



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

Request for
qualifications:

C-2019-0001;
C-2019-0002;
C-2019-0003;
C-2019-0004; and,
C-2019-0005.

For:

General Litigation (C-2019-0001);
Complex General Litigation (C-2019-
0002);
School / Education Litigation
(C-2019-0003);
General Workers' Compensation
Litigation
(C-2019-0004); and,
Complex Workers' Compensation
Litigation (C-2019-0005).

Evaluation criteria weights

March 4, 2019

Criteria	Weight, %
<p>1. 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? 	<p>20%</p>
<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? 	<p>20%</p>

Criteria	Weight, %
<p>d. Does the vendor 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 vendor 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 vendor make use of business capabilities or initiatives that involve women, the disadvantaged, small and/or minority owned business establishments?</p> <p>c. Does the vendor demonstrate cultural sensitivity in hiring and training staff?</p>	

Criteria	Weight, %
<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? 3. Vendor's financial stability and strength: <ol style="list-style-type: none"> a. Does the vendor have sufficient financial resources to meet its obligations? 	<p>20%</p>
<p>Service to Public Entities in the State of New Jersey</p> <ol style="list-style-type: none"> 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 those set forth in the Scope of Services section, and shall consider the following information: <ol style="list-style-type: none"> a. Specific list (identifying clients, names of projects, locations and owners) of applicable work your Firm has been responsible for and associated with; b. Capabilities of personnel available in your Firm in the areas that specifically apply; and, c. Summaries or brief descriptions of projects performed by 	<p>40%</p>

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