



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 of June 17, 2020**  
**Action Item**  
**Employment practices counseling hotline**

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As a part of NJSIG's efforts to maintain compliance with the PSCL, NJSIG issued requests for qualifications for outside counsel for its Employment Practices Counseling Hotline (LC-2020-0001). As a result of this competitive contracting process, NJSIG received proposals from qualified firms. These proposals were evaluated using the weighted evaluation criteria. Thus, it is proposed that a contract for the provision of Employment Practices Counseling Hotline services be awarded to Cleary, Giacobbe, Alfieri, Jacobs, LLC.

**Recommended Resolution:** to adopt the contract for Employment Practices Counseling Hotline be awarded to Cleary, Giacobbe, Alfieri, Jacobs, LLC based on the results of the committee's evaluation.

Debra Rice  
Client Relations/Safety and Risk Control Manager



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**Resolution Authorizing the Execution of  
Contracts 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 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 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 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 technical criteria, management criteria and cost criteria;
- 3) The Executive Director is hereby authorized to execute a contract with the above-referenced provider; and,
- 4) This designation is in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.

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 17th day of June, 2020.



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

New Jersey Schools Insurance Group

By: \_\_\_\_\_

Irene Le Febvre, Chairperson

Board Secretary  
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE:

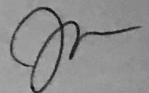
New Jersey Schools Insurance Group - RFQ Evaluation - LC-2020-0001

<b>Organization Name</b>	<b>Average</b>				
Cleary, Giacobbe, Alfieri, Jacobs, LLC	84.33				
Purcell, Mulcahy & Flanagan, LLC	78.33				

New Jersey Schools Insurance Group - RFQ Evaluation - LC-2020-0001

Organization Name	Technical Criteria (20)	Management Criteria (20)	Cost Criteria (20)	Service to public entities (40)	Total
Cleary, Giacobbe, Alfieri, Jacobs, LLC	15	15	20	38	88
Purcell, Mulcahy & Flanagan, LLC	10	12	20	38	80

Recommend award to highest score *jm*



New Jersey Schools Insurance Group - RFQ Evaluation - LC-2020-0001

Organization Name	Technical Criteria (20)	Management Criteria (20)	Cost Criteria (20)	Service to public entities (40)	Total
Cleary, Giacobbe, Alfieri, Jacobs, LLC	19	18	15	38	90
Purcell, Mulcahy & Flanagan, LLC	17	16	15	37	85

Recommend award to highest score.

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New Jersey Schools Insurance Group - RFQ Evaluation - LC-2020-0001

Organization Name	Technical Criteria (20)	Management Criteria (20)	Cost Criteria (20)	Service to public entities (40)	Total
Cleary, Giacobbe, Alfieri, Jacobs, LLC	20	20	20	15	75
Purcell, Mulcahy & Flanagan, LLC	20	15	20	15	70

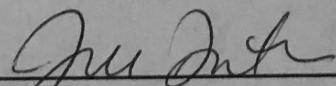
*Recommend to highest score.*

*Lois Mitzelman*  
6/15/20

New Jersey Schools Insurance Group  
Competitive Contracting Conflict of Interest Certification

RFQ Number: LC-2020-0001

1. Before reviewing any proposals, each person evaluating a proposal shall assess their own affiliations and financial interest and those of their families that relate to their duties as someone evaluating a proposal to ensure they do not have a conflict of interest. For these purposes, a person has a conflict of interest with a proposal if that person or spouse, parent, or child would be in violation of the Local Government Ethics Law, N.J.S.A. 40A:9-22.1, et seq., or the School Ethics Act, N.J.S.A. 18A:12-21, et seq. as appropriate. **Any person with a conflict of interest related to the competitive contracting proposal shall not participate in the evaluation process. See N.J.A.C. 5:34-4.3(e)-(f).**
2. I hereby certify that I have reviewed the conflict of interest standards in the Local Government Ethics Law or the School Ethics Act, as appropriate, and that I do not have a conflict of interest with respect to the evaluation of this proposal. I further certify that I am not engaged in any negotiations or arrangements for prospective employment or association with any of those submitting proposals or their parent or subsidiary organization.

Signed: 

Print Name: Jill Deitel

Date: 6/15/20



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Signed: Debra Rice  
Print Name: Debra Rice  
Date: 6/15/2020

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Competitive Contracting Conflict of Interest Certification

RFQ Number: LC-2020-0001

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Signed: Lois Mitzelman

Print Name: LOIS MITZELMAN

Date: 6/15/20