REQUEST FOR PROPOSALS

FOR

HUMAN RESOURCES EDUCATION EMPLOYMENT PRACTICES SERVICES PROVIDER

Issued by the
The Public Entity Joint Insurance fund

Date Issued:
October 16, 2026

Due by:
November 19, 2026
10AM (EDT)

REQUEST FOR PROPOSALS (RFP)
FOR
HUMAN RESOURCES EDUCATION EMPLOYMENT PRACTICES SERVICES PROVIDER

I. PURPOSE AND INTENT

Through this Request for proposals ("RFP"), the Garden State Municipal Joint Insurance fund (the "Fund") seeks to engage a vendor to perform comprehensive Human Resources Education Employment Practices Services for the 2027 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:

Public Entity Joint Insurance Fund
c/o NIP Group, Inc.
485 Route 1 South
Building E, Suite E 100
Iselin, NJ 08830

The proposal must be received by November 19, 2026, at **10:00 a.m.**

Faxed or E-Mailed proposals will NOT be accepted.

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

Madeline Delgado
Associate Director Operations
Public Entity Joint Insurance Fund
485 Route 1 South
Building E, Suite E 100
Iselin, NJ 08830

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. SCOPE OF SERVICES

- Policy Review & Development
  - Review and recommend updates to employment policies, handbooks, and procedures, which can be in a form of a recommended template policy for consideration
  - Ensure compliance with federal and New Jersey employment laws and regulations
- Training & Education
  - Conduct in-person and virtual training sessions for elected officials, department heads, and employees upon request at agreed upon rates
  - Topics include anti-harassment, discrimination prevention, workplace civility, supervisory best practices, and upon request.
- Consultation & Guidance
  - Provide on-demand consultation to municipal officials on employment related issues
  - Advise on disciplinary actions, terminations, accommodations, and workplace investigations
- Claims Mitigation Support
  - Assist in early intervention strategies to reduce potential employment
    practices liability claims
  - Collaborate with JIF claims professionals to identify risk trends and recommend corrective actions upon request
- Investigative Services
  - Conduct independent investigations of workplace complaints when requested

- Deliver written reports with findings and recommendations as needed

- Documentation & Reporting
  - Maintain records of services provided to each member municipality
  - Maintain and produce training materials including curriculum, presentations, invoices, and sign in sheets
  - Submit monthly reports summarizing activities, trends, and outcomes
  - Provide quarterly and/or annual reports detailing services and training utilized by members.
- Compliance Monitoring
  - Track and report on member compliance with mandatory training and policy implementation
  - Recommend corrective measures for non-compliant members
- Program Evaluation & Enhancement
  - Periodically assess the effectiveness of employment practices programs
  - Propose enhancements based on evolving legal standards and member needs
- Coordination with Legal Counsel
  - Work collaboratively with municipal attorneys and JIF defense counsel as needed
  - Provide expert input on employment-related litigation or pre-litigation matters

V. 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. Fee structures that include caps on per medical bill fees and annual total fees must be included in the proposal. 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 a copy of the data forms required by the Department of Banking and Insurance pursuant to NJAC 11:15 – 2.6 (c) 8.

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.

VI. INTERVIEW

The Fund reserves the right to interview any or all 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.

VII. SELECTION PROCESS

All proposals will be reviewed to determine responsiveness. Non-responsive 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.

VIII. SELECTION CRITERIA

The Fund will select the vendor deemed most advantageous to the Fund, price and other factors considered. The contract between the Fund and the selected vendor(s) shall be comprise the contract, this RFP, any clarifications or addenda thereto, the selected vendor's proposal, and any changes negotiated by the parties.