



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 proposal:                   A-2017-0002  
For: Payroll administration  
      database software and  
      services

Evaluation Criteria Weight

May 5, 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>	35%
Management Criteria	
<p>1. Project management:</p> <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> <p>2. History and experience in performing the work:</p> <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 experience?</li> </ul>	35%

<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>b. Does the proposal include quality control and assurance programs?</p>	<p>30%</p>

<p>3. Proposer's financial stability and strength:</p> <p>a. Does the proposer have sufficient financial resources to meet its obligations?</p>	
---	--