



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

Board of Trustees Meeting of January 15, 2020
Action Item
Incident reporting system

As a part of NJSIG's efforts to maintain compliance with the PSCL, NJSIG issued a request for proposals for an incident reporting system (LC-2019-0002).

As a result of this open and fair process, NJSIG received four proposals. These proposals were evaluated using weighted evaluation criteria, and the results of that evaluation are attached. Thus, it is proposed that all the proposals submitted be rejected because they all substantially exceed NJSIG's budgeted amount for the services.

Recommended Resolution: to reject all proposals for an incident reporting system because they all substantially exceed NJSIG's budgeted amount for the services.

Jill Deitch, Esq.
Executive Director



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NEW JERSEY SCHOOLS INSURANCE GROUP MEMORANDUM

Date: January 10, 2020

To: Board of Trustees
New Jersey Schools Insurance Group

From: Evaluation Committee for LC-2019-0002

Subject: Incident reporting system (LC-2019-0002) 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.

NJSIG sought proposals from qualified organizations to provide an anonymous incident reporting system to NJSIG members. 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.

NJSIG’s Safety and Risk Control Department provides a variety of loss control and risk management services for members in an effort to reduce claim frequency and severity. As part of these efforts, NJSIG sought to engage an organization to provide its members with an anonymous incident reporting system to allow students and school personnel to anonymously report school issues and safety concerns to school administrators. A full copy of the scope of work is contained within the request for proposals for an incident reporting system (LC-2019-0002).

Proposers were invited to submit proposals for an incident reporting system via a fair and open competitive contracting process. As a result of this solicitation, NJSIG received four 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 an incident reporting system (LC-2019-0002).

The results of the evaluation committee are summarized below:

1. Inspirit Group, LLC dba STOPit Solutions: 64 mean composite score. The evaluation committee found the proposal to be responsive as to management criteria and responsive as to technical criteria. However, the evaluation committee found this proposal substantially exceeds NJSIG's cost estimates for the service and, therefore, recommends rejecting the proposal. The cost for this service for all of NJSIG's members, in the first year of the proposed contract, would be twice the amount that NJSIG currently has budgeted for this type of service (setting aside the one-time program set-up fee). The cost for this service, in the second and third years of the proposed contract, would be several times the amount that NJSIG currently has budgeted for this type of service.
2. Anderson Software, LLC (P3 Campus): 34 mean composite score. The evaluation committee found the proposal to be minimally responsive as to management criteria and minimally responsive as to technical criteria. Further, the evaluation committee found this proposal substantially exceeds NJSIG's cost estimates for the service and, therefore, recommends rejecting the proposal. The cost for this service for all of NJSIG's members would be several times the amount that NJSIG currently has budgeted for this type of service (setting aside the one-time program set-up fee). Further, implementation of this service for all of

NJSIG's members would likely require a partnership with a second vendor to provide monitoring and management of the incidents reported, which would add another expense that is likely to be significant.

3. Anonymous Alerts, LLC: 32 mean composite score. The evaluation committee found the proposal to be minimally responsive as to management criteria and minimally responsive as to technical criteria. Further, the evaluation committee found this proposal substantially exceeds NJSIG's cost estimates for the service and, therefore, recommends rejecting the proposal. The cost for this service for all of NJSIG's members would be several times the amount that NJSIG currently has budgeted for this type of service (setting aside the significant one-time program set-up fees).

4. Educational Development Software (HIBster): 63 mean composite score. The evaluation committee found the proposal to be responsive as to management criteria and responsive as to technical criteria. The service is designed more to help schools manage incidents of alleged harassment, intimidation or bullying, rather than as a mechanism for anonymous reporting of such incidents, although anonymous reporting is available. However, the evaluation committee found this proposal substantially exceeds NJSIG's cost estimates for the service and, therefore, recommends rejecting the proposal. The cost for this service for all of NJSIG's members would be several times the amount that NJSIG currently has budgeted for this type of service (even though there are no program set-up fees).



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Resolution 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 provides a variety of loss control and risk management services for members, in an effort to reduce claim frequency and severity;

WHEREAS, as part of its loss control efforts, NJSIG sought to engage an organization to provide its members with an incident reporting system to allow students to anonymously report school issues and concerns;

WHEREAS, NJSIG has engaged in a fair and open competitive contracting process, pursuant to which proposals were solicited for an incident reporting system; and,

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

NOW THEREFORE, BE IT RESOLVED that:

- 1) NJSIG rejects all proposals submitted for an incident reporting system;
- 2) NJSIG rejects all proposals submitted because all proposals substantially exceed NJSIG’s budgeted amount for the services;



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Resolution Pursuant to the Public School Contracts Law

- 3) The Executive Director is hereby directed to explore the feasibility and cost effectiveness of offering an incident reporting system to NJSIG members and, if appropriate, to reissue a request for proposals for an incident reporting system;
- 4) This rejection 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 15th day of January, 2020.

New Jersey Schools Insurance Group

By: _____

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE: