



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).

Questions regarding the RFQ and Answers

June 2, 2023

Question 1: Can we prepare one response to two RFQs, for example, General Workers' Compensation Litigation (C-2023-005) and Complex Workers' Compensation Litigation (C-2023-006)[?]

Answer: A separate submission is required for each Outside Counsel 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. However, depending on the nature of the services, it is anticipated that the content of the separate submissions may be substantially similar, as with general workers' compensation litigation and complex workers' compensation litigation.

Question 2: We intent to submit a qualification package for both workers' compensation and liability. Do we need to submit two separate qualification packages, or do we include a separate state of qualifications for each workers' compensation and liability in one package?

Answer: A separate submission is required for each Outside Counsel 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. However, depending on the nature of the services, it is anticipated that the content of the separate submissions may be substantially similar, as with general workers' compensation litigation and complex workers' compensation litigation.

Question 3: I am aware that I must upload the documents online for each bid. Please advise whether I need to submit an original paper copy via mail to complete my submission.

Answer: Yes, proposers are required to 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.