



New Jersey Schools Insurance Group  
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Request for proposals: LC-2019-0002

## Questions regarding the RFP and Answers

September 20, 2019

Question 1: The system is designed for incident reports that are sent to a district admin team or personnel. While we can certainly provide examples of incidents reported, we (the proposer) do not respond to such incidents directly. Is it acceptable to include examples of what the district's response may be?

Answer: The proposer should only provide examples of responses that were actually provided in response to incidents reported; this would likely only arise if the proposer offers services to help schools monitor and/or investigate and respond to reported incidents.

Question 2: In the flat fee model that NJSIG has presented, what does NJSIG consider a user? Or is this at the discretion of the proposer?

Answer: A user is defined in Section 2.1 of the RFP, under General definitions, as "an individual that has both received a license to use the software, and has actually utilized the software by logging into the software or installing it on a device."

Question 3: Affidavit of Moral Integrity or Exhibit 9.1 - Is it acceptable that our notary is in the state of Ohio?

Answer: The Affidavit of Moral Integrity must be properly notarized under the laws of the State in which it is executed.

Question 4: Regarding references. Just to clarify, when you list public entities as a reference source, that can refer to public school districts, correct?

Answer: Yes, references can be from public entities, including public school districts.

Question 5: How many total student users would there be across the state when operating at full implementation? Rather, how many students (estimated) are there in total with all of the member schools[.]

Answer: NJSIG's members have in excess of 500,000 total students.

Question 6: Can we include other documentation in forms such as insurance certificates and W9 Form?

Answer: All proposers must complete, execute, and submit all of the forms attached as Exhibit 9 to the RFP (i.e., the Affidavit of moral integrity, Disclosure of investigations and other actions involving proposer; Disclosure of investment activities in Iran; Ownership disclosure form; Affidavit of non-collusion; Subcontractor utilization plan; and Employee information report application form AA302). Proposers may also submit any other, additional documentation that they deem relevant or responsive to the RFP.

Question 7: Question about "example of 10 incidents". In our client contracts, we have a stipulation that states how we do not share incident report contents with any third party. Would it be acceptable to submit reports of aggregate data from our system?

Answer: The purpose of the RFP's request for examples of incidents reported is to get a sense of how the proposer's service is currently utilized. The proposer should submit whatever information it can that is responsive to this request.

Question 8: Can we include additional materials in general in the form of an appendix?

Answer: The proposer may submit whatever documentation that it deems relevant or responsive to the RFP.

Question 9: [Potential proposer] provides an anonymous reporting solution to 7 uniquely similar statewide initiatives in the US. The product is known as [name of program]. A key mechanism in each of those deployments is the team of people that serve as 24/7 gatekeepers of the program.

Will NJSIG or another New Jersey be responsible for the management of analysts and/or crisis counselors dedicated to managing tips 24/7/365?

Answer: NJSIG's member school districts will be responsible for managing and responding to incident reports received. However, proposers should provide information about any additional or optional services or features of their reporting systems that are available, including services to help monitor reported incidents and/or services to help school administrators investigate and respond to reported incidents. As outlined in the RFP's Technical proposal (Section 4.4), the proposer must clearly indicate what, if any, additional fees apply for such additional or optional services.