



New Jersey Schools Insurance Group  
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Mount Laurel, New Jersey 08054  
www.njsig.org

**Board of Trustees Meeting of January 18, 2023**  
**Action Item**  
**Sub-fund administration services**  
**NJSIG No. 0123-5**

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As a part of NJSIG's efforts to maintain compliance with the PSCL, NJSIG issued a request for proposals for sub-fund administration services (U-2022-0001). As a result of this open and fair process, NJSIG received numerous proposals for sub-fund administration services, as outlined in the committee's narrative report. These proposals were evaluated using weighted evaluation criteria, and the results of that evaluation are attached. Thus, based on the results of the committee's evaluation, it is proposed that sub-fund administration services contracts be awarded as follows:

- a. Burlington & Camden County Educators Insurance Consortium (BACCEIC):
  - Conner Strong & Buckelew Companies, LLC;
- b. Cape May Atlantic Insurance Pool (CAIP):
  - J. Byrne Agency Inc.;
- c. Educational Risk & Insurance Consortium – North (ERIC North):
  - Arthur J. Gallagher Risk Management Services, LLC;
- d. Educational Risk & Insurance Consortium – South (ERIC South):
  - Conner Strong & Buckelew Companies, LLC;
- e. Educational Risk & Insurance Consortium – West (ERIC West):
  - Brown & Brown Metro, LLC;
- f. Monmouth Ocean County Shared Services Insurance Fund (MOCSSIF):
  - Alliant Insurance Services, Inc.; and
- g. North Jersey Educational Insurance Fund (NJEIF):
  - Arthur J. Gallagher Risk Management Services, LLC.

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

**NJSIG No. 0123-5**

**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 sub-fund administration services to administer each of the NJSIG sub-funds, i.e., Burlington & Camden County Educators Insurance Consortium (BACCEIC), Cape May Atlantic Insurance Pool (CAIP), Educational Risk & Insurance Consortium – North (ERIC North), Educational Risk & Insurance Consortium – South (ERIC South), Educational Risk & Insurance Consortium – West (ERIC West), Monmouth Ocean County Shared Services Insurance Fund (MOCSSIF), and North Jersey Educational Insurance Fund (NJEIF);

**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 sub-fund administration services, for a duration of twelve (12) months, with the option to extend for two additional twelve-month terms, as follows:

## New Jersey Schools Insurance Group

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

#### NJSIG No. 0123-5

- a. Burlington & Camden County Educators Insurance Consortium (BACCEIC):
    - Conner Strong & Buckelew Companies, LLC;
  - b. Cape May Atlantic Insurance Pool (CAIP):
    - J. Byrne Agency Inc.;
  - c. Educational Risk & Insurance Consortium – North (ERIC North):
    - Arthur J. Gallagher Risk Management Services, LLC;
  - d. Educational Risk & Insurance Consortium – South (ERIC South):
    - Conner Strong & Buckelew Companies, LLC;
  - e. Educational Risk & Insurance Consortium – West (ERIC West):
    - Brown & Brown Metro, LLC;
  - f. Monmouth Ocean County Shared Services Insurance Fund (MOCSSIF):
    - Alliant Insurance Services, Inc.; and
  - g. North Jersey Educational Insurance Fund (NJEIF):
    - Arthur J. Gallagher Risk Management Services, LLC.
- 2) NJSIG awards the contracts to these providers based on technical criteria, management criteria and cost criteria;
  - 3) The Executive Director is hereby authorized to execute contract with the above-referenced providers as outlined above;
  - 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. 0123-5**

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:** January 13, 2023

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

**From:** Evaluation Committee for Sub-fund administration services (U-2022-0001)

**Subject:** Sub-fund administration services (U-2022-0001) competitive contracting narrative summary report and recommendations

The New Jersey Schools Insurance Group (“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, 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.

In 1998, NJSIG established its first workers’ compensation “sub-fund” in an effort to foster greater accountability and participation among members and garner deeper discounts through regional pooling and risk management education. Because sub-fund members share in a single workers’ compensation discount rate, they have a vested interest in the success of their sub-fund as a whole. For that reason, sub-fund members actively participate in risk management and loss control training at a sub-fund

level, which helps to reduce losses and premiums. NJSIG currently has seven sub-funds. Each sub-fund is administered by an insurance brokerage firm that specializes in school insurance and risk management, and that brokerage firm acts as an extension of NJSIG in administering each of the NJSIG sub-funds. Membership in a sub-fund is determined at NJSIG's sole discretion, in accordance with NJSIG's bylaws and plan of risk management. While sub-fund members share in a single workers' compensation rate, these sub-funds are not separately incorporated entities.

NJSIG's objective with this RFP was to identify partner organization(s) to administer the following seven sub-funds: Burlington & Camden County Educators Insurance Consortium (BACCEIC), Cape May Atlantic Insurance Pool (CAIP), Educational Risk & Insurance Consortium – North (ERIC North), Educational Risk & Insurance Consortium – South (ERIC South), Educational Risk & Insurance Consortium – West (ERIC West), Monmouth Ocean County Shared Services Insurance Fund (MOCSSIF), and North Jersey Educational Insurance Fund (NJEIF).

A full copy of the scope of work is contained within the request for proposals for sub-fund administration 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. As a result of this solicitation, NJSIG received the following number of proposals for sub-fund administration services:

1. Burlington & Camden County Educators Insurance Consortium (BACCEIC): 1 proposal
2. Cape May Atlantic Insurance Pool (CAIP): 1 proposal
3. Educational Risk & Insurance Consortium – North (ERIC North): 1 proposal
4. Educational Risk & Insurance Consortium – South (ERIC South): 1 proposal
5. Educational Risk & Insurance Consortium – West (ERIC West): 1 proposal
6. Monmouth Ocean County Shared Services Insurance Fund (MOCSSIF): 1 proposal
7. North Jersey Educational Insurance Fund (NJEIF): 3 proposals

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 independent medical examination services (U-2022-0001).

The results of the evaluation committee are summarized below:

- Burlington & Camden County Educators Insurance Consortium (BACCEIC):
  1. Conner Strong & Buckelew Companies, LLC had a 95.00 mean composite score. The evaluation committee recommends accepting this proposal.
- Cape May Atlantic Insurance Pool (CAIP):
  1. J. Byrne Agency Inc. had an 86.50 mean composite score. The evaluation committee recommends accepting this proposal.
- Educational Risk & Insurance Consortium – North (ERIC North):
  1. Arthur J. Gallagher Risk Management Services, LLC had a 95.75 mean composite score. The evaluation committee recommends accepting this proposal.
- Educational Risk & Insurance Consortium – South (ERIC South):
  1. Conner Strong & Buckelew Companies, LLC had a 95.50 mean composite score. The evaluation committee recommends accepting this proposal.
- Educational Risk & Insurance Consortium – West (ERIC West):
  1. Brown & Brown Metro, LLC had a 68.50 mean composite score. The evaluation committee recommends accepting this proposal.
- Monmouth Ocean County Shared Services Insurance Fund (MOCSSIF):
  1. Alliant Insurance Services, Inc. had a 91.75 mean composite score. The evaluation committee recommends accepting this proposal.
- North Jersey Educational Insurance Fund (NJEIF):
  1. Arthur J. Gallagher Risk Management Services, LLC had a 92.75 mean composite score. The evaluation committee recommends accepting this proposal.
  2. CBIZ Insurance Services, Inc. had an 81.00 mean composite score. The evaluation committee recommends rejecting this proposal.
  3. Brown & Brown Metro, LLC had a 52.50 mean composite score. The evaluation committee recommends rejecting this proposal.