



**REQUEST FOR PROPOSALS**

**FOR**

**CYBER RISK CONSULTANT**

**Issued by the  
The Public Entity Joint Insurance fund**

**Date Issued:  
September 18, 2023**

**Due by:  
October 20, 2023  
10AM (EDT)**



# REQUEST FOR PROPOSALS FOR CYBER RISK CONSULTANT

## I. PURPOSE AND INTENT

Through this Request for proposals (“RFP”), the Public Entity Joint Insurance fund (the “Fund”) seeks to engage a vendor as a Cyber Risk Consultant for the 2024 calendar year commencing January 1, 2024, 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.

## 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.  
Attn: M. Delgado – Associate Director of PE Operations  
900 Route 9 North / Suite 503  
Woodbridge, New Jersey 07095

The proposal must be received by October 20, 2023, 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  
Associate Director PE Operations  
Public Entity Joint Insurance Fund  
900 Route 9 North / Suite 503  
Woodbridge, NJ 07095

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 a 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 –**

Cyber Insurance Assessments – This overview identifies the risk areas and security gaps each municipality faces. A cyber insurance risk assessment considers not just technology but also organization protocols and daily employee procedures that may create a security risk. Using the insurance carrier and/or Fund minimum information security requirements, Cyber Risk Consultant will assess all Fund municipalities.

Gap Analysis & Risk Treatment Plan – A gap analysis is a process that compares actual performance or results with what was expected or desired. The method identifies suboptimal or missing strategies, structures, capabilities, processes, practices, technologies, or skills and then recommends steps to help the company meet its goals.

Cyber Risk Consultant will provide each municipality with a written report of compliance with the insurance carrier and/or Fund minimum information security requirements, and industry best practices for similarly sized municipalities, and a remediation plan for all shortcomings. The remediation plan will include the minimum standard of performance and several options on resolving each issue, along with more comprehensive recommendations.

Consolidated Insurance Application Reporting – Cyber Risk Consultant will consolidate all assessment data and risk treatment plans by municipality into a single report, which can be shared with the insurance provider as proof of compliance. The reports will



Deliverables:

- 1) Quarterly GSMJIF & PEJIF Meetings
  - Provide update on cyber insurance requirements as specified by prospective and incumbent insurance carriers.
  - Review training and simulated phishing results, provide consolidated report.
- 2) Cyber Insurance Survey (January – February)
  - Design and develop a web-based survey based upon the 2023 cyber insurance application(s), best practices, and current industry standards.
  - Distribute and collect survey results.
- 3) Municipal Insurance Assessments (March – June)
  - 60-minute remote discovery session using the carrier’s minimum information security requirements with each member municipality and evaluation regarding compliance with best practices.
  - Written Gap Analysis & Risk Treatment Plan for each municipality
  - Tracking of all remedial efforts including timelines
  - Unlimited Q&A support via email
- 4) Insurance Application Reporting (March – June)
  - Attestation of compliance for minimum information security requirements and approved treatment plan.
  - Monthly updates tracking compliance progress.
- 5) Post Insurance Reporting (July – September)
  - Monthly updates tracking compliance progress.
  - Ad hoc municipal support for minimum information security requirements.
  - Follow-up status call with each municipality throughout the year.
- 6) Municipal NIST Assessments (October – December)
  - 30-minute remote discovery session using the NIST cybersecurity framework for each member.
  - Written Gap Analysis & Risk Treatment Plan for each municipality.
  - Tracking of all remedial efforts including timelines.
  - Unlimited Q&A support via email.
- 7) Incident Response
  - 24/7/365 support and assistance.
  - Detailed reporting and remediation guidance.
- 8) Host Bi-annual in person or online webinars on cyber awareness and/or best practices topics as determined with PEJIF administration.



## **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 2024 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.

