



(888) NJ Pool 1

New Jersey Schools Insurance Group  
6000 Midlantic Drive, Suite 300 North  
Mount Laurel, New Jersey 08054  
[www.njsig.org](http://www.njsig.org)

Request for  
qualifications: C-2017-0001;  
C-2017-0002;  
C-2017-0003;  
C-2017-0004; and,  
C-2017-0005.

Evaluation Criteria Weight

March 3, 2017

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

Criteria	Weight, %
<p>experience?</p> <p>d. Does the proposer have a record of moral integrity?</p> <p>3. Availability of personnel, facilities, equipment and other resources:</p> <p>a. To what extent does the proposer rely on in-house resources vs. contracted resources?</p> <p>b. Are the availability of in-house and contract resources documented?</p> <p>4. Qualification and experience of personnel:</p> <p>a. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?</p> <p>b. Does the proposer make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?</p> <p>c. Does the proposer demonstrate cultural sensitivity in hiring and training staff?</p>	
<p>Cost Criteria</p>	
<p>1. Cost of goods to be provided or services to be performed:</p> <p>a. Relative cost: How does the cost compare to other similarly scored proposals?</p> <p>b. Full explanation. Is the price and its component charges, fees, etc. adequately explained or documented?</p> <p>2. Assurances of performance:</p> <p>a. If required, are suitable bonds, warranties, or guarantees provided?</p>	<p>20%</p>

Criteria	Weight, %
<p>b. Does the proposal include quality control and assurance programs?</p> <p>3. Proposer’s financial stability and strength:</p> <p>a. Does the proposer have sufficient financial resources to meet its obligations?</p>	
Service to Public Entities in the State of New Jersey	
<p>1. Evaluation will include the proposed Firm’s experience in representing public sector clients in the identified practice areas as well as the Firm’s detailed descriptions of its experience in providing services similar to the Scope of Services set forth in Section <b>Error! Reference source not found.</b> and shall consider the following information:</p> <p>a. Specific list (identifying clients, names of projects, locations and owners) of applicable work your Firm has been responsible for and associated with;</p> <p>b. Capabilities of personnel available in your Firm in the areas that specifically apply; and,</p> <p>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 Firm’s capabilities.</p> <p>2. Client References</p> <p>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.</p> <p>3. Overall Knowledge, Qualifications and Experience of Attorneys in the Practice Area as well as the Overall Knowledge of New Jersey Law</p>	40%

<b>Criteria</b>	<b>Weight, %</b>
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.	