals will be opened at 5:00 p.m. on the cutoff date.

2.4 Mandatory contents of proposal

The proposal should be submitted in one volume and that volume divided into six (6) sections with tabs (separators), and the content of the material located behind each tab, as follows:

Section 1 – Fee proposal (optional) (Section 2.4.2)

Section 2 – Executive summary (Section 2.5.1)

Section 3 – General Information (Section 2.5.2)

Section 4 – Organization profile and experience (Section 2.5.3)

Section 5 – Qualifications (Section 2.5.4)

Section 6 – Forms (Section 2.5.5)

2.4.1 Fees

NJSIG will engage Outside Counsel at the following rates:

1. General Litigation (C-2023-0002);
 - a. Hourly:
 - i. Partner(s): \$165.00 per hour;
 - ii. Associate(s): \$125.00 per hour;
 - iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour;
 - b. Fixed Fee:
 - i. Proposers are invited to submit proposals.
2. Complex General Litigation (C-2023-0003);
 - a. Hourly:
 - i. Partner(s): \$200.00 per hour;
 - ii. Associate(s): \$160.00 per hour;
 - iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour;
 - b. Fixed Fee:
 - i. Proposers are invited to submit proposals.
3. School / Education Litigation (C-2023-0004); and,
 - a. Hourly:
 - i. Partner(s): \$165.00 per hour;
 - ii. Associate(s): \$125.00 per hour;
 - iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour;

- b. Fixed Fee:
 - i. Proposers are invited to submit proposals.
- 4. General Workers' Compensation Litigation (C-2023-0005).
 - a. Hourly:
 - i. Partner(s): \$135.00 per hour;
 - ii. Associate(s): \$110.00 per hour;
 - iii. Legal Assistant(s)/Paralegal(s): \$70.00 per hour.
 - b. Fixed Fee:
 - i. Proposers are invited to submit proposals.
- 5. Complex Workers' Compensation Litigation (C-2023-0006).
 - a. Hourly:
 - i. Partner(s): \$165.00 per hour;
 - ii. Associate(s): \$125.00 per hour;
 - iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour.
 - b. Fixed Fee:
 - i. Proposers are invited to submit proposals.

The above listed hourly billing rates are not negotiable. Fixed fee proposals will only be accepted where designated. NJSIG reserves the right to review and adjust submitted invoices as it deems appropriate.

2.4.2 Fee proposal (optional)

A fee proposal based on a term of twelve (12) months. While NJSIG's fixed rates are set forth above, NJSIG invites proposers to assess the needs expressed and offer alternative pricing proposals in addition to the fixed hourly rates where designated above. Before putting forth any alternatives, please confirm that such alternatives are permissible for school board insurance groups and public entities operating in the State of New Jersey.

2.5 Submission of Invoices for Payment

See draft professional services agreement, Exhibit 7.1 attached hereto, which is incorporated by reference. This draft professional services agreement is subject to revisions and changes.

2.6 Consultants and Experts

See draft professional services agreement, Exhibit 7.1 attached hereto, which is incorporated by reference. This draft professional services agreement is subject to revisions and changes.

2.7 Expenses

See draft professional services agreement Exhibit 7.1 attached hereto, which is incorporated by reference. This draft professional services agreement is subject to revisions and changes.

2.8 Technical proposal

In this Section, the organization shall describe its approach and plans for accomplishing the work outlined in the Scope of Work Section. The organization must set forth its understanding of the requirements of this RFQ and its ability to successfully complete the contract. This Section of the proposal must contain at least the following information:

2.8.1 Executive summary

An executive summary of not more than three pages identifying and substantiating why the proposer is best qualified to provide the requested services within the scope of work.

2.8.2 General Information

The Response must detail the organization's experience, personnel, proposed scope and approach, and any other relevant information as set forth in greater detail below.

All portions of this RFQ and the Response are considered to be part of the Professional Services Agreement and will be incorporated by reference therein.

All the requirements in the Mandatory Contents of Proposal section, above, must be complied with in order for the Response to be considered responsive to this RFQ and complete.

A Response must evidence ability to protect NJSIG from errors and omissions. The Respondent(s) must present evidence of current insurance in the form of a Certificate of Insurance or a letter from its insurance broker that the specific Professional Liability Insurance required by this RFQ can be obtained. The Response must include the requested evidence of insurance and financial capacity as indicated.

2.8.3 Organization profile and experience

As a minimum, it is preferred the proposer have ten years' experience with providing legal services of the type outlined in the Scope of Work to public entities in the State of New Jersey. The proposer must demonstrate a high degree of knowledge of the operation of local governmental units in the State of New Jersey. The proposer must also:

- Indicate the date your organization was established.
- Describe the legal services provided by your organization.
- Describe your organization's specialty(s) and/or area(s) of expertise.
- Identify the number of employees in your organization (licensed attorneys; legal support staff; other support staff). Indicate any special training or experience

members of your organization possess that may assist in providing the requested legal services.

- Describe the participation of women and minorities in your organization. Please note the number of women partners and associates and minority partners and associates and indicate the percentage of your organization that is owned by women and by minorities.
- Provide a description of your organization's presence in New Jersey. Note the location of each office, the number of attorneys resident in each office, whether they are partners or associates and whether attorneys not licensed in the State of New Jersey will be assigned to provide any of the requested legal services if your organization receives a prequalification designation pursuant to this RFQ.
- Identify any public entities, boards of education, educational service commissions, charter schools, or other school entities represented by your organization during the last five (5) years, generally and specifically with respect to each specialty area where consideration is requested. For each matter, provide the name of the public entity, department or authority, a description of the matter, the dates of engagement and the name and contact information of the public entity employee responsible for overseeing the work of your organization on that matter. Also provide a list of the amount of billable hours your organization has expended in the practice areas in which you have represented the aforementioned entity. A good faith estimate of billable hours will suffice. (Please separate the list by practice area).
- Identify any public entities before or against which your organization has regularly appeared on behalf of other clients (Please note that NJSIG, as a public entity, is precluded by the Rules of Professional Conduct from waiving conflicts of interest. See R.P.C. 1.7(a) and R.P.C. 1.7(b)(2)). Limit your response to the past ten (10) years.
- Identify any governmental entities, agencies, authorities or political subdivisions, that your organization represents or has represented. Include the time period during which your organization represented each such entity and the nature of the work performed. Limit your response to the past ten (10) years.
- Indicate the amount of professional malpractice insurance coverage which you carry, the amount of any self-retention and the name of the carrier(s).

- Identify any conflict of interest (actual or perceived) that may arise if your organization is designated as Counsel. Please note Counsel have a continuing obligation to disclose to NJSIG any actual or potential conflicts. Additionally, retained Counsel must agree not to undertake any future representation that might result in the disclosure of NJSIG's work product to potential or actual adversaries of NJSIG. Include any pending litigation in which you are involved which may directly or indirectly affect your ability to assist NJSIG in any matter.
- Describe your organization's approach to maintaining responsive communication with NJSIG and keeping NJSIG informed of problems and progress.
- Provide a representative listing of your organization's major private and public sector clients.
- Provide the name, address, telephone number, email address, and facsimile number for the designated contact person in your organization.

2.8.4 Qualifications and Experience

- Please indicate what percentage of your organization's practice is in the subject area.
- Describe your organization's experience in the subject area, as the case may be, in the last ten (10) years, including any significant outcomes.
- State the qualifications and experience of the particular attorneys proposed to staff the work assigned. For each member of your organization that would be involved in handling the practice area for which your firm is requesting to be considered, provide a detailed resume including information as to:
 - Education, including advanced degrees;
 - Years and jurisdictions of admission to practice;
 - Number of years engaged in the designated practice area;
 - General work experience;

- Any professional distinctions in the practice area (e.g. certifications in practice area, teaching experience, etc.);
 - Area(s) of specialization; and,
 - Office location of the attorney.
- As to the members of your organization who would be involved in handling a matter as Counsel, describe the role each would play and the approximate percentage of the work each would perform. Indicate the senior attorney in charge thereof and what percentage they will be responsible for on the billable workload of the assigned legal mater. Please provide reasonable estimates.
 - Identify all adverse determinations against your organization or any of its partners, associates or employees or persons acting on its behalf, with respect to actions, proceedings, claims or complaints of any kind under any local, State or Federal laws, regulations, court rules, or Rules of Professional Conduct.
 - Identify and describe in detail any indictments, convictions or civil offenses arising directly or indirectly from the conduct of business by your organization or any of its partners, associates, employees or agents. To the extent that the organization cannot provide the Affidavit of Moral Integrity, as outlined below, it must provide a detailed explanation, as part of its Response.
 - Identify any material arrangements, relationships, associations, employment or other contacts that may cause a conflict of interest or the appearance of a conflict of interest if your organization acts as Outside Counsel for NJSIG.
 - Include three (3) references that can attest to the qualifications of your organization as set forth in the Response to this RFQ.

2.8.5 Compliance information and forms

As a school board insurance group, NJSIG is subject to the Public School Contracts Law (“PSCL”), (N.J.S.A. 18A:18A-1 et seq.), N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43), as well as other statutes and regulations governing public contracting in the State of New Jersey. As such, the following compliance information must be included in any contract with NJSIG.

For a summary of the forms and documentation required to be submitted to NJSIG by the PROPOSER, see the “CHECKLIST OF REQUIRED DOCUMENTS AND FORMS” at the end of this section.

2.8.5.1 Ownership disclosure form

Pursuant to N.J.S.A. 52:25-24.2, “No corporation, partnership, or limited liability company shall be awarded any contract nor shall any agreement be entered into for the performance of any work or the furnishing of any materials or supplies, the cost of which is to be paid with or out of any public funds, by the State, or any county, municipality or school district, or any subsidiary or agency of the State, or of any county, municipality or school district, or by any authority, board, or commission which exercises governmental functions, unless prior to the receipt of the bid or accompanying the bid, of said corporation, said partnership, or said limited liability company there is submitted a statement setting forth the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. If one or more such stockholder or partner or member is itself a corporation or partnership or limited liability company, the stockholders holding 10 percent or more of that corporation’s stock, or the individual partners owning 10 percent or greater interest in that partnership, or the members owning 10 percent or greater interest in that limited liability company, as the case may be, shall also be listed. The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member, exceeding the 10 percent ownership criteria established in this act, has been listed.”

Thus, in the event the proposer is a corporation, partnership or limited liability company, the proposer must complete the attached Ownership Disclosure Form. A current completed Ownership Disclosure Form must be received prior to or accompany the proposal. Failure to do so will preclude the award of a contract. The Ownership Disclosure Form is attached.

2.8.5.2 Business Registration

Failure to submit a copy of the proposer’s business registration certificate (or interim registration) from the Division of Revenue with the proposal may be cause for rejection of the proposal.

The requirement is a precondition to entering into a NJSIG contract.

Pursuant to N.J.S.A. 52:32-44, NJSIG (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

2.8.5.3 Disclosure of Investment Activities in Iran, Russia, or Belarus

Pursuant to N.J.S.A. 52:32-58, N.J.S.A. 52:32-60.1, N.J.S.A. 18A:18A-49.5 and N.J.S.A. 18A:18A-49.4, the proposer must certify that neither the proposer, nor any of its parents, subsidiaries, and/or affiliates (as defined in N.J.S.A. 52:32-56(e) (3)), is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran or on the Entities Engaged in Prohibited Activities Under C.52:32-60.1 list. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. The C.52:32-60.1 list is found on the Division's website at <https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>. The required form is attached. The requirement is a precondition to entering into a NJSIG contract.

2.8.5.4 Mandatory Equal Employment Opportunity Language

Pursuant to N.J.S.A. 10:5-31 et seq. (P.L. 1975, c. 127) and N.J.A.C. 17:27 (mandatory equal employment opportunity language for goods, professional service and general service contracts), during the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Except with respect to affectional or sexual orientation and gender identity or expression, the contractor will ensure that equal employment opportunity is afforded to such applicants in recruitment and employment, and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex. Such equal employment opportunity 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 contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this nondiscrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age,

race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex.

The contractor or subcontractor will send to each labor union, with which it has a collective bargaining agreement, a notice, to be provided by the agency contracting officer, advising the labor union of the contractor's commitments under this chapter and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor or subcontractor, where applicable, agrees to comply with any regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor or subcontractor agrees to revise any of its testing 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.

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance).

The contractor and its subcontractors shall furnish such reports or other documents to the Division of Purchase & Property, CCAU, EEO Monitoring Program 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 Division of Purchase & Property, CCAU, EEO Monitoring Program for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.

2.8.5.5 Record retention

Pursuant to N.J.A.C. 17:44-2., proposers shall maintain all documentation related to the products, transactions or services under this contract for a period of five years from the date of final payment. Such records shall be made available to the New Jersey Office of the State Comptroller upon request.

CHECKLIST OF REQUIRED DOCUMENTS AND FORMS:

- 1) Required with the proposal:
 - Statement of Ownership Disclosure (in the event the SERVICE PROVIDER is a corporation, partnership or limited liability company) (form attached as Exhibit 7.2)
 - SERVICE PROVIDER's State of New Jersey Business Registration Certificate (sample attached as Exhibit 7.3)
 - Public Law 2005, Chapter 271 Vendor Certification and Disclosure Form (form attached as Exhibit 7.7)
 - Disclosure of Investment Activities in Iran, Russia and Belarus Form (form attached as Exhibit 7.4)

- 2) Required after award, but prior to execution of the contract:
 - SERVICE PROVIDER's W-9
 - Mandatory Equal Employment Opportunity Documentation (contractor shall submit one of the following three documents):
 - Letter of Federal Affirmative Action Plan Approval, or

- Certificate of Employee Information Report (sample attached as Exhibit 7.6), or
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance) (form attached as Exhibit 7.5)

3 Special contractual terms and conditions

See draft professional services agreement (Exhibit 7.1), attached hereto, which is incorporated by reference. This draft professional services agreement is subject to revisions and changes.

4 Proposal evaluation

4.1 Selection criteria

NJSIG will evaluate each proposal submitted and at its discretion. Award of the contract will be to the proposer or proposers whose proposal(s) are found to be the most advantageous to NJSIG, all things considered, including price and costs. NJSIG also reserves the right to reject any or all proposals and to waive immaterial formalities. NJSIG reserves the right:

- To eliminate any proposer who submits an incomplete, inadequate proposal or is not responsive.
- To reject all proposals or any non-responsive proposals.
- To supplement, amend, or otherwise modify this RFQ.
- To waive any technical, or other, non-conformance of the responses, whether material or otherwise.
- To change or alter the schedule for any events called for in this RFQ.
- To conduct investigations of any or all of the proposers and their responses as is deemed necessary or convenient, to clarify the information provided as part of

the proposal, including discussions with contact persons of prior clients, regulatory agencies and visits to any facilities or projects referenced in any response, and to request additional information to support the information included in any response.

- To decline to award any contract for any purpose.
- To abandon this procurement process at NJSIG's convenience at any time for any reason.
- To accept the proposal or proposals that, in NJSIG's sole judgment, best serves the interest of and/or is most advantageous to NJSIG based upon the criteria set forth in this proposal.
- To consider and to award a proposal to a public body under applicable law.
- To designate or consult with another agency, group, consultant, individual, or public body to act at any time during the term of this procurement process in its place or on its behalf.
- To award any contract subject to final adoption of all necessary authorizations.
- Any other right afforded NJSIG under the law.

The firms submitting proposals will be evaluated based on each individual proposal submitted, based upon the criteria set forth below. Proposers may be requested to make oral presentations to NJSIG. If requested to make a presentation, each organization's project manager must take part in the presentation. However, NJSIG may award a contract based on the initial proposals received without discussion with the proposers. If oral presentations are required, they will be scheduled after the submission of proposals. Proposers will not be compensated for making the presentation.

Each proposal must satisfy the objectives and requirements detailed in this RFQ. The features of the proposal, considered together with its economic and other benefits, will form the basis for the evaluation process. The criteria for the evaluation process are weighted and are as follows:

Criteria	Weight, %
<p>Technical Criteria</p> <ul style="list-style-type: none"> a. Does the vendor’s proposal demonstrate a clear understanding of the scope of work and related objectives? b. Is the vendor’s proposal complete and responsive to the specific RFQ requirements? c. Has the past performance of the vendor’s proposed methodology been documented? d. Does the vendor’s proposal use innovative technology and techniques? e. Are sound environmental practices such as recycling, energy efficiency, and waste reduction used? 	20%
<p>Management Criteria</p> <ul style="list-style-type: none"> 1. Project management: <ul style="list-style-type: none"> a. How well does the proposed scheduling timeline meet the contracting unit’s needs? b. Is there a project management plan? 2. History and experience in performing the work: <ul style="list-style-type: none"> a. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation? b. Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance? c. Does the vendor document industry or program experience? 	20%

<ul style="list-style-type: none">d. Does the vendor have a record of moral integrity? <p>3. Availability of personnel, facilities, equipment and other resources:</p> <ul style="list-style-type: none">a. To what extent does the vendor rely on in-house resources vs. contracted resources?b. Are the availability of in-house and contract resources documented? <p>4. Qualification and experience of personnel:</p> <ul style="list-style-type: none">a. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?b. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?c. Does the vendor demonstrate cultural sensitivity in hiring and training staff?	
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<p>Cost Criteria</p> <ol style="list-style-type: none"> 1. Cost of goods to be provided or services to be performed: <ol style="list-style-type: none"> a. Relative cost: How does the cost compare to other similarly scored proposals? b. Full explanation: Is the price and its component charges, fees, etc. adequately explained or documented? 2. Assurances of performance: <ol style="list-style-type: none"> a. If required, are suitable bonds, warranties, or guarantees provided? b. Does the proposal include quality control and assurance programs? 	<p>20%</p>
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Service to Public Entities in the State of New Jersey

1. Evaluation will include the proposed organization's experience in representing public sector clients in the identified practice areas as well as the organization's detailed descriptions of its experience in providing services similar to the scope of work set forth above and shall consider the following information:
 - a. Specific list (identifying clients, names of projects, locations and owners) of applicable work your organization has been responsible for and associated with;
 - b. Capabilities of personnel available in your organization in the areas that specifically apply; and,
 - c. Summaries or brief descriptions of projects performed by the Respondent(s) that are related to the requirements of this RFQ. Limit those descriptions to those most relevant to this RFQ and those that are most representative of the organization's capabilities.
2. Client References
 - a. The references should include a short description of the project, the agency and address and a contact person. A minimum of three (3) references must be supplied.
3. Overall Knowledge, Qualifications and Experience of Attorneys in the Practice Area as well as the Overall Knowledge of New Jersey Law
 - a. Evaluation will include qualifications and relevant experience of key personnel; particularly those involved in day-to-day legal responsibilities. Consideration will be given to recognized abilities and qualifications of key personnel including, as NJSIG deems necessary, individual attorneys' backgrounds; detailed resumes must be included, as well as their anticipated functions and responsibilities in performing the Services.

