



(888) NJ Pool 1

New Jersey Schools Insurance Group
6000 Midlantic Drive, Suite 300 North
Mount Laurel, New Jersey 08054
www.njsig.org

Request for
qualifications: C-2017-0001;
C-2017-0002;
C-2017-0003;
C-2017-0004; and,
C-2017-0005.

Questions regarding the RFQs and Answers

February 24, 2017

Question 1: Page 2 of 35, the date the RFQ is due is listed for 3/3/2017 but the time it's due is not-please advise what time our responses must be in by on 3/3/2017

Answer: Proposals must be received at the offices of the New Jersey Schools Insurance Group by 5:00 p.m. on March 3, 2017, located at 6000 Midlantic Drive, Suite 300 North, Mount Laurel, New Jersey 08054.

Question 2: Page 22 of 35, Section 4.5.1-Signature Page states that the proposer shall complete and submit the attached Signatory page, however I am unsure of where this form is located in the RFQ- please advise where I can find this form.

Answer: All proposers must submit an affidavit of moral integrity in lieu of the Signatory page.

Question 3: Section 4.4 of the RFP says the proposal should be divided into 3 sections with tabs, and then lists seven sections of material. How are these 7 sections to be divided in 3 sections??? Which of the 7 sections are to be combined??

Answer: The proposal should be divided into seven (7) tabbed sections.

Question 4: RE: 4.4 Mandatory contents of proposal Instructions provide that the proposal shall be submitted in one volume divided into 3 sections, however, this is followed by a description of 7 sections. Should each of the 7 sections be divided with a separate tab or do you want certain sections to be grouped together to form 3?

Answer: The proposal should be divided into seven (7) tabbed sections.

Question 5: 4.5.1. refers to an attached Signatory Page. I do not see one included in the package.

Answer: All proposers must submit an affidavit of moral integrity in lieu of the Signatory page.

Question 6: 4.5.4 refers to a Notice of intent to subcontract form. I do not see one included in the package

Answer: All proposers that intend to subcontract must complete the subcontractor utilization form.

Question 7: 4.5.6 Affirmative action. Is this documentation required to be submitted with the RFQ?

Answer: No. However, this documentation must be submitted prior to the execution of any professional services agreement.

Question 8: There are additional forms attached to the RFQ that are not referenced in the instructions, namely, Affidavit of Moral Integrity, Affidavit of Non-Collusion and Source Disclosure. Should these be completed and submitted with the proposal?

Answer: Yes.

Question 9: Section 4.5.1 of the RFQ indicates that a signature page was to be attached to the RFQ, but it does not appear in the exhibits. Is there a required Signatory Page to be utilized, or can we create one that includes the information described in section 4.5.1??

Answer: All proposers must submit an affidavit of moral integrity in lieu of the Signatory page.

Question 10: At page 25, Section 4.6.2, will letter certification from the firm's accountant comply with the requirement to provide other evidence of financial stability or will profit and loss statements over the past three years suffice?

Answer: The sufficiency of this documentation cannot be ascertained until it has been reviewed.

Question 11: The proposal requests to be submitted in 1 volume composed of 3 sections but there are 7 sections included in RFP. (see item 4.4)

Answer: The proposal should be divided into seven (7) tabbed sections.

Question 12: The proposal requests to include a signature page but we are not clear where it is as is not attached.

Answer: All proposers must submit an affidavit of moral integrity in lieu of the Signatory page.

Question 13: Page 22, Section 4.5.1 Signature Page. a) Are you referring to signing the NJSIG Professional Services Agreement? b) We are a corporation. Do all officers need to sign?

Answer: All proposers must submit an affidavit of moral integrity in lieu of the Signatory page.

Question 14: Page 22, Section 4.5.1 Signature Page. b) We are a corporation. Do all officers need to sign?

Answer: Yes.

Question 15: Page 24, Section 4.6.1 Executive Summary. a) Are you referring to single or double spacing for the three page limitation?

Answer: Single spacing.