



New Jersey School Boards Association Insurance Group

450 Veterans Drive
Burlington, New Jersey 08016
(609) 386-6060 • FAX (609) 386-8877
www.njsbaig.org

Request for Proposals – Legal Services

The New Jersey School Boards Association Insurance Group (NJSBAIG) hereby requests proposals from qualified lawyers and law firms to provide legal services to the Group for the period of July 1, 2012 through June 30, 2013.

Background and Purpose

NJSBAIG is the state's first and largest school insurance pool. NJSBAIG is a non-profit, member-owned joint insurance fund dedicated to public schools in New Jersey, with 370 member districts representing every county in the state. NJSBAIG is governed by a Board of Trustees, which meets nine times annually. Coverage afforded through NJSBAIG includes property, general liability, auto liability and workers compensation. A complete list of coverages can be found in the Group's Plan of Risk Management, which is filed annually with the New Jersey Department of Banking and Insurance.

NJSBAIG staff includes Claim Handling, Loss Control, Member Services, Underwriting, Accounting and Administrative Employees. The total number of staff positions is currently 65.

NJSBAIG retains legal counsel, duly licensed in the State of New Jersey, to provide legal services including, but not limited to, providing advice to NJSBAIG, its employees and Board of Trustees ("the Board"); preparing written legal opinions; initiating or defending lawsuits as necessary; attending meetings of the Board, its committees and staff, or meeting with other parties as may from time to time arise; and such other legal services as requested by the Board.

Through this Request for Proposals ("RFP"), the NJSBAIG solicits proposals from duly licensed law firms to provide legal services to NJSBAIG.

Requirements of NJSBAIG Attorney

The selected firm/attorney will provide legal services to NJSBAIG, including, but not limited to the following:

- Legal counsel and advice to the Board and Director
- Written legal opinions upon request
- Initiate and/or defend lawsuits as necessary and at the direction of the Board and Director
- Prepare all necessary legal documents
- Attend all meetings of the Board or its committees and other special meetings upon request
- Represent NJSBAIG in all judicial and/or administrative proceedings as directed, as well as advise on the appropriateness of claim settlements as recommended by staff and defense counsel
- Provide timely notification to the Board and Director of changes in the law, including court decisions that might impact NJSBAIG



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NJSBAIG's attorney must be admitted to the New Jersey bar, and may not be a Group Trustee.

Proposal Requirements

Proposers should provide the following information in the order indicated:

Indicate the size of your firm, including the number of attorneys, paralegals and support staff.

Describe your firm's presence in New Jersey, including the number and location of offices and personnel resident to those offices.

Describe your firm's areas of expertise.

Describe your firm's experience in providing legal services to public entities in New Jersey. Indicate the names of public agencies for which the firm has served as counsel, the time period the legal services have been/were provided and the nature of the representation.

Describe your firm's experience and qualifications in providing legal services to Joint Insurance Funds (JIFs), including the firm's experience and qualifications in providing legal services to JIFs that are dedicated to public schools in New Jersey.

Describe the experience and qualifications of the firm and the individual attorney(s) who would be assigned to the NJSBAIG in matters relating to:

- Drafting and review of contracts with vendors who provide services, including insurance products and services to NJSBAIG;
- Drafting and review of employment contracts;
- Analysis of employment law issues, such as those arising under the Americans with Disabilities Act, the New Jersey Law Against Discrimination, the New Jersey Family Leave Act;
- Analysis of the availability of coverage under a variety of insurance policies, including the ability to review claim litigation against Group members as well as evaluating settlement of claims;
- Litigation involving insurance coverage and premium payment issues; and
- Attending and advising on issues relative to public meetings, including drafting and reviewing public entity meeting agendas, minutes, resolutions, policies and by-laws, including issues relative to the Open Public Meetings Act and the Open Public Records Act.

Provide the names and contact information for three references familiar with the work of the firm and the individual attorney(s) in the areas of practice set forth above. Public sector references are preferred.

Revised: 12/1/11



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Provide a statement that the firm and its attorneys are duly licensed to perform the relevant legal services, are in good standing with the Supreme Court of New Jersey and are not subject to any suspension or other penalty that would prevent them from properly representing NJSBAIG.

Identify any business or personal relationships or other contacts that may cause a conflict of interest or the appearance of a conflict of interest if your firm is retained as counsel to the NJSBAIG.

Each firm shall also submit the following information in its proposal:

1. A list of all current New Jersey public clients and length of service to each.
2. A list of all current JIF clients and length of service to each.
3. Background information on the attorney/attorneys to be assigned to the NJSBAIG.
4. Proposed fee structure.
5. Affirmative Action Statement.
6. New Jersey Business Registration Certificate.
7. New Jersey Pay to Play Form.

Information beyond the minimum requirements may also be submitted.

All proposals are to be submitted in writing and received no later than 2:00 p.m. on February 23, 2012. Proposals are to be clearly marked on the outside and submitted in a sealed envelope to:

Martin Kalbach, Director
New Jersey School Boards Association Insurance Group
450 Veterans Drive
Burlington, NJ 08016

NJSBAIG intends to appoint the successful firm by June 30, 2012. Services of the selected firm will commence immediately thereafter, after approval of a signed contract by the Board.

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