40%

4.2 Evaluation Committee

NJSIG will convene an evaluation committee to evaluate submissions, and the committee will evaluate proposals and make a recommendation to the NJSIG Board of Trustees. The final decision to award a contract to a proposer as a result of this solicitation resides with the NJSIG Board of Trustees.

4.3 Interview

NJSIG reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. NJSIG reserves the right to request clarifying information subsequent to submission of the proposal.

5 Contract award

The evaluation committee will rank proposals based on the criteria set forth above, and will recommend to the NJSIG Board of Trustees for designation as Outside Counsel the firms whose proposals the evaluation committee finds best meet the evaluation criteria. A firm selected pursuant to this RFQ for designation as Outside Counsel will then be permitted to represent NJSIG members once a NJSIG Professional Services Agreement has been executed. However, the Outside Counsel designation is not a retention for a specific matter, and does not entitle a firm to be retained for a specific matter. The terms and conditions set forth in this RFQ and the NJSIG Professional Services Agreement shall be the terms and conditions of the Outside Counsel designation.

5.1 Retention Letter

A firm may not represent a NJSIG member unless it also executes a retention letter for a specific matter or class of matters. A firm selected as Outside Counsel may, from time to time, be contacted by NJSIG for retention on a specific matter. At that time, if the firm agrees to the retention, the firm will receive a retention letter to countersign. The terms and conditions set forth in this RFQ and the NJSIG Professional Services Agreement shall be included in the additional terms and conditions in the Retainer Letter. In accepting retention on a specific matter, Outside Counsel also agrees to the

terms and conditions set forth in the NJSIG Professional Services Agreement as they exist at the time of the retention.

6 Contract administration

The NJSIG Contract Manager is the NJSIG employee responsible for the overall management and administration of the contract. The NJSIG Contract Manager for this contract will be identified at the time of execution of contract. At that time, the contractor will be provided with the NJSIG Contract Manager's name, department, address, telephone number, fax phone number, and email address.

7 Exhibits

- 7.1 NJSIG Professional Services Agreement
- 7.2 Statement of Ownership Disclosure
- 7.3 Business Registration Certificate Sample
- 7.4 Disclosure of Investment Activities in Iran, Russia, or Belarus
- 7.5 Employee Information Report Form AA302
- 7.6 Sample Certificate of Employee Information Report (pursuant to N.J.A.C. 17:27-1.1 et seq.)
- 7.7 Public Law 2005, Chapter 271 Vendor Certification and Disclosure Form

Exhibit

7.1

NJSIG Professional Services Agreement

1 Introduction

This Professional Services Agreement is effective for all work performed after its execution. By accepting an engagement by the New Jersey Schools Insurance Group, herein after “NJSIG,” your organization, herein after “the Firm,” “your Firm,” or “SERVICE PROVIDER,” will be deemed to have familiarized themselves with this Professional Services Agreement. This Professional Services Agreement governs the provision of any services provided in the course of representing a NJSIG member. NJSIG expects you to provide a copy of this Professional Services Agreement to all attorneys, senior managers and billing team members working on NJSIG matters. Outside Counsel should promptly contact the NJSIG Claim Representative in the written engagement letter with any questions relating to the application of these Guidelines. This NJSIG Claim Representative shall be the principal point of contact.

NJSIG reserves the right to amend these Guidelines at any time, providing written notification to Outside Counsel within thirty (30) days of any substantive changes becoming effective.

2 Retention

NJSIG will retain Outside Counsel through a written retention letter that will be mailed to Outside Counsel. Counsel may begin work pursuant to written electronic mail and oral retentions; however, a writing will follow shortly thereafter. NJSIG retains the right to assign matters to Outside Counsel, and to remove matters from Outside Counsel at any time, and for any reason, at the sole discretion of the Claims Manager and Chief Legal Officer. The execution of this Professional Services Agreement is not a retention for a specific matter, and does not entitle a firm to be retained for a specific matter.

2.1 Initial Conflicts Check

Prior to your engagement, your Firm should carefully review whether any conflicts exist and bring them to the attention of NJSIG’s Chief Legal Officer. NJSIG expects to be promptly informed of and consulted with respect to all potential conflicts. Although issue or position conflicts may not necessarily result in a disqualification of your Firm, NJSIG does expect to be consulted before your Firm accepts an engagement. NJSIG, after consultation with Outside Counsel, shall have the sole

discretion to determine whether an impermissible conflict exists. As NJSIG members are public entities, they are prohibited from waiving conflicts under R.P.C. 1.7(b)(1).

The acceptance of an engagement on a matter by Outside Counsel without written disclosure of any conflicts constitutes a representation by Outside Counsel that a conflict check has been conducted and that there are no conflicts.

The obligation to disclose conflicts continues throughout the course of the representation. Outside Counsel must review conflicts of interest on an ongoing basis as new matters are opened. Any new attorney/client relationships that potentially create a conflict shall be reported to NJSIG immediately.

3 Responsibilities of NJSIG

The NJSIG Claim Representative has the ultimate responsibility for the matter, including financial and strategic decisions. Only the NJSIG Claim Representative, Claims Manager and Chief Legal Officer, or their designee(s), have authority to direct Outside Counsel in the handling of the matter. Outside Counsel shall not initiate contact with any of the NJSIG member employees unless specifically authorized by the NJSIG Claim Representative. If an employee of the NJSIG member asks Outside Counsel to proceed in a certain fashion or to perform certain activities with respect to a specific legal matter, Outside Counsel must report the request to the NJSIG Claim Representative and obtain direction prior to proceeding.

The NJSIG Claim Representative will provide clear, specific instructions; communicate NJSIG's objectives; closely monitor the management plan and budget; follow the progress of the matter; keep Outside Counsel informed of important developments; and act as liaison between Outside Counsel and NJSIG.

4 Responsibilities of Outside Counsel

It is the responsibility of the Firm to represent the NJSIG member in any matter in which the Firm has been retained with diligence and promptness, and to provide competent legal counsel and advocacy.

4.1 Case Evaluation

Each matter is to be evaluated at its outset. NJSIG requires you provide a case evaluation in the forms specified as Exhibit A (for all workers' compensation matters) and Exhibit B (for all other matters). NJSIG reserves the right to modify these standard forms during the course of an engagement. The initial case evaluation shall be provided

no later than forty-five (45) days after Outside Counsel has received an assignment, or thirty (30) days after the answer is filed, whichever date is earlier.

It is critical that the case evaluation for a matter be updated after any event that significantly impacts the valuation of the matter. NJSIG must be informed of any event that significantly impacts the valuation of the matter immediately. At a minimum, the case evaluation must be updated: 1) thirty (30) days prior to the arbitration date; 2) thirty (30) days prior to any mediation date(s); and, 3) sixty (60) days prior to any trial date(s). All case evaluation updates must be provided in the form of Exhibit A or B, attached hereto, as appropriate, and the billing of such updates to the evaluation should reflect updates to the evaluation only. A pre-trial conference call shall take place with the assigned NJSIG Claims Representative, Claims Supervisor, Claims Manager and a member of the Legal Department, no less than fourteen (14) days prior to the start of trial.

In all matters, Outside Counsel will be required to provide a budget for the life of a case and cost estimates for important phases of a case. The life-of-case budget should reflect major assumptions, conform to the established management plan, identify specific work phases and estimate the cost of each phase, identifying projected fees and disbursements. NJSIG reserves the right to revise any budget prepared by Outside Counsel and has final authority to approve any budget. Outside Counsel's budget materials provided to NJSIG within thirty (30) days of assignment of a matter. Counsel then should update these estimates whenever a significant change to prior estimates is contemplated.

4.2 Documents prepared for service or filing

Documents prepared for service or filing or receipt by the a party to the matter, the court, arbitrator or mediator should be sent to Chief Legal Officer with enough lead time to allow for meaningful review (e.g., a minimum of one week for major papers and non-urgent matters). Documents to be reviewed are: motions, briefs, consent / confidentiality agreements, and any significant matter before the court, mediator or arbitrator. There may be instances when answers will be reviewed. No motions, briefs or other correspondence with the Court may be filed on behalf of the NJSIG member unless those briefs have been approved by the Chief Legal Counsel (or, in the event of the Chief Legal Counsel's unavailability, the Chief Legal Counsel's designee). Documents that do not necessarily require review are: stipulations to extend time to answer or other routine documents. If you have a question if a document should be reviewed, consult with your NJSIG Claim Representative or Chief Legal Officer. All case evaluations and settlement agreements must make use of NJSIG's standard forms. Before drafting or conducting research on any brief, motion, Outside Counsel must

contact NJSIG to obtain any available sample briefs or motions. Any billing attributable to the Firm's failure to obtain available sample briefs or motions will not be compensable at NJSIG's sole discretion.

4.3 Matter status reports

NJSIG requires Outside Counsel to provide a matter status report (formerly known as an adjudication report) in the form specified as Exhibit C. NJSIG reserves the right to modify this standard form during the course of an engagement. NJSIG requires an updated matter status report on the first business day of every month. You must advise NJSIG, in this report of all discovery end dates, trials, mandatory arbitrations and mediations on a monthly basis. You must advise if any events are scheduled at least 60 days in advance. This report is to be submitted to the Claims Assistant with a copy to the Claims Manager.

4.4 Discovery materials

You must send a copy of all discovery materials, including from the NJSIG member, all defendants, and all plaintiffs to the NJSIG claims file by email at claims1@njsig.org. Summary reports will only be prepared upon request by NJSIG. All emails transmitting discovery materials must include the NJSIG claims number. In the event that discovery materials exceed the allowable size for email, NJSIG will provide a method of transmittal.

4.5 Communications

You must communicate all significant events in writing by email to the assigned NJSIG Claims Representative with a copy to the NJSIG claims file at claims1@njsig.org. You must also communicate all significant events to the NJSIG member that you represent. All written communications with NJSIG must include our claim number, case caption, docket number and any pertinent dates.

4.6 Settlement

You must have written authorization from the NJSIG Claims Representative prior to settling any matter. All settlements must be memorialized using the form specified in Exhibit D. NJSIG reserves the right to modify this standard form during the course of an engagement. You must send a copy of the fully executed unconditional release to the NJSIG claims file by email at claims1@njsig.org.

5 Working relationship

5.1 Identification of Objectives

The NJSIG Claim Representative will be your Firm's contact with NJSIG. Outside Counsel shall designate an attorney to be the NJSIG Claim Representative's principal point of contact. Through the NJSIG Claim Representative, NJSIG remains responsible, in collaboration with Outside Counsel, for making all substantive decisions and for determining the costs and benefits of contemplated legal activity. NJSIG expects to be consulted on a regular basis throughout the course of your engagement and to be kept fully informed of the current status and proposed course of the matters assigned to your Firm. All strategic, tactical, staffing (including any proposed staffing changes) and significant resource allocation decisions about NJSIG legal matters must be made in collaboration with the NJSIG Claim Representative.

In some instances, NJSIG may elect to use cost-effective internal resources or expertise for particular aspects of a legal matter. For example, NJSIG may choose to conduct its own verdict search. It therefore is essential that NJSIG be consulted in advance of all contemplated significant steps in a matter. In that way, we can jointly determine, for instance, whether a particular research project is necessary, if a motion should be made, how document gathering and review can be handled most economically, if and when settlement discussions should begin, and who should conduct those discussions. NJSIG expects that the time, cost and other resources spent on any legal matter must be commensurate with its significance.

NJSIG will not be responsible for any legal fees or costs incurred without the specific approval of the NJSIG Claim Representative, claims management or Chief Legal Officer outside these Guidelines.

5.2 Staffing

Law firm staffing decisions regarding the attorneys who will work on a NJSIG matter, including both the overall staffing structure and the specific individuals involved, must be discussed in advance with the NJSIG Claim Representative. NJSIG expects to approve all attorney staffing assignments. Unless otherwise agreed, NJSIG expects the lead counsel retained to be directly and ultimately responsible for the entire assignment. The day-to-day involvement of the lead counsel, however, should be appropriate to the magnitude of the matters at issue and the efficiency required for a timely, cost effective, quality work product. When a senior lawyer can handle an assignment most efficiently (based on skill and experience), we expect that lawyer to complete the assignment. Work suitable to more junior attorneys should be delegated.

Attorneys should not be used to perform tasks that could effectively be performed by non-attorney staff.

NJSIG expects to be billed for only one attorney to attend events such as depositions, witness meetings, settlement conferences, negotiations and meetings with other parties' counsel, unless previously authorized.

It is most efficient for a single attorney or group of attorneys to handle a matter from beginning to end and expects Outside Counsel to strive for such continuity. NJSIG will not pay for learning time that may result from staffing changes. In addition, NJSIG will not reimburse Outside Counsel for any routine training or supervisory time, including time spent at seminars. NJSIG does not expect to be billed and will not pay for time submitted by librarians; secretaries; billing, filing, docketing, or document clerks; internal messengers/couriers; temporary or clerical support staff; word processors; and IT professionals.

If the NJSIG Claim Representative determines, after consultation with Outside Counsel, that staffing is inappropriate for particular tasks performed, the hourly rate charged may be reduced to a rate consistent with that of a lower level professional in NJSIG's sole discretion. Similarly, if the NJSIG Claim Representative determines that excessive time was spent on a particular task, the time billed may be reduced within NJSIG Claim Representative's sole discretion. Please review the Acceptable Fees/Charges section below for a list of clerical and administrative tasks that should not be billed, and will not be paid, no matter who performs the work.

5.3 Rates

NJSIG will pay for actual services rendered at the following rates:

1. General Litigation (C-2023-0002)
 - a. General Litigation includes, but is not limited to, defending NJSIG members in claims brought under the New Jersey Tort Claims Act, N.J.S.A. 59:1-1, et seq., the New Jersey Civil Rights Act, N.J.S.A. 10:6-1, et seq., 42 U.S.C. § 1983, the New Jersey Law Against Discrimination, N.J.S.A. 10:5-1, et seq., Title VII of the Civil Rights Act of 1964, 42 U.S.C. § 2000(e), et seq., the Age Discrimination in Employment Act, 29 U.S.C. § 623(a). The factual basis for these claims range from premises liability, automotive liability, employment actions, discrimination and civil rights violations.

- b. Hourly rate:
 - i. Partner(s): \$165.00 per hour;
 - ii. Associate(s): \$125.00 per hour;
 - iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour;
- 2. Complex General Litigation (C-2023-0003);
 - a. As distinguished from a General Litigation matter, a matter may be designated as a Complex matter at NJSIG's sole discretion if the factual predicate for the claim is exceptionally complex, or if the claims involved are unusually complex. Such claims may include, but are not limited to, claims necessitating extraordinary expenses; claims involving fatalities or catastrophic injuries; claims involving allegations of sexual assault; and/or high profile claims involving media coverage. NJSIG estimates that fewer than ten percent of matters will be classified as Complex General Litigation matters. NJSIG may deem a matter complex without a prior request. Outside Counsel may also request that a matter be deemed complex, by sending a request, in writing, to the assigned NJSIG Claims Representative, identifying the complex nature of the facts and/or claims.
 - b. Hourly rate:
 - i. Partner(s): \$200.00 per hour;
 - ii. Associate(s): \$160.00 per hour;
 - iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour;
- 3. School / Education Litigation (C-2023-0004); and,
 - a. School / Education Litigation includes, but is not limited to, defending NJSIG members in claims brought under the Schools Ethics Act, N.J.S.A. 18A:12-21, et seq., the Individuals with Disabilities Education Act, 20 U.S.C. § 1400, et seq. and N.J.S.A. 18A:46-1, et seq.
 - b. Hourly rate:

- i. Partner(s): \$165.00 per hour;
- ii. Associate(s): \$125.00 per hour;
- iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour;

4. General Workers' Compensation Litigation (C-2023-0005).

a. General Workers' Compensation Litigation includes defending NJSIG members in claims brought under the New Jersey Workers' Compensation Act, N.J.S.A. 34:15-1, et seq.

b. Hourly rate:

- i. Partner(s): \$135.00 per hour;
- ii. Associate(s): \$110.00 per hour;
- iii. Legal Assistant(s)/Paralegal(s): \$70.00 per hour.

5. Complex Workers' Compensation Litigation (C-2023-0006).

a. As distinguished from a General Workers' Compensation matter, a matter may be designated as a Complex Workers' Compensation matter at NJSIG's sole discretion if the factual predicate for the claim is exceptionally complex, or if the claims involved are unusually complex. Such claims may include, but are not limited to, claims necessitating extraordinary expenses; claims involving fatalities or catastrophic injuries; claims involving allegations of sexual assault; and/or high profile claims involving media coverage. NJSIG estimates that less than five percent of matters will be classified as Complex Workers' Compensation Litigation matters. NJSIG may deem a matter complex without a prior request. Outside Counsel may also request that a matter be deemed complex, by sending a request, in writing, to the assigned NJSIG Claims Representative, identifying the complex nature of the facts and/or claims.

b. Hourly rate:

- i. Partner(s): \$165.00 per hour;
- ii. Associate(s): \$125.00 per hour;

iii. Legal Assistant(s)/Paralegal(s): \$85.00 per hour.

Time must be billed in 0.1 hour increments and on a per-task basis. The entry description must be specific, detailing the action taken and the subject matter. Absent prior consent, NJSIG will not pay for more than eight (8) hours of time by a single timekeeper in a single day. Outside Counsel may request relief from this eight-hour limitation in matters of special urgency or where cases are in or approaching trial.

Outside Counsel should bear in mind that invoices will become public information when paid, and although NJSIG will not redact information before releasing bills for public consumption, counsel should, to the extent practicable consistent with the need to fully inform NJSIG of its activities and to allow NJSIG to evaluate the reasonableness of billing narratives, avoid the inclusion of privileged matter in invoices.

5.4 Expenses/Charges

NJSIG will reimburse for the following expenses:

- Photocopies at \$.08 per page or the Firm's actual cost if lower. The actual number of copies must be reflected on the invoice. Photocopying costs exceeding \$500.00 for a single job must be authorized in writing in advance by NJSIG;
- Postage (actual postage costs only, no surcharges or fees) NJSIG will reimburse for couriers and overnight mail only when absolutely necessary;
- Attorney travel time will be billed at half the applicable hourly rate. Attorney travel time will be billed from the closer of the firm's office or the attorney's home to the destination. Travel time must be clearly indicated on the invoice or the attorney's home;
- Parking and tolls;
- Additional expenses may be approved by NJSIG in extraordinary circumstances. Such approval must be received before said expenses are incurred.

Out-of-pocket costs must be itemized and passed through with no markup. NJSIG will reimburse Outside Counsel for reasonable, documented and itemized out-of-pocket disbursements and costs incurred on behalf of NJSIG, with the exceptions and limitations set forth in these Guidelines. All disbursements must be fully itemized with a description sufficient for review, identifying the number of units, price

per unit and total cost. NJSIG may refuse to pay for disbursements billed as 'miscellaneous,' billed in a group (e.g., Travel Expenses - \$3,000.00) or disbursements without description.

Thus, NJSIG will not pay for any of the following under any circumstances:

- Fax charges or scanning charges;
- Courier charges (unless there is prior approval);
- In-house courier charges;
- Case management legal education for any personnel;
- Computerized legal research costs;
- Library usage (including book purchases or subscriptions) or library staff time;
- Law office staff overtime;
- Cell phone or other telephone charges;
- Rent;
- Conference rooms;
- Equipment rental;
- Office supplies;
- Books and publications;
- Meals;
- Cabs and/or car services;
- Non-attorney or non-paralegal staff charges;
- Summer interns or legal interns;
- Any surcharge over actual costs;
- Mileage;
- Travel time to meetings at NJSIG locations;
- Billing inquiries, including time spent by attorneys or other staff in preparing or discussing and preparing bills;
- Secretarial work or word processing time; this would include, but not be limited to, filing, typing/editing of memoranda and copying;
- Maintenance of a calendar or tickler system;
- Scheduling correspondence (availability of a witness, expert, IME...);
- Investigating conflicts, whether actual or potential;
- Preparation of budgets;
- General, diary or status file reviews (a review without a precipitating event);
- File reviews caused by a decision in Outside Counsel's firm to transfer the entire case or portion of a case between personnel;

- File review to add personnel or replace personnel handling a case. This includes attorney and staff time spent reviewing a matter to replace an attorney or staff on a case;
- Attorney time spent supervising or reviewing work or work product generated by a partner at the Firm. Although NJSIG will pay for attorney time spent supervising or reviewing associate work or work product, NJSIG expects that such time will be minimal, as it is contemplated that the Firm will implement appropriate quality control measures to ensure that staff with the appropriate skills are handling matters;
- Time spent preparing invoices or negotiating billing questions;
- Research on local rules or items considered basic or routine since NJSIG has retained Outside Counsel for its expertise and local experience;
- Preparation and/or review of internal memos;
- NJSIG will not pay for the attendance of more than one (1) attorney at a meeting, whether internal or external, unless prior approval has been requested and received from NJSIG. Only one representative of a Firm shall bill for intra-office meetings or consultations;
- NJSIG will not pay for compilation of any periodic status report regarding case values. NJSIG will not pay for providing updates to NJSIG's third party administrator or required to be provided to the Chief Legal Officer when such updates consume less than 0.3 hours;
- NJSIG will not pay for the preparation of summary reports of discovery events unless specifically requested.

Vendor discounts must be passed through. If your Firm receives a discount or rebate from a vendor based on your aggregate level of business with a vendor, NJSIG expects such discount to be disclosed and to receive the benefit on a proportionate basis.

5.5 Exceptions

It is Outside Counsel's responsibility to discuss with the NJSIG Claim Representative all questions concerning the application of these Guidelines before proceeding on a course of action not specifically authorized by the Guidelines. The NJSIG Claim Representative has authority to modify or waive Guidelines impacting the conduct of a matter, but not to modify or waive Guidelines related to billing. If an exception to the billing aspects of any Guidelines is deemed necessary by Outside Counsel, a written request must be submitted and written approval must be obtained from the Chief Legal Office or Claims Manager. NJSIG will not reimburse Outside

Counsel for any fees or expenses incurred in violation of these Guidelines, absent such a written exception.

NJSIG does not authorize Outside Counsel or vendors to comment publicly in any manner on any aspect of NJSIG's legal matters. All media inquiries relating to NJSIG should be referred promptly to the Claims Manager or their designee. This includes even "no comment" or other non-substantive responses.

5.6 Engagement of Experts and Vendors

Before engaging any expert or vendor, Outside Counsel must pre-clear that engagement with NJSIG Claim Representative. NJSIG will not be responsible for any vendor fees or costs incurred unless that vendor's engagement had been pre-cleared.

Outside Counsel has the responsibility to ensure that there are no conflicts between any third party, the NJSIG member and NJSIG. In addition, all third party vendors must execute a confidentiality agreement. The fee and disbursement policies as outlined in this Agreement shall be made available to, and followed by third parties. It is Outside Counsel's responsibility to confirm that all third party billings are in compliance with this Agreement.

Expert and vendor payment arrangements should be discussed in advance with the NJSIG Claim Representative. In general, NJSIG expects invoices from third party vendors to be paid directly by Outside Counsel, incorporated into Outside Counsel's invoice to NJSIG and should include the appropriate detail. Copies of third party invoices may be requested by NJSIG and should be retained in accordance with Internal Revenue Service ("IRS") guidelines. The NJSIG Claim Representative may approve other payment arrangements.

5.7 Malpractice Insurance

Outside Counsel representing NJSIG members are expected to maintain legal malpractice insurance coverage that is reasonable and prudent. Every year, Outside Counsel shall promptly provide the Claims manager with copies of any applicable policies required under this section. Each policy provided must be certified by the agent or underwriter to be a true copy. If Outside Counsel does not have coverage or if coverage is cancelled and not immediately replaced with comparable coverage, Outside Counsel must immediately report this to the Claims Manager.

5.8 File Retention

6 File Retention

To the extent consistent with the Rules of Professional Conduct or any applicable laws or regulations, governing the Firm and its members, all records and data, including, but not limited to pleadings, correspondence, discovery materials, deposition transcripts and similar documents and work product, of any kind relating to NJSIG, or matters referred to the Firm by NJSIG shall belong to NJSIG, and its member, and shall be surrendered to NJSIG upon expiration or termination of this Agreement. At all times during the term of this Agreement and for a period of seven (7) years from the date of final payment, NJSIG, its appointed officials and other designated representatives, as authorized by NJSIG, shall have access to records and files maintained by the Firm for NJSIG during normal business hours. Furthermore, such records, books, and files relating to the operation and business of NJSIG are the property of NJSIG, regardless of site stored. Information released to the Firm by NJSIG for the purpose of performing the services as outlined herein shall be used only in connection with the performance of said duties. In addition, records must be made available to the state office of comptroller upon request. Outside Counsel shall notify NJSIG in writing no less than sixty (60) days prior to destroying any file.

7 Confidentiality

In the course of representing NJSIG, Outside Counsel frequently gains access to nonpublic and confidential information. NJSIG requires Outside Counsel to maintain the confidentiality of such information both during and after the course of the firm's representation. Outside Counsel must have in place appropriate procedures to ensure the protection of all such information. In the event the representation requires Outside Counsel to become privy to protected personally-identifiable information about any person, such as health or financial records, Social Security number or other such information, then this information must be handled with great care both within Outside Counsel's premises and, certainly, outside. Under no circumstances should such confidential information be transported outside your offices unless the information is appropriately encrypted, and in the event information is compromised or potentially compromised, Outside Counsel must notify NJSIG immediately. Outside Counsel must follow all statutory, regulatory, and ethical provisions relating to privacy, confidentiality and nondisclosure of all privileged, proprietary and confidential information. Outside Counsel must take appropriate measures to ensure that all legal and non-legal personnel are familiar with this requirement and are effectively supervised in this regard.

Third party vendors engaged by Outside Counsel that acquire or have access to confidential or proprietary material of NJSIG (including work product) should be requested to sign the confidentiality agreement. It is the responsibility of Outside Counsel to obtain a signed confidentiality agreement from third party vendors and to retain it.

Please note that under no circumstances can NJSIG agree to designate a settlement agreement confidential. All NJSIG settlement records are public documents.

8 Invoicing Policy

All invoices must be submitted quarterly to [NJSIG Bills@njsig.org](mailto:NJSIG_Bills@njsig.org), with a copy sent to the NJSIG Claim Representative assigned to the matter. All charges must reflect the work performed within the billing period or a reasonable time before the billing period. Absent good cause, NJSIG will not pay for services or expenses incurred more than 120 days prior to the date the invoice is submitted.

Absent a specific agreement for an alternative fee arrangement, Outside Counsel fees shall be computed by applying the negotiated hourly rate to the time for the services expended. Hours shown must accurately reflect the time spent on the described activity and must either be the exact amount of time or the exact time rounded up or down, as the case may be, to the nearest one-tenth of an hour. Block billing—grouping multiple activities under a single time charge—will not be accepted, and NJSIG will not pay for any time recorded in a block fashion.

Every bill from Outside Counsel is deemed a certification by the firm and billing partner that the legal services and disbursements reflected on the bill are reasonable for the legal matter involved and necessary for the proper provision of legal services. Attorney and paralegal time and disbursements that are not necessary for the cost-effective handling of the legal matter should be deleted and will not be reimbursed.

NJSIG reserves the right to audit all fees and disbursements submitted by Outside Counsel, and the corresponding legal file. NJSIG will promptly terminate the services of any Outside Counsel whose billing practices raise questions about the Outside Counsel's integrity, honesty or compliance with the applicable rules of professional conduct or these Guidelines.

8.1 Invoice Format

Each invoice will include the following minimum requirements:

- Unique invoice number

- Invoice date
- Matter name
- NJSIG's matter number
- Outside Counsel's matter number
- Date(s) services were performed
- Timekeeper name or ID
- Timekeeper title or level
- A narrative description of the service provided or task performed for each specific task. The description should clearly state the nature of the task performed sufficient to allow NJSIG to determine why it was necessary. Incomplete or vague charge descriptions are unacceptable. Examples of incomplete or vague charges include, but are not limited to: 'conference', 'attention to matter'; 'worked on discovery', 'work on file', 'prepare for meeting', 'miscellaneous', 'other', etc.
- Time entry to the nearest tenth (.10) of an hour
- Timekeeper rate
- Charge total
- Detail of reimbursable expenses and disbursements at actual cost

The detailed billing report from your computerized billing system will provide this information. If your Firm provides services on more than one matter during a billing period, a separate invoice for each matter is required

9 Additional terms for workers' compensation matters

The following additional terms shall apply to all workers' compensation matters.

9.1 Workers' compensation case evaluations

On all workers' compensation matters, initial written case evaluations shall be provided to the claims adjuster no later than ten (10) days after you have received an assignment. Updated written case evaluations shall also be provided to the claims adjuster:

- Whenever critical events occur;
- In advance of settlement negotiations;
- Thirty (30) days before a scheduled trial;
- Whenever substantive motions are filed or proposed by opposing counsel;

- Following any permanency exam;
- Whenever significant recommendations are made by Outside Counsel or by the court after a hearing (i.e., recommendations following a successful motion for temporary and/or medical benefits, for additional treatment, to resolve Medicare issues, etc.); and
- Upon request by the assigned adjuster or other NJSIG staff person.

9.2 Workers' compensation written updates

On all workers' compensation matters, in addition to the requirements outlined in sections 4.5 and 9.1 above, written updates must be provided to the assigned adjuster, via email, no more than five (5) days after a case's listing date. Note that even if nothing of significance takes place on a case's listing date, an email update to that effect should be provided.

9.3 Workers' compensation email requests

Outside Counsel shall acknowledge receipt of any email requests from the assigned adjuster or other NJSIG staff person within seventy-two (72) hours of receipt and shall provide a response to the email request as soon thereafter as reasonably practicable.

9.4 Workers' compensation permanency examinations

Unless specifically directed not to do so by the assigned adjuster or other NJSIG staff person, Outside Counsel is responsible for scheduling all permanency examinations with one of NJSIG's approved vendor. A list of approved vendors will be provided to Outside Counsel by NJSIG.

10 Other terms

10.1 Effect of the execution of this agreement

Designation as Outside Counsel will not bind or otherwise obligate NJSIG to retain the Firm for legal services. Inclusion on the list of designated Outside Counsel will not bind or otherwise obligate NJSIG to retain the Firm for legal services. Execution of this Professional Services Agreement will not bind or otherwise obligate NJSIG to retain the Firm for legal services.

10.2 Termination

NJSIG may terminate this Agreement, at any time during the term thereof by the giving of ninety (90) days written notice, setting forth the cause or causes for

termination to the Firm. The Firm may terminate this Agreement, at any time during the term thereof, by the giving of ninety (90) days written notice. In the event that this agreement is terminated, NJSIG reserves the right to allow assigned matters to remain with the firm to completion, or to reassign the matters to alternate Outside Counsel.

10.3 Payment

Payment shall be made in monthly installments (unless otherwise specified), provided the Firm submits a duly authorized invoice at least 20 days prior to the next regularly scheduled meeting of NJSIG's governing body. Final Payment will be withheld until the vendor's continued service is determined. If the vendor's contract will not be renewed or is terminated – final payment will not be made until all provisions of the contract have been satisfied. This payment schedule is subject to any rules and regulations promulgated by the Department of Banking & Insurance and the Department of Community Affairs.

10.4 Independent Contractor Status

The Firm at all times shall be an independent contractor, and employees of the Firm shall in no event be considered employees of NJSIG. No agency relationship between the parties, except as expressly provided for herein, shall exist either as a result of the execution of this Agreement or performance there under.

10.5 Arbitration

Any unforeseen disputes arising under this agreement which cannot be settled between the two parties will be submitted to the American Arbitration Association (AAA) for arbitration at a location in the State of New Jersey in front of a single arbitrator appointed by the AAA. The two parties agree that arbitration by the AAA will be final and binding resolution and the prevailing party shall be entitled to recover reasonable attorney fees in such suit or action, including any appeal.

10.6 New Jersey Law

This Agreement shall be governed by, and construed in accordance with, the laws of the State of New Jersey, without regard to conflict of laws. The parties agree to submit to the jurisdiction of the courts of the State of New Jersey to resolve any disputes that arising under this agreement that are not encompassed with Section 10.5.

10.7 Binding on Successors and Assigns

Except as otherwise provided herein, all terms, provisions and conditions of this Agreement shall be binding on and inure to the benefit of the parties hereto, their respective personal representatives, successors and assigns.

10.8 No Assignment

The Firm shall not assign this Agreement without the specific written consent of NJSIG.

10.9 Modification

No modification of this Agreement shall be valid or binding unless the modification is in writing and executed by NJSIG and the Firm.

10.10 No Waiver

No waiver of any term, provision or condition contained in this Agreement, nor any breach of any such term, provision or condition shall constitute a waiver of any subsequent breach of any such term, provision or condition by either party, or justify or authorize the non-observance on any other occasion of the same or any other term, provision or condition of this Agreement by either party.

10.11 Partial Invalidity

If any term, provision or condition contained in this Agreement, or the application thereof to any person or circumstances shall, at any time, or to any extent, be invalid or unenforceable, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which this Agreement is invalid or unenforceable, shall not be affected thereby, and each term, provision or condition contained in this Agreement shall be valid and enforced to the fullest extent permitted by the law provided, however, that no such invalidity shall in any way reduce services to be performed by the Firm to NJSIG.

10.12 Captions

The captions or paragraph headings contained in this Agreement are solely for purpose of convenience and shall not be deemed part of this Agreement for the purpose of construing the meaning thereof or for any other purpose.

10.13 Proprietary Information

The Firm shall not reveal to any third party any information that NJSIG has defined as proprietary without the express written consent of NJSIG. In addition, the Firm shall promptly advise NJSIG upon being interviewed or retained by a prospective new client operating in the field of casualty insurance involving public entities or public agencies in the State of New Jersey. Failure to comply with these requirements shall represent cause for termination of this agreement, in accordance with THE TERMINATION CLAUSE of this agreement.

10.14 Electronic Mail

The Firm agrees that it shall maintain and utilize the electronic mail systems in order to communicate with other Firms of NJSIG and to meet reporting requirements of the Executive Director. The Firm agrees that all financial and agenda reports shall be submitted in electronic formats established by the NJSIG Finance Committee via electronic mail. The Firm further agrees that all personnel working under this contract shall direct access to the Firm's electronic mail system and shall have individual electronic mail addresses.

10.15 News Releases

The Firm is not permitted to issue news releases pertaining to any aspect of the services being provided under this contract without the prior written consent of the Director.

10.16 Advertising

Designation as Outside Counsel does not constitute an endorsement by NJSIG. The Firm shall not promote or advertise its designation as Outside Counsel without first obtaining the prior written consent of the Executive Director of NJSIG. The Firm shall not use NJSIG's name, logos, images, or any data or results arising from this contract as a part of any commercial advertising without first obtaining the prior written consent of the Executive Director of NJSIG.

10.17 Ethics

The Firm shall not provide any NJSIG employee, NJSIG employee family member, NJSIG Board of Trustee member, or NJSIG Board of Trustee family member any gift or thing of value that would be reasonably likely to create the perception that such a gift or thing of value would influence the decision making of a NJSIG employee or Board of Trustee member.

Be Mindful of School Ethical Guidelines. When hosting or traveling with School personnel, please bear in mind that School employees are bound by strict ethical guidelines and cannot accept gifts of any kind from Outside Counsel.

10.18 Licenses and Permits

The Firm shall obtain and maintain in full force and effect all required licenses, permits, and authorizations necessary to perform this contract. The Firm shall supply NJSIG with evidence of all such licenses, permits and authorizations. This evidence shall be submitted subsequent to the contract award. All costs associated with any such licenses, permits and authorizations must be considered by the proposer in its proposal.

10.19 Intellectual Property

To the extent the professional services furnished pursuant to this agreement include materials subject to copyright, the Firm agrees that the services are done as “work made for hire” as that term is defined under U.S. copyright law, and that as a result, NJSIG will own all copyrights in the materials produced pursuant to this agreement.

10.20 Mandatory Compliance Language

10.20.1 State of New Jersey Business Registration Certificate:

During the performance of this contract, the SERVICE PROVIDER agrees as follows:

N.J.S.A. 52:32-44 imposes the following requirements on contractors and all subcontractors that knowingly provide goods or perform services for a contractor fulfilling this contract: 1) the contractor shall provide written notice to its subcontractors to submit proof of business registration to the contractor; 2) prior to receipt of final payment from a contracting agency, a contractor must submit to the contracting agency an accurate list of all subcontractors or attest that none was used; 3) during the term of this contract, the contractor and its affiliates shall collect and remit, and shall notify all subcontractors and their affiliates that they must collect and remit to the Director, New Jersey Division of Taxation, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into this State.

A contractor, subcontractor or supplier who fails to provide proof of business registration or provides false business registration information shall be liable to a penalty of \$25 for each day of violation, not to exceed \$50,000 for each business registration not properly provided or maintained under a contract with a contracting

agency. Information on the law and its requirements is available by calling (609) 292-9292.

10.20.2 Public Law 2005, Chapter 271 Vendor Certification and Disclosure:

During the performance of this contract, the SERVICE PROVIDER agrees as follows:

Contractor is advised of the responsibility to file an annual disclosure statement on political contributions with the New Jersey Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-20.13 (P.L. 2005, c. 271, s. 3) if the Contractor receives contracts in excess of \$50,000 from public entities in a calendar year. It is the Contractor's responsibility to determine if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

10.20.3 Affirmative Action Supplement in compliance with N.J.A.C. 17:27-4.1, et seq.

During the performance of this contract, the SERVICE PROVIDER agrees as follows:

1. The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

2. The contractor or subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, and labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, and that it will discontinue the use of any recruitment agency which engages in direct or indirect discriminatory practices.

3. The contractor or subcontractor agrees to revise any of its testing 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.

4. In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual

orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

10.21 Effective Date

The date signed by NJSIG. Prior to accepting a matter, the Firm must sign this Professional Services Agreement.

DRAFT

By the Firm:

By NJSIG:

Firm: _____

Signature: _____

Name: _____

Title: _____

Date: _____

Signature: _____

Name: Jill Deitch, Esq.

Title: Executive Director

Date: _____

DRAFT

Exhibit

7.2

STATEMENT OF OWNERSHIP DISCLOSURE

N.J.S.A. 52:25-24.2 (P.L. 1977, c.33, as amended by P.L. 2016, c.43)

This statement shall be completed, certified to, and included with all bid and proposal submissions. Failure to submit the required information is cause for automatic rejection of the bid or proposal.

Name of Organization: _____

Organization Address: _____

Part I Check the box that represents the type of business organization:

- Sole Proprietorship (skip Parts II and III, execute certification in Part IV)
- Non-Profit Corporation (skip Parts II and III, execute certification in Part IV)
- For-Profit Corporation (any type) Limited Liability Company (LLC)
- Partnership Limited Partnership Limited Liability Partnership (LLP)
- Other (be specific): _____

Part II

The list below contains the names and addresses of all stockholders in the corporation who own 10 percent or more of its stock, of any class, or of all individual partners in the partnership who own a 10 percent or greater interest therein, or of all members in the limited liability company who own a 10 percent or greater interest therein, as the case may be. **(COMPLETE THE LIST BELOW IN THIS SECTION)**

OR

No one stockholder in the corporation owns 10 percent or more of its stock, of any class, or no individual partner in the partnership owns a 10 percent or greater interest therein, or no member in the limited liability company owns a 10 percent or greater interest therein, as the case may be. **(SKIP TO PART IV)**

(Please attach additional sheets if more space is needed):

Name of Individual or Business Entity	Home Address (for Individuals) or Business Address

Part III DISCLOSURE OF 10% OR GREATER OWNERSHIP IN THE STOCKHOLDERS, PARTNERS OR LLC MEMBERS LISTED IN PART II

If a bidder has a direct or indirect parent entity which is publicly traded, and any person holds a 10 percent or greater beneficial interest in the publicly traded parent entity as of the last annual federal Security and Exchange Commission (SEC) or foreign equivalent filing, ownership disclosure can be met by providing links to the website(s) containing the last annual filing(s) with the federal Securities and Exchange Commission (or foreign equivalent) that contain the name and address of each person holding a 10% or greater beneficial interest in the publicly traded parent entity, along with the relevant page numbers of the filing(s) that contain the information on each such person. **Attach additional sheets if more space is needed.**

Website (URL) containing the last annual SEC (or foreign equivalent) filing	Page #'s

Please list the names and addresses of each stockholder, partner or member owning a 10 percent or greater interest in any corresponding corporation, partnership and/or limited liability company (LLC) listed in Part II **other than for any publicly traded parent entities referenced above.** The disclosure shall be continued until names and addresses of every noncorporate stockholder, and individual partner, and member exceeding the 10 percent ownership criteria established pursuant to N.J.S.A. 52:25-24.2 has been listed. **Attach additional sheets if more space is needed.**

Stockholder/Partner/Member and Corresponding Entity Listed in Part II	Home Address (for Individuals) or Business Address

Part IV Certification

I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder/proposer; that the **<name of contracting unit>** is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with **<type of contracting unit>** to notify the **<type of contracting unit>** in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with the, permitting the **<type of contracting unit>** to declare any contract(s) resulting from this certification void and unenforceable.

Full Name (Print):		Title:	
Signature:		Date:	

Exhibit

7.3

All businesses MUST provide a copy of their Business Registration Certificate (BRC) for their registration to be complete. Below are samples of a BRC Certificate. The Taxpayer Name on the BRC must be the same as the name on the Vendor Registration and the W9 form.

Non-profit Organizations must provide proof of 501(c)(3) exemption instead of the BRC.

Online BRC Look-up: https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Information on BRC Requirements: <http://www.state.nj.us/treasury/revenue/busregcert.shtml>

STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE		DEPARTMENT OF TREASURY/ DIVISION OF REVENUE PO BOX 252 TRENTON, N J 08646-0252
TAXPAYER NAME:	TRADE NAME:	
TAXPAYER IDENTIFICATION#:	SEQUENCE NUMBER:	
ADDRESS:	ISSUANCE DATE:	
EFFECTIVE DATE:		
FORM-BRC(08-01)	This Certificate is NOT assignable or transferable. It must be conspicuously displayed at above address.	



STATE OF NEW JERSEY BUSINESS REGISTRATION CERTIFICATE

Taxpayer Name: TAX REG TEST ACCOUNT

Trade Name:

Address: 847 ROEBLING AVE
TRENTON, NJ 08611

Certificate Number: 1093907

Date of Issuance: October 14, 2004

For Office Use Only:

20041014112823533

Exhibit

7.4

New Jersey Schools Insurance Group
Disclosure of Investment Activities in Iran, Russia, or Belarus

Contract Name / Number: _____

Vendor: _____

1. PART ONE: Investment activities in Iran, Russia, or Belarus

1.1. Pursuant to N.J.S.A. 52:32-58, N.J.S.A. 52:32-60.1, N.J.S.A. 18A:18A-49.5 and N.J.S.A. 18A:18A-49.4, any person or entity that submits a bid or proposal or otherwise proposes to enter into or renew a contract must complete and submit, prior to award of the contract, the certification below to attest, under penalty of perjury, that neither the person or entity, nor any of its parents, subsidiaries, or affiliates, is identified on the Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran or on the Entities Engaged in Prohibited Activities Under C.52:32-60.1 list. The Chapter 25 list is found on the Division's website at <http://www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf>. The C.52:32-60.1 list is found on the Division's website at <https://www.nj.gov/treasury/administration/pdf/RussiaBelarusEntityList.pdf>.

Bidders must review this list prior to completing the below certification. If the Director finds a person or entity to be in violation of law, s/he shall take action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

1.2. PLEASE CHECK THE APPROPRIATE BOX:

- I certify, pursuant to N.J.S.A. 52:32-58, N.J.S.A. 52:32-60.1, N.J.S.A. 18A:18A-49.5 and N.J.S.A. 18A:18A-49.4, that neither the bidder listed above nor any of the bidder's parents, subsidiaries, or affiliates is listed on the N.J. Department of the Treasury's list of entities determined to be

New Jersey Schools Insurance Group
Disclosure of Investment Activities in Iran, Russia, or Belarus

engaged in prohibited activities in Iran, Russia or Belarus pursuant to N.J.S.A. 52:32-58, N.J.S.A. 52:32-60.1, N.J.S.A. 18A:18A-49.5 and N.J.S.A. 18A:18A-49.4. I further certify that I am the person listed above, or I am an officer or representative of the entity listed above and am authorized to make this certification on its behalf. I will skip Part 2 and sign and complete the Certification below.

OR

- I am unable to certify as above because the bidder and/or one or more of its parents, subsidiaries, or affiliates is listed on the Department's Chapter 25 list. I will provide a detailed, accurate and precise description of the activities in Part 2 below and sign and complete the Certification below. Failure to provide such will result in the proposal being rendered as nonresponsive and appropriate penalties, fines and/or sanctions will be assessed as provided by law.

2. PART TWO: Further information related to investment activities in Iran

You must provide a detailed, accurate and precise description of the activities of the bidding person/entity, or one of its parents, subsidiaries or affiliates, engaging in the investment activities in Iran outlined above by completing the boxes below. Please provide thorough answers to each question. If you need to make additional entries, attach additional pages as needed.

2.1. Person or entity: _____

2.2. Relationship to bidder: _____

2.3. Description of activities: _____

2.4. Duration of Engagement: _____

2.5. Anticipated Cessation Date: _____

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2.6. Bidder Contact Name: _____

2.7. Contact phone number: _____

3. PART THREE: Certification

3.1. I, being duly sworn upon my oath, hereby represent that the foregoing information and any attachments thereto to the best of my knowledge are true and complete. I acknowledge: that I am authorized to execute this certification on behalf of the bidder; that NJSIG is relying on the information contained herein and that I am under a continuing obligation from the date of this certification through the completion of any contracts with NJSIG to notify NJSIG in writing of any changes to the information contained herein; that I am aware that it is a criminal offense to make a false statement or misrepresentation in this certification, and if I do so, I am subject to criminal prosecution under the law and that it will constitute a material breach of my agreement(s) with NJSIG, permitting NJSIG to declare any contract(s) resulting from this certification void and unenforceable.

3.1.1. Signed: _____

3.1.2. Print Name: _____

3.1.3. Title: _____

3.1.4. Date: _____

Exhibit

7.5

STATE OF NEW JERSEY
Division of Purchase & Property
Contract Compliance Audit Unit
EEO Monitoring Program

EMPLOYEE INFORMATION REPORT

IMPORTANT-READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING FORM. FAILURE TO PROPERLY COMPLETE THE ENTIRE FORM AND TO SUBMIT THE REQUIRED \$150.00 FEE MAY DELAY ISSUANCE OF YOUR CERTIFICATE. DO NOT SUBMIT EEO-1 REPORT FOR SECTION B, ITEM 11. For Instructions on completing the form, go to: https://www.state.nj.us/treasury/contract_compliance/documents/pdf/forms/aa302ins.pdf

SECTION A - COMPANY IDENTIFICATION

1. FID. NO. OR SOCIAL SECURITY	2. TYPE OF BUSINESS <input type="checkbox"/> 1. MFG <input type="checkbox"/> 2. SERVICE <input type="checkbox"/> 3. WHOLESALE <input type="checkbox"/> 4. RETAIL <input type="checkbox"/> 5. OTHER	3. TOTAL NO. EMPLOYEES IN THE ENTIRE COMPANY
4. COMPANY NAME		
5. STREET	CITY	COUNTY STATE ZIP CODE
6. NAME OF PARENT OR AFFILIATED COMPANY (IF NONE, SO INDICATE) CITY STATE ZIP CODE		
7. CHECK ONE: IS THE COMPANY: <input type="checkbox"/> SINGLE-ESTABLISHMENT EMPLOYER <input type="checkbox"/> MULTI-ESTABLISHMENT EMPLOYER		
8. IF MULTI-ESTABLISHMENT EMPLOYER, STATE THE NUMBER OF ESTABLISHMENTS IN NJ		
9. TOTAL NUMBER OF EMPLOYEES AT ESTABLISHMENT WHICH HAS BEEN AWARDED THE CONTRACT		
10. PUBLIC AGENCY AWARDED CONTRACT CITY COUNTY STATE ZIP CODE		

Official Use Only	DATE RECEIVED	NAUG.DATE	ASSIGNED CERTIFICATION NUMBER

SECTION B - EMPLOYMENT DATA

11. Report all permanent, temporary and part-time employees ON YOUR OWN PAYROLL. Enter the appropriate figures on all lines and in all columns. Where there are no employees in a particular category, enter a zero. Include ALL employees, not just those in minority/non-minority categories, in columns 1, 2, & 3. **DO NOT SUBMIT AN EEO-1 REPORT.**

JOB CATEGORIES	ALL EMPLOYEES			PERMANENT MINORITY/NON-MINORITY EMPLOYEE BREAKDOWN									
	COL. 1	COL. 2	COL. 3	***** MALE*****					***** FEMALE*****				
	TOTAL (Cols.2 &3)	MALE	FEMALE	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.	BLACK	HISPANIC	AMER. INDIAN	ASIAN	NON MIN.
Officials/ Managers													
Professionals													
Technicians													
Sales Workers													
Office & Clerical													
Craftworkers (Skilled)													
Operatives (Semi-skilled)													
Laborers (Unskilled)													
Service Workers													
TOTAL													
Total employment From previous Report (if any)													
Temporary & Part-Time Employees	The data below shall NOT be included in the figures for the appropriate categories above.												

12. HOW WAS INFORMATION AS TO RACE OR ETHNIC GROUP IN SECTION B OBTAINED? <input type="checkbox"/> 1. Visual Survey <input type="checkbox"/> 2. Employment Record <input type="checkbox"/> 3. Other (Specify)	14. IS THIS THE FIRST Employee Information Report Submitted? 1. YES <input type="checkbox"/> 2. NO <input type="checkbox"/>	15. IF NO, DATE LAST REPORT SUBMITTED MO. DAY YEAR
13. DATES OF PAYROLL PERIOD USED From: _____ To: _____		

SECTION C - SIGNATURE AND IDENTIFICATION

16. NAME OF PERSON COMPLETING FORM (Print or Type)	SIGNATURE	TITLE	DATE MO DAY YEAR
17. ADDRESS NO. & STREET	CITY	COUNTY	STATE ZIP CODE PHONE (AREA CODE, NO., EXTENSION)

Exhibit

7.6

SAMPLE CERTIFICATE OF EMPLOYEE INFORMATION REPORT

Certification 111XX

CERTIFICATE OF EMPLOYEE INFORMATION REPORT

INITIAL

This is to certify that the contractor listed below has submitted an Employee Information Report pursuant to N.J.A.C. 17:27-1.1 et. seq. and the State Treasurer has approved said report. This approval will remain in effect for the period of 15-DEC-20XX to 15-DEC-20XX

SAMPLE COMPANY, INC.
33 WEST STATE STREET
TRENTON, NJ 08625

VOID



State Treasurer

Exhibit

7.7

New Jersey Schools Insurance Group

Public Law 2005, Chapter 271 Vendor Certification and Disclosure Form

Contract Name / Number: _____

Vendor: _____

At least ten (10) days prior to entering into the above-referenced contract, the Vendor must complete this Certification and Disclosure Form, in accordance with the directions below and submit it to the NJSIG contact for such contract.

A vendor's failure to fully, accurately and truthfully complete this form and submit it to NJSIG may result in the imposition of fines by the New Jersey Election Law Enforcement Commission.

Disclosure

Following is the required Vendor disclosure of all Reportable Contributions made in the twelve (12) months prior to and including the date of signing of this Certification and Disclosure to: (i) any State, county, or municipal committee of a political party, legislative leadership committee, candidate committee of a candidate for, or holder of, a State elective office, or (ii) any entity that is also defined as a "continuing political committee" under N.J.S.A. 19:44A-3(n) and N.J.A.C. 19:25-1.

The Vendor is required to disclose Reportable Contributions by: the Vendor itself; all persons or other business entities owning or controlling more than 10% of the profits of the Vendor or more than 10% of the stock of the Vendor, if the Vendor is a corporation for profit; a spouse or child living with a natural person that is a Vendor; all of the principals, partners, officers or directors of the Vendor and all of their spouses; any subsidiaries directly or indirectly controlled by the Vendor; and any political organization organized under section 527 of the Internal Revenue Code that is directly or indirectly controlled by the Vendor, other than a candidate committee, election fund, or political party committee.

"Reportable Contributions" are those contributions that are required to be reported by the recipient under the "New Jersey Campaign Contributions and Expenditures Reporting Act," P.L. 1973, c. 83 (N.J.S.A. 19:44A-1, et seq.), and implementing

New Jersey Schools Insurance Group

Public Law 2005, Chapter 271 Vendor Certification and Disclosure Form

regulations set forth at N.J.A.C. 19:25-10.1, et seq. As of January 1, 2005, contributions in excess of \$300 during a reporting period are deemed “reportable.”

Certification

Name and Address of Committee to Which Contribution Was Made	Date of Contribution	Amount of Contribution	Contributor's Name
Indicate “none” if no Reportable Contributions were made. Attach Additional Pages As Needed.			

I certify as an officer or authorized representative of the Vendor that, to the best of my knowledge and belief, the foregoing statements by me are true. I am aware that if any of the statements are willfully false, I am subject to punishment.

Name of Vendor: _____

Signed: _____

Print Name: _____

Title: _____

Date: _____