



New Jersey Schools Insurance Group  
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Mount Laurel, New Jersey 08054  
[www.njsig.org](http://www.njsig.org)

Request for proposals: U-2017-0001

## Questions regarding the RFP and Answers

September 22, 2017

Question 1: Can you provide the building count / property list?

Answer: Approximately 1,675 buildings with permanent foundations over 1,000 square feet and approximately 1,150 buildings under 1,000 square feet, excluding insurable land improvements, storage containers and portable classrooms / trailers (without permanent foundations).

Question 2: Section 3, page 9: Is the term “property” defined as Insurable Land Improvements. These typically include Fencing, Lighting, signage, flagpoles, etc.

Answer: Insurable land improvements include fencing, lighting, signage, flagpoles, etc.; however, these items would be noted with a combined value for each location, not individually appraised. Storage containers and portable classrooms / trailers must also be noted with a combined value for each location.

Question 3: Are Insurable Land Improvements included in the scope of work for appraisal?

Answer: Yes, see answer to Question 2.

Question 4: Section 3, page 9: What system is NJSIG currently using to manage, update and generate reports for all member property and valuation data, e.g. excel spreadsheets, software, etc., if any?

Answer: Reports are exported from NJSIG's underwriting software database to spreadsheets.

Question 5: As a follow up to question 2, Would NJSIG be interested in vendors including information and pricing for software applications to manage/perpetuate property data & values? If so, should vendors include pricing separately?

Answer: No.

Question 6: Section 3.1, page 11: Since the RFP requires a firm fixed fee to be submitted, will a copy of the statement of value or building list be available in excel for pricing?

Answer: No, only the approximate building count in "question 1", above will be provided. Fees should be reported as a "per building" firm fixed fee, not a grand total for all buildings appraised. If the "per building" firm fixed fee varies depending on the building type, property characteristic or appraisal type, then a separate firm fixed fee should be provided for each building type, property characteristic or appraisal type (e.g. new appraisal, reappraisal). If there is a separate charge for any ancillary service, such as the completion of a flood zone determination or a reconciliation of the prior statement of value to the present appraisal, then these fees should be listed separately.

Question 7: Page #9, Section #3 Scope of Work First bullet - Will NJSIG provide property schedule/list of member buildings as part of the RFP process? If not, can quantities of school districts, buildings, TIVs, etc. be provided?

Answer: Approximate building count provided per answer to “Question 1”, above.

Question 8: First bullet - Is property in the open/insurable land improvement included in project scope?

Answer: Yes.

Question 9: Page #9, Section #3, Scope of Work Third bullet - Is there a specific format on how you expect the COPE data to be presented in report deliverable?

Answer: No specific format is required; however, inspection detail reports must include all required data and photos.

Question 10: Third bullet - HVAC renovations and wire renovations - can you provide additional information on what you require to be reported and will this information be provided by the member?

Answer: Year updated/renovated. Information provided by member.

Question 11: Fourth bullet - can you please expand on the expectation of the deliverable for an outline of any exposure concerning items outside the scope of the valuation - Page 10, Section #3, Scope of Work Second bullet - How will the old appraisals be provided for comparison purposes? In hard copy or electronic? If electronic, excel or pdf?

Answer: Deliverables are outlined in the RFP. A current schedule of values will be provided for each member for historical comparison purposes.

Question 12: Seventh bullet - Are the appraisal reports due within 30 days after the completion of the site visit for each member? Or within 30 days after completion after all member site visits (the 20% annually).

Answer: Within thirty days after the inspection.

Question 13: Page 10, Section #3, Scope of Work Ninth bullet - Does the sample property evaluation include an actual site visit and appraisal of an

actual member? Or does this refer to a sample report provided with the RFP response? If an actual site visit, when would this take place?

Answer: Sample report provided with RFP. The sample report should be representative of appraