



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

Board of Trustees Meeting of November 18, 2019
Action Item
Insurance Brokerage Services

As a part of NJSIG's efforts to maintain compliance with the PSCL, NJSIG issued a request for proposals for insurance brokerage services (U-2019-0001).

As a result of this open and fair process, NJSIG received two proposals. These proposals were evaluated using weighted evaluation criteria, and the results of that evaluation are attached. Thus, it is proposed that the contract for insurance brokerage services be awarded to Willis Re based on the results of the committee's evaluation.

William Mayo
Executive Director

**NEW JERSEY SCHOOLS INSURANCE GROUP
MEMORANDUM**

Date: November 13, 2019

To: Board of Trustees
New Jersey Schools Insurance Group

From: Evaluation Committee for U-2019-0001

Subject: Insurance brokerage services (U-2019-0001) competitive contracting narrative summary report and recommendations

C.K.
JD
N/M
ML

NJSIG is a school board insurance group, also known as an intergovernmental risk pool, established in accordance with P.L. 1983, c. 108, that provides insurance coverage and risk management services to member school districts. The NJSIG Underwriting Department handles the administration of a variety of property and casualty lines of business including, but not limited to, workers' compensation, general liability, automobile liability, excess liability, property, error and omissions, bonds, crime, electronic data processing, environmental liability, equipment breakdown, and auto physical damage. These lines of business are individually administered on behalf of NJSIG members, and include a variety of risk transfer mechanisms including self-insurance, insurance, reinsurance and excess insurance. For all lines of business, the Underwriting Department acts as the primary liaison with the member and their insurance broker.

NJSIG's insurance broker is responsible for acting as an independent insurance and risk transfer advisor to NJSIG and provide unbiased risk transfer advice that is in the best interests of NJSIG and its membership. A full copy of the scope of work is contained within the request for proposals for insurance brokerage services (U-2019-0001).

On September 6, 2019, NJSIG issued a request for proposals for insurance brokerage services (U-2019-0001), which were due on October 4, 2019. As a result of that fair and open competitive contracting process, NJSIG received two proposals 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 insurance brokerage services (U-2019-0001). The individual scores of each member of the evaluation committee are averaged together to form a mean composite score for each proposer.

The results of the evaluation committee are summarized below:

1. Aon: 71.50 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 rejecting the proposal based on the weighted evaluation criteria mean composite score.
2. Willis Re: 84.00 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 the two-year proposal based on the weighted evaluation criteria mean composite score.



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

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 insurance brokerage services as set forth in RFP U-2019-0001;

WHEREAS, NJSIG has engaged in an open and fair process for the procurement of insurance brokerage services, 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 insurance brokerage services to:
 - a. Willis Re;
- 2) NJSIG awards the contract for insurance brokerage 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;



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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 18th day of November, 2019.



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**Resolution Authorizing the Execution of a
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New Jersey Schools Insurance Group

By: _____

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE: