



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

Board of Trustees Meeting of September 16, 2020
Action Item
Payroll administration database software and services

As a part of NJSIG's efforts to maintain compliance with the PSCL, NJSIG issued a request for proposals for payroll administration database software and services (A-2020-0001). As a result of this open and fair process, NJSIG received two proposals. These proposals were evaluated using weighted evaluation criteria, and the results of that evaluation are attached. Thus, it is proposed that the contract for payroll administration database software and services be awarded to PayChex, Inc. based on the results of the committee's evaluation.

Recommended Resolution (NJSIG No. 0920-06): to adopt the contract for payroll administration database software and services be awarded to PayChex, Inc. based on the results of the committee's evaluation.

Michele Carosi
Chief Financial Officer

**NEW JERSEY SCHOOLS INSURANCE GROUP
MEMORANDUM**

Date: September 9, 2020

To: Board of Trustees
New Jersey Schools Insurance Group

From: Evaluation Committee for A-2020-0001

Subject: Payroll administration database software and services (A-2020-0001)
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 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 issues payroll checks according to a semi-monthly pay period. Approximately seventy-five (75) checks are issued each pay period. NJSIG has approximately seventy-five (75) full-time employees.

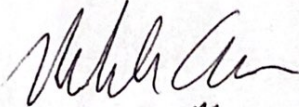
NJSIG sought proposals from qualified organizations to provide payroll administration database software and services. NJSIG’s objective with this RFP was to identify an organization to provide payroll administration database software and services for NJSIG. A full copy of the scope of work is contained within the request

for proposals for payroll administration database software and services (A-2020-0001). 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. Proposers were invited to submit proposals to provide payroll administration database software and services via a fair and open competitive contracting process. As a result of this solicitation, NJSIG received two 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 payroll administration database software and services (A-2020-0001).

The results of the evaluation committee are summarized below:

1. Paychex, Inc. had an 85% 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 found Paychex, Inc.'s response to be the most thorough and professional. Paychex, Inc. also has an outstanding track record of providing reports and support for NJSIG's payroll and tax administration needs. The evaluation committee recommends accepting this proposal.
2. Unicorn HMO, LLC had a 55% 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 found Unicorn HMO, LLC's response to be vague and too broad. The fee structure within their response did not seem to meet all the needs and scheduling of NJSIG's payroll and tax services. The Unicorn HMO, LLC "team" that would be assigned to NJSIG's account did not appear to have the same payroll and tax background and expertise as the Paychex "team" assigned to NJSIG. The evaluation committee recommends rejecting this proposal.


MC
9/10/2020



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**Resolution Authorizing the Execution of
Contracts Pursuant to the Public School Contracts Law
NJSIG No. 0920-6**

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 payroll administration database software and services;

WHEREAS, NJSIG has engaged in an open and fair process for the procurement of payroll administration database software and 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 the contract for payroll administration database software and services to:
 - a. PayChex, Inc.
- 2) NJSIG awards the contract for payroll administration database software and services 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;
- 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 16th day of September, 2020.

New Jersey Schools Insurance Group

By: _____

Irene Le Febvre, Chairperson

Board Secretary
Use Only

DATE:

MOVED BY:

SECONDED BY:

VOTE: