



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

**Board of Trustees Meeting September 21, 2022**  
**Action Item**  
**Property appraisal services**  
**NJSIG No. 0922-4**

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As a part of NJSIG's efforts to maintain compliance with the PSCL, the Board must approve any contract for property appraisal services that may exceed the bid threshold. In June 2022, NJSIG issued requests for proposals for property appraisal services (U-2022-0001).

As a result of this competitive contracting process, NJSIG received one proposal. This proposal was evaluated using weighted evaluation criteria, and the results of that evaluation are attached.

Recommended Resolution: To approve the attached resolution.

**NEW JERSEY SCHOOLS INSURANCE GROUP  
MEMORANDUM**

**Date:** September 13, 2022

**To:** Board of Trustees  
New Jersey Schools Insurance Group

**From:** Evaluation Committee for U-2022-0001 *CK 9/13/22*

**Subject:** Property appraisal services (U-2022-0001) competitive contracting narrative summary report and recommendations

NJSIG is a school board insurance group, also known as a governmental risk pool, established in accordance with P.L. 1983, c. 108, that provides insurance coverage and risk management services to member school districts.

The concept of pooling is one whereby public entities can join together to provide protection from risks on a group basis. As a school board insurance group, NJSIG is governed by a Board of Trustees which is comprised of school board members, superintendents and business administrators from NJSIG member districts.

By joining NJSIG, members collectively attain benefits not possible individually and pool their premiums into a common fund to be used for the benefit of all member districts. NJSIG is comprised of approximately three hundred sixty-five boards of education and charter school districts, and offers members a cost-effective method of obtaining coverage for all property and casualty lines, including but not limited to: workers' compensation, general liability, automobile liability, excess liability, property, errors and omissions, crime, electronic data processing, environmental liability, equipment breakdown, and auto physical damage coverage. NJSIG provides claims administration, underwriting and loss control services for members.

NJSIG periodically appraises the property values of its members so as to ensure that the coverage provided is appropriate. These appraisal services are required to appraise the property of all NJSIG members that obtain property coverage.

NJSIG sought proposals from qualified organizations to provide property appraisal services. NJSIG's objective with this RFP is to identify an experienced property appraisal services company that is capable of providing property appraisal services to NJSIG and its members.

A full copy of the scope of work is contained within the request for proposals for property appraisal services (U-2022-0001). This solicitation was conducted in a fair and open process in accordance with the requirements for competitive contracting under the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq. Proposers were invited to submit proposals to provide a property appraisal services via a fair and open competitive contracting process. As a result of this solicitation, NJSIG received one proposal in total.

An evaluation committee was convened to evaluate and summarize the proposals based on weighted evaluation criteria. These weighted evaluation criteria were designed to fairly evaluate all proposals, and are based on the model evaluation criteria set forth by the State of New Jersey, Department of Community Affairs, Division of Local Government Services as codified at N.J.A.C. 5:34-4.2. This evaluation methodology is designed to fairly evaluate the responsiveness of each proposal, and the responsibility of each proposer, based on the technical criteria, management criteria and cost criteria. A complete copy of the evaluation criteria, the relative weights assigned to the evaluation criteria and an explanation of the factors each criteria are intended to evaluate is included in the request for proposals for property appraisal services (U-2022-0001).

The results of the evaluation committee are summarized below:

1. CBIZ Valuation Group, LLC had a 95 mean composite score. The evaluation committee found this proposal reasonable as to cost. The evaluation committee found the proposal to be responsive as to management and technical criteria. The evaluation committee recommends accepting this proposal.

**New Jersey Schools Insurance Group**  
**Resolution Authorizing the Execution of a**  
**Contract Pursuant to the Public School Contracts Law**

**NJSIG No. 0922-04**

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

**WHEREAS**, NJSIG requires property appraisal services;

**WHEREAS**, NJSIG has engaged in a fair and open competitive contracting process, pursuant to which proposals were solicited; and,

**WHEREAS**, an evaluation committee was convened by NJSIG and has evaluated all proposals submitted.

**NOW THEREFORE, BE IT RESOLVED**, that:

- 1) NJSIG awards the contract for property appraisal services to CBIZ Valuation Group, LLC;
- 2) NJSIG awards the contract for property appraisal services to this provider based on technical criteria, management criteria and cost criteria;
- 3) The Executive Director is hereby authorized to execute a contract with the above-referenced provider;
- 4) This designation is in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.;

**New Jersey Schools Insurance Group**  
**Resolution Authorizing the Execution of a**  
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**NJSIG No. 0922-04**

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 21st day of September, 2022.

New Jersey Schools Insurance Group

By: \_\_\_\_\_  
Christopher Russo, Chairperson

Board Secretary  
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE: