



REQUEST FOR PROPOSALS
FOR
CLAIMS LITIGATION INVOICE REVIEW SERVICES

Issued by the
Garden State Municipal Joint Insurance Fund

Date Issued:
October 1, 2018

Responses Due by:
October 26, 2018



**REQUEST FOR PROPOSALS (RFP)
FOR
CLAIMS LITIGATION INVOICE REVIEW SERVICES**

I. PURPOSE AND INTENT

Through this Request for Proposals (RFP), the Garden State Municipal Joint Insurance Fund (hereinafter the “Fund”) seeks to engage a vendor for CLAIMS LITIGATION INVOICE REVIEW SERVICES for the 2019 Fund year commencing January 1, 2019 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 an electronic copy on a flash drive. The proposal must be addressed to:

Madeline Delgado
Garden State Municipal Joint Insurance Fund
c/o NIP Group, Inc.
900 Route 9 North / Suite 503
Woodbridge, New Jersey 07095

The proposal must be received by October 26, 2018 at 2:00 p.m.

Faxed or E-Mailed proposals will NOT be accepted.

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

Madeline Delgado
Executive Assistant
Garden State Municipal Joint Insurance Fund
900 Route 9 North / Suite 503
Woodbridge, New Jersey 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 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 "SERVICES" section of the contract attached in 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 2019 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 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.

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 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

Garden State Municipal Joint Insurance Fund

Request for Proposals for Claims Litigation Invoice Review Services

Minimum Qualifications

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

Actuary:

As a minimum, the applicant shall be a Member of the American Academy of Actuaries (MAAA) and/or an Associate of the Casualty Actuarial Society (ACAS), currently in good standing.

As a minimum, the applicant shall have seven years' experience as fund/pool actuary for a New Jersey joint insurance fund or other similar insurance pool in another state(s). Public entity/government pool experience is preferred.



EXHIBIT B

Garden State Municipal Joint Insurance Fund Services for Claims Litigation Invoice Review Services

Scope of Services:

A. Audit Program Staffing

Services provided pursuant to this RFP shall be performed by employees (including attorney auditors licensed to practice law in the State of New Jersey in good standing, appeals representatives, paralegals, and clerical staff).

B. Bill Analysis Reports

Vendor shall review legal invoices for compliance with the GSMJIF's legal services guidelines, specific instructions in individual matters, and deviations from appropriate and customary management and billing practices.

Vendor shall generate a bill analysis report (BAR) for each invoice received from GSMJIF's outside legal services vendors within fourteen (14) days from submission of billing(s) from outside legal services vendors to Vendor. Each BAR will state any amounts deducted in accordance with Fund guidelines and provide a list of time entries or other appropriate detail identifying the specific charges denied and the reason(s) for the denial. Each BAR also will include the Fund's control number (e.g., claim number) and such additional information as is necessary for the Fund to issue checks for the amounts set forth in the BAR.

Among other things, each BAR will identify and quantify the financial consequence of the following items:

- i. deviations from the Fund's approved hourly rates;
- ii. deviations from the Fund's rules and generally-accepted management principles regarding continuity of staffing;
- iii. deviations from the Fund's rules and generally-accepted management principles regarding multi-teaming and overstaffing;
- iv. work performed by staff members at inappropriately high billing rates and levels of experience;



- v. deviations from the Fund’s rules and generally-accepted management principles regarding the reasonableness of time spent on specific tasks;
- vi. vague and other inadequately described time entries;
- vii. deviations from the Fund’s rules restricting billing for office conferences and other in-office communications;
- viii. deviations from the Fund’s rules and generally-accepted management principles regarding work that is unauthorized, premature, inappropriately staffed and/or unnecessary;
- ix. billing full rates for travel time when that time is not spent performing substantive work on the Fund’s matters;
- x. billing for time spent on secretarial or overhead functions, including, but not limited to, preparing bills, copying, faxing, making travel arrangements, determining if the firm has a conflict in taking the case, proofreading, opening and closing files, collating documents, preparing for audits;
- xi. deviations from the Fund’s rules and generally-accepted principles regarding billing of overhead items (e.g., postage, telephone and delivery charges);
- xii. improper and/or inadequately documented disbursement charges, and disbursements exceeding the Fund’s limits (e.g., photocopying and faxing page rates);
- xiii. billing that violates the Fund’s policy regarding the frequency within which bills may be submitted; and
- xiv. other improper charges, including, but not limited to, billing excessive hours per day (across many files), minimum increment billing, duplicate time entries within and across bills, duplicate bills, mathematical errors, etc.

Vendor will work with The Fund’s staff to identify the types of issues requiring consultation between Vendor and The Fund’s attorneys and claim professionals to determine whether an exception is appropriate. Vendor also will establish procedures allowing attorneys and law firms timely and meaningful opportunities to contest write-downs. Vendor will issue timely adjustments where appropriate.

C. Work Flow and Processing of Bill Analysis Reports

Vendor will work with the Fund’s staff and accounting personnel to prepare a design for the timely and efficient processing of invoices from the attorneys and law firms involved in the program, which processing will involve Vendor, the Fund’s



accounting personnel, and the Fund's claim personnel. Vendor also will work with the Fund to establish procedures for limiting the involvement of the Fund's personnel in preparing BARs and responding to inquiries and comments from attorneys and law firms participating in the program.

D. Other Reports

On or before the fifteenth (15th) day of each month, Vendor will provide the Fund with schedules showing (in the aggregate and by law firm) the fees and disbursements reviewed under this program for the preceding month and year-to-date, the write-downs (in the aggregate and by exception category) identified by Vendor, and other reports as deemed necessary by the Fund.

E. Computer Usage and Training

Vendor will use proprietary software programs in reviewing invoices submitted to Vendor pursuant to this RFP.

Vendor will train attorneys and law firms to generate time records with task-coded time entries in a standard timekeeping format (i.e., LEDES or LASASF). Vendor shall be responsible for all such training and for implementing the timekeeping format with each such firm. Firms will be required to submit their bills electronically through an internet-based electronic submission, thereby allowing Vendor to review their invoices, and to record and report on the data contained therein, electronically.