NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND
CRITERIA FOR SUBMISSION OF QUALIFICATIONS FOR
PROFESSIONAL AND OTHER CONTRACTS UNDER THE
FAIR AND OPEN PROCESS

NOTICE IS HEREBY GIVEN, for applicants in the position of Fund Attorney for Fund Year 2027 as included in a notice of publication authorized by the Executive Committee of the New Jersey Utilities Authority Joint Insurance Fund by Motion of September 16, 2026 for submission of qualifications that shall take into consideration the following factors which will be weighed by the Executive Committee of the New Jersey Utilities Authority Joint Insurance Fund as the basis of an award for professional services most advantageous to the Fund:

I. The successful candidate will provide the JIF with Fund Attorney services related to, but not necessarily limited to:

a) To Provide Legal Advice To The Executive Committee.

b) To Recommend To The Executive Committee Attorneys To Handle Claims Against The Fund Or The Member Authorities Where The Fund Is Obligated To Provide A Defense And To Supervise The Work Of Such Attorneys Who Shall Not Be A Member Of The Same Law Firm.

c) To Provide Reports To The Executive Committee On Such Matters And At Such Times As The Executive Committee May Direct.

d) Assist The Executive Director/Administrator And The Claims Service Company In The Analysis Of Claims To Prevent Future Similar Occurrences With Periodic Reports To The Executive Committee With Such Recommendations As May, In The Opinion Of The Attorney, Assist In The Reduction Of Claims.

e) Coordinate The Handling Of Litigated Claims With The Claims Service Company And With Attorneys Approved By The Fund.

f) Such Other Services As May Be Required By The Executive Committee, Executive Director/Administrator, The Fund Bylaws, The Risk Management Plan And/Or The Statutes Or Regulations Pertaining To The Fund.

II. Resume and letter application for Fund Attorney including all documentation that provides the following for evaluation by the Fund Executive Committee:

a. Experience, qualifications and reputation in the field for the position sought.
b. Knowledge of the area of expertise for the position of Fund Attorney.
c. Experience and knowledge of the New Jersey Utilities Authority Joint Insurance Fund.
d. Availability to accommodate any required meeting of the Fund.
e. Designated professional and support staff and location of firm's offices.
f. References in general and in particular from municipal property casualty joint insurance fund where the professional or contractor has provided similar services as sought in the Fund.

III. Selection of professionals shall be solely on the Fund Executive Committee's evaluation of the submitted material in the criteria set forth in this document. The Fund reserves the right to negotiate the terms and conditions of a contract with the successful firm or firms to obtain the most advantageous situation for the Fund.

IV. **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 RFQ.

(b) The vendor's documented experience in successfully completing contracts of a similar size and scope to the engagement addressed by this RFQ

(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 RFQ.

(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 RFQ; 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.

V. Submit all materials in a sealed envelope addressed to Karen A. Read, Assistant Secretary, New Jersey Utilities Authority Joint Insurance Fund, mailing and hand delivery addresses are listed below. The proposal must be received on or before 11:00 am on **November 5, 2026**.

Submit (a) one original paper copy. Upon request only, provide an electronic copy of the proposal. The proposal must be addressed to:

New Jersey Utility Authorities Joint Insurance Fund
c/o PERMA Risk Management Services
TRIAD1828 CENTRE
2 Cooper Street, 18th Floor
Camden, NJ 08102
Contains NJUA JIF RFQ Response

Submit (a) one original paper copy, clearly marked as the "ORIGINAL". At a later date we may request an electronic copy after receipt of your original response. The proposal must be addressed to: **NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND**

Faxed or E-Mailed proposals will NOT be accepted.