



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

**Board of Trustees Meeting of March 17, 2021**  
**Action Item**  
**Property GL AL field adjuster services**  
**NJSIG No. 0321-03**

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As a part of NJSIG's efforts to maintain compliance with the PSCL, NJSIG issued a request for proposals for property field adjuster services (C-2021-0001) and general and auto field liability adjuster services (C-2021-0002). As a result of this open and fair process, NJSIG received six proposals for property field adjuster services (C-2021-0001) and four proposals for general and auto field liability adjuster services (C-2021-0002). 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 contracts be awarded as follows:

- 1) For property field adjuster services (C-2021-0001) to:
  - a. MSW Adjustment Group;
  - b. New Jersey Claims Associates, LLC;
  - c. Norcross (A McLarens Company);
  - d. Raphael & Associates; and
  - e. Vanguard Adjusters Group, Inc.
  
- 2) For general liability and auto liability field adjuster services (C-2021-0002) to:
  - a. New Jersey Claims Associates, LLC;
  - b. Norcross (A McLarens Company);
  - c. Raphael & Associates; and
  - d. Vanguard Adjusters Group, Inc.

Sherwin Archibald  
Claims Manager



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

**NJSIG No. 0321-03**

**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 property, general liability and auto liability field adjuster services;

**WHEREAS**, NJSIG has engaged in an open and fair process for the procurement of property, general liability and auto liability field adjuster 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 contracts for property field adjuster services to:
  - a. MSW Adjustment Group;
  - b. New Jersey Claims Associates, LLC;
  - c. Norcross (A McLarens Company);
  - d. Raphael & Associates; and



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- e. Vanguard Adjusters Group, Inc.
- 2) NJSIG awards contracts for general liability and auto liability field adjuster services to:
    - a. New Jersey Claims Associates, LLC;
    - b. Norcross (A McLarens Company);
    - c. Raphael & Associates; and
    - d. Vanguard Adjusters Group, Inc.
  - 3) NJSIG awards contracts for property, general liability and auto liability field adjuster services to these providers based on technical criteria, management criteria and cost criteria;
  - 4) The Executive Director is hereby authorized to execute contracts with the above-referenced providers;
  - 5) This designation is in accordance with the Public School Contracts Law, N.J.S.A. 18A:18A-1, et seq.;



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6) 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 17<sup>th</sup> day of March, 2021.

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  
MEMORANDUM**

**Date:** March 9, 2021

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

**From:** Evaluation Committee for Property Field Adjuster Services (C-2021-0001) and General and Auto Field Liability Adjuster Services (C-2021-0002) RFP

**Subject:** Property Field Adjuster Services (C-2021-0001) and General and Auto Field Liability Adjuster Services (C-2021-0002) 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.

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, bonds, crime, electronic data processing, environmental liability, equipment breakdown, and auto physical damage coverage. NJSIG provides claims administration, underwriting and loss control services for members.

NJSIG self-administers all claims on its property, general liability, and auto liability lines. NJSIG sought proposals from one or more qualified organizations to provide property, general liability and auto liability field adjuster services to assist its

claims department in conducting field investigations and procuring the documentation necessary for proper claims evaluation.

A full copy of the scope of work is contained within the request for proposals for Property Field Adjuster Services (C-2021-0001) and General and Auto Field Liability Adjuster Services (C-2021-0002). 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 property field adjuster services and general and auto liability field adjuster services via a fair and open competitive contracting process. As a result of this solicitation, NJSIG received six proposals for Property Field Adjuster Services (C-2021-0001) and four proposals for General and Auto Field Liability Adjuster Services (C-2021-0002).

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 Property Field Adjuster Services (C-2021-0001) and General and Auto Field Liability Adjuster Services (C-2021-0002).

The results of the evaluation committee are summarized below:

### **Property Field Adjuster Services (C-2021-0001)**

1. MSW Adjustment Group had a 79 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 this proposal.
2. New Jersey Claims Associates, LLC had an 82.75 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 this proposal.

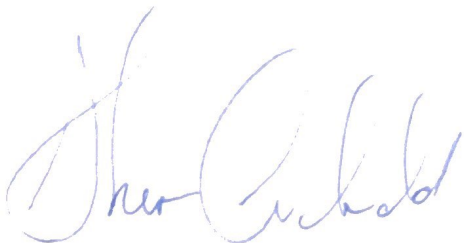
3. Norcross (A McLarens Company) had an 80.25 mean composite score. The evaluation committee found this proposal reasonable as to cost. The evaluation committee found the proposal to be responsive as to management and technical criteria. The evaluation committee recommends accepting this proposal.
4. Ottoson Adjusting & Consulting Group, Inc. had a 60.75 mean composite score. The evaluation committee found this proposal reasonable as to cost. The evaluation committee found the proposal to be not responsive as to management and technical criteria. The evaluation committee recommends rejecting this proposal.
5. Raphael & Associates had an 84.75 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 this proposal.
6. Vanguard Adjusters Group, Inc. had an 80.75 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 this proposal.

**General and Auto Field Liability Adjuster Services (C-2021-0002):**

1. New Jersey Claims Associates, LLC had an 81.25 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 this proposal.
2. Norcross (A McLarens Company) had a 77.75 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 this proposal.
3. Raphael & Associates had an 84.5 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 this proposal.

4. Vanguard Adjusters Group, Inc. had an 80 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 this proposal.



3/9/21