



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

Board of Trustees Meeting September 20, 2023
Action Item
Employment practices counseling hotline services
NJSIG No. 0923-2

As a part of NJSIG's efforts to maintain compliance with the PSCL, the Board must approve any contract for professional services that may exceed the bid threshold. In June 2021, NJSIG issued requests for qualifications for outside counsel for its employment practices counseling hotline (LC-2021-0002). This hotline is provided by attorneys retained by NJSIG, and these attorneys provide legal opinions to NJSIG members on prospective employment decisions.

As a result of this open and fair process for the procurement of professional services, NJSIG received a proposal from one qualified firm: Cleary, Giacobbe, Alfieri, Jacobs LLC. This proposal was evaluated using the weighted evaluation criteria. Following Board approval, a contract was awarded to Cleary, Giacobbe, Alfieri, Jacobs LLC for a one-year contract, effective October 1, 2021. Again, following Board approval, the firm was awarded another one-year contract, effective October 1, 2022.

Cleary, Giacobbe, Alfieri, Jacobs LLC has a demonstrated track record of providing employment practices counseling hotline services to NJSIG.

Recommended Resolution: It is proposed that Cleary, Giacobbe, Alfieri, Jacobs LLC be designated as outside counsel for the employment practices counseling hotline for another term of twelve months, effective October 1, 2023.



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**Resolution Authorizing the Execution of
Contracts Pursuant to the Public School Contracts Law**

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WHEREAS, the New Jersey Schools Insurance Group (“NJSIG”) is authorized by N.J.S.A. 18A:18B-1, et seq. to provide insurance coverage for its members;

WHEREAS, NJSIG requires professional services in the form of outside counsel to provide employment practices counseling hotline professional services;

WHEREAS, NJSIG is awarding these contracts without competitive bidding as a professional service.

NOW THEREFORE, BE IT RESOLVED that:

- 1) NJSIG awards the contract for employment practices counseling hotline professional services to Cleary, Giacobbe, Alfieri, Jacobs LLC for a duration of twelve months;
- 2) NJSIG awards the contract to this provider based on the service provider’s demonstrated service to NJSIG and other public entities in the State of New Jersey;
- 3) The Executive Director is hereby authorized to execute a contract with the above-referenced provider for a term of twelve months; and,

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- 4) This designation is in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.
- 5) A notice of this action shall be published once in the official newspaper designated by NJSIG, and is on file and available for public inspection at the office of NJSIG.

I certify that the foregoing is a true copy of a Resolution passed by the New Jersey Schools Insurance Group at the meeting duly held on the 20th day of September, 2023.

New Jersey Schools Insurance Group

By: _____
Christopher Russo, Ed.D., Chairperson

Board Secretary
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE: