REQUEST FOR QUALIFICATIONS

FOR

AUDITOR

Issued by the
Public Entity Joint Insurance Fund

Date Issued:
October 6, 2026

DUE DATE - Responses Due by:

November 6, 2026 by 10:00 a.m.

REQUEST FOR PROPOSALS (RFP)
FOR
AUDITOR

I. PURPOSE AND INTENT

Through this Request for Proposals ("RFP"), the Public Entity Joint Insurance Fund (the "Fund") seeks to engage a vendor as Auditor for the 2026 calendar year commencing January 1, 2027 or upon appointment, whichever is later. This contract will be awarded through a fair and open process pursuant to NJSA 19:44A-20.4 et seq. ***All contracts, disputes, and resolutions shall be governed exclusively by New Jersey law and courts. Vendors will be required to carry insurance coverage.***

II. PROPOSAL SUBMISSION

Submit (a) one original paper copy, clearly marked as the "ORIGINAL" plus (b) an electronic copy in Word format on a Flash Drive. The proposal must be addressed to:

Madeline Delgado
Associate Director Operations
Public Entity Joint Insurance Fund
485 Route 1 South
Building E, Suite 300
Iselin, NJ 08830

The proposal must be received by November 6, 2026 at 10:00 a.m. (EDT).

Faxed or E-Mailed proposals will NOT be accepted.

Any inquiry concerning this RFP should be directed in writing to:

Madeline Delgado
Mdelgado@nipgroup.com

All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act N.J.S.A. 47:1A-1 et. seq. The Fund will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The Fund reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in

the proposals. The Fund further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the Fund reserves the right to re-solicit proposals.

III. GENERAL INFORMATION ON THE FUNCTIONS OF THE FUND

The Fund is organized pursuant to NJSA 40A: 10-36 to provide property/casualty insurance to its member local units. The Fund also provides its members with a comprehensive risk control and claims management program. The Fund is controlled by Board of Fund Commissioners that annually elects an executive committee. The Fund is regulated by the Department of Banking and Insurance and the Department of Community affairs.

IV. MINIMUM QUALIFICATIONS

See Exhibit A

V. SCOPE OF SERVICES

See "Scope of Services" section of the attached Exhibit B.

VI. MANDATORY CONTENTS OF PROPOSAL

In its proposal, the firm must include the following:

1) Contact Information: Provide the name and address of the firm, the name, telephone number, fax number, and e-mail address of the individual responsible for the preparation of the proposal.

2) A fee proposal for the 2027 fund year. **All fees must be presented on an annual, flat-fee basis.**

3) An executive summary of not more than two pages identifying and substantiating why the vendor is best qualified to provide the requested services.

4) A staffing plan listing those persons who will be assigned to the engagement if the vendor is selected, including the designation of the person who would be the vendor's officer responsible for all services required under the engagement. This portion of the proposal should include the relevant resume information for the individuals who will be assigned. This information should include, at a minimum, a description of the person's relevant professional experience, years and type of experience, and number of years with the vendor. Also include Data forms, in the format set forth in N.J.A.C. 11, Exhibit B, incorporating the appropriate and necessary professional qualifications for senior officers and directors of the organization.

5) A description of the vendor's experience in performing services of the type described in this RFP. Specifically identify client size and specific examples of similarities with the scope of services required under this RFP

6) A description of resources of the vendor (i.e., background, location, experience, staff resources, financial resources, other resources, etc.).

7) The location of the office, if other than the vendor's main office, at which the vendor proposes to perform services required under this RFP. Describe your presence in New Jersey. Specifically, the vendor must state in its proposal whether or not the vendor is registered as a small business enterprise ("SBE") with the New Jersey Commerce and Economic Growth Commission New Jersey's Set-Aside Program.

8) Provide references including the contact names, titles and phone numbers.

9) In its proposal, the vendor must identify any existing or potential conflicts of interest, and disclose any representation of parties or other relationships that might be considered a conflict of interest with regard to this engagement, or the Fund.

VII. INTERVIEW

The Fund reserves the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Fund reserves the right to request clarifying information subsequent to submission of the proposal.

VIII. SELECTION PROCESS

All proposals will be reviewed to determine responsiveness. Non-responsive or incomplete proposals will be rejected without evaluation. For vendors that satisfy the minimum requirements, the Fund will evaluate proposals based on the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:

(a) The vendor's general approach to providing the services required under this RFP.
(b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFP.
(c) The qualifications and experience of the vendor's management, supervisory or other key personnel assigned to the engagement, with emphasis on documented experience in successfully completing work on contracts of similar size and scope to the services required by this RFP.
(d) The overall ability of the vendor to mobilize, undertake and successfully complete the engagement within the timeline. This criterion will include, but not be limited to, the following factors: the number and qualifications of management, supervisory and

other staff proposed by the vendor to perform the services required by this RFP; the availability and commitment to the engagement of the vendor's management,

supervisory and other staff proposed; the vendor's contract management plan, including the vendor's contract organizational chart.

IX. SELECTION CRITERIA

The Fund will select the vendor deemed most advantageous to the Fund, price and other factors considered.

Exhibit A

Public Entity Joint Insurance Fund

Request for Proposals for Auditor

Minimum Qualifications

Applicant vendors must establish that they meet the following minimum qualifications:

Auditor:

As a minimum, the applicant shall have seven years' experience as Fund Auditor for a joint insurance fund of the State of New Jersey. The applicant must demonstrate a high degree of knowledge of (1) the finance and operation of local governmental units in New Jersey, (2) the management of a governmental entity comprised of numerous governmental entities and involving numerous vendors (3) workers compensation, liability and property matters involving New Jersey governmental entities, (4) the regulations of the Department of Banking and Insurance and the Department of Community Affairs pertaining to joint insurance funds, and (5) financial matters pertaining to joint insurance funds including budgets, assessments, monitoring reports, investments, audit controls, fund year accounting and closed fund year accounting.

EXHIBIT B

Public Entity Joint Insurance Fund

Services for Auditor

Scope of Services:

- Audit the financial statements of the business-type activities, which comprise the basic financial statements of the Public Entity Joint Insurance Fund (the "Fund") for each fiscal year to include the following supplementary information required by generally accepted accounting principles that will be subject to certain limited procedures, but will not be audited:

    1. Management's discussion and analysis.
    2. Supplementary Schedules and Data.

- The expression of an opinion as to whether the Fund's financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of additional information referred to in the first paragraph when considered in relation to the financial statements taken as a whole. The audit will be conducted in accordance with U.S. generally accepted auditing standards; the audit requirements prescribed by the Departments of Community Affairs and Insurance, State of New Jersey and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and will include tests of the accounting records of the Fund and other procedures considered necessary to enable the expression of such opinion.

- If the opinion on the financial statements is other than unqualified, fully discuss the reasons with the Fund in advance.

- Provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with laws, regulations, and the provision of grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. Such report to include a statement that the report is intended solely for the information and use of the audit committee, management, and other legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties.

- Transmit said report, upon finalization, to the New Jersey Department of Banking and Insurance and the New Jersey Department of Community Affairs, as required under application regulations.

- Present results of audit to the Fund Commissioners at a regularly-scheduled Fund Meeting.