



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 proposals: U-2017-0002

Evaluation criteria weight

October 13, 2017

Criteria	Weight, %
Technical Criteria	
<p>1. Technical</p> <ul style="list-style-type: none"> <li>a. Does the vendor’s proposal demonstrate a clear understanding of the scope of work and related objectives?</li> <li>b. Is the vendor’s proposal complete and responsive to the specific RFP requirements?</li> <li>c. Has the past performance of the vendor’s proposed methodology been documented?</li> <li>d. Does the vendor’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> <p>2. Licensure:</p> <ul style="list-style-type: none"> <li>a. Does the vendor have all required licenses?</li> </ul> <p>3. Policy</p> <ul style="list-style-type: none"> <li>a. Does the vendor have documented policies regarding timely identification, disclosure, and resolution of conflicts of interest?</li> </ul>	30%
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>	40%

Criteria	Weight, %
<ul style="list-style-type: none"> <li>a. Does the vendor document a record of reliability of timely delivery and on-time and on-budget implementation?</li> <li>b. Does the vendor demonstrate a track record of service as evidenced by on-time, on-budget, and contract compliance performance?</li> <li>c. Does the vendor document industry or program experience?</li> <li>d. Does the vendor have a record of moral integrity?</li> </ul> <p>3. Availability of personnel, facilities, equipment and other resources:</p> <ul style="list-style-type: none"> <li>a. To what extent does the vendor rely on in-house resources vs. contracted resources?</li> <li>b. Are the availability of in-house and contract resources documented?</li> <li>c. Does the vendor maintain a physical office in the geographic territory for which they would be providing sub-fund administration services?</li> <li>d. Does the vendor maintain office hours Monday through Friday, 9:00 a.m. to 5:00 p.m.?</li> </ul> <p>4. Qualification and experience of personnel:</p> <ul style="list-style-type: none"> <li>a. Documentation of experience in performing similar work by employees and when appropriate, sub-contractors?</li> <li>b. Does the vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?</li> <li>c. Does the vendor demonstrate cultural sensitivity in hiring</li> </ul>	

Criteria	Weight, %
<p>and training staff?</p> <p>d. Documentation of years of experience in providing similar insurance services to public entities?</p> <p>5. Marketing and Advertising</p> <p>a. Does the vendor have a documented plan for providing marketing and advertising services to increase membership in the NJSIG sub-fund?</p> <p>b. Does the vendor have a dedicated and experienced team of employees available to handle marketing and advertising efforts?</p> <p>6. Safety and Risk Management Conferences:</p> <p>a. Does the vendor have a documented plan for providing the required number of safety and risk management conferences per year to the sub-fund membership?</p> <p>b. Does the vendor provide sample conference agendas that demonstrate the requisite breadth of knowledge and experience in providing safety and risk management educational conferences to public entities?</p> <p>7. Safety and Risk Management Services:</p> <p>a. Does the vendor have a documented plan for providing the required safety and risk management services to the sub-fund membership?</p> <p>b. Does the vendor have a dedicated and experienced team of employees available to respond to sub-fund membership questions and concerns regarding insurance coverage and safety and risk management issues?</p> <p>8. Does the vendor have experience with education clients and the</p>	

Criteria	Weight, %
risks this type of public entity client experiences?	
Cost Criteria	
<p>1. Cost of goods to be provided or services to be performed:</p> <ul style="list-style-type: none"> <li>a. Relative cost: How does the cost compare to other similarly scored proposals?</li> <li>b. Full explanation. Is the price and its component charges, fees, etc. adequately explained or documented?</li> </ul> <p>2. Assurances of performance:</p> <ul style="list-style-type: none"> <li>a. If required, are suitable bonds, warranties, or guarantees provided?</li> <li>b. Does the proposal include quality control and assurance programs?</li> <li>c. Does the vendor have a continuity of service plan?</li> </ul> <p>3. Vendor's financial stability and strength:</p> <ul style="list-style-type: none"> <li>a. Does the vendor have sufficient financial resources to meet its obligations?</li> <li>b. Does the vendor have a retail presence in the insurance market in the geographic region for which they are submitting a proposal?</li> <li>c. Does the vendor have current contracts with major commercial insurance carriers that are capable of writing policies for NJSIG membership?</li> </ul>	30%