



New Jersey Schools Insurance Group  
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[www.njsig.org](http://www.njsig.org)

**Board of Trustees Meeting of January 18, 2023**  
**Action Item**  
**PeopleSoft consulting services**  
**NJSIG No. 0123-4**

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As a part of NJSIG's efforts to maintain compliance with the PSCL, NJSIG issued a request for proposals for PeopleSoft consulting services (I-2022-0002), on an as needed basis, for individual projects that will be defined and outlined in separate Statements of Work (SOW). These projects will include an evaluation of NJSIG's current PeopleSoft system state, including evaluating NJSIG's existing custom import billing interface, bringing NJSIG's current PeopleSoft environment up to the most current image, and determining if NJSIG's custom billing interface is a better solution than the delivered (out of the box) features PeopleSoft offers in the most recent image 40 release.

As a result of this open and fair process, NJSIG received one proposal for PeopleSoft consulting services. This proposal was evaluated using weighted evaluation criteria. The results of that evaluation are outlined in the committee's narrative report, which is attached. Thus, based on the results of the committee's evaluation, it is proposed that a PeopleSoft consulting services contract be awarded to CherryRoad Technologies Inc.

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

**NJSIG No. 0123-4**

**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 to provide PeopleSoft consulting services, on an as needed basis through individual statements of work;

**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 contracts for PeopleSoft consulting services, for a duration of three years (thirty-six months), with an option for two one-year (twelve-month) extensions, to CherryRoad Technologies Inc.;
- 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 contract with the above-referenced provider as outlined above;
- 4) This designation is in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.;

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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 18<sup>th</sup> day of January, 2023.

New Jersey Schools Insurance Group

By: \_\_\_\_\_  
Christopher Russo, Ed.D., Chairperson

Board Secretary  
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE:

**NEW JERSEY SCHOOLS INSURANCE GROUP  
MEMORANDUM**

**Date:** 01/17/2023

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

**From:** Evaluation Committee for I-2022-0002

**Subject:** PeopleSoft consulting services (I-2022-0002) 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 four hundred 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, error 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.

New Jersey School Insurance Group (NJSIG) sought a consulting firm to work with on multiple PeopleSoft projects. These projects will each be defined and outlined in a separate Statement of Work (SOW). NJSIG requested that this consulting group assign a PeopleSoft business person and PeopleSoft developer to NJSIG's account for the term of this contract. The consultant was asked to provide in their proposal hourly rates for both the business person and the PeopleSoft developer. Consultant must be an expert in PeopleSoft programming and accounting business processes.

NJSIG sought proposals from qualified organizations to provide PeopleSoft consulting services. NJSIG's objective with this RFP was to identify an experienced

PeopleSoft consulting services organization that is capable of providing and implementing PeopleSoft project solutions.

A full copy of the scope of work is contained within the request for proposals for PeopleSoft consulting services (I-2022-0002). 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 PeopleSoft consulting 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 PeopleSoft consulting services (I-2022-0002).

The results of the evaluation committee are summarized below:

1. CherryRoad Technologies, Inc. had an 87.50 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 proposal that CherryRoad submitted was very detailed and informative, this organization supports many PeopleSoft clients that are similar to NJSIG. The committee was also very pleased with the number of years of experience the CherryRoad staff has who would be assigned to our account. The evaluation committee recommends accepting this proposal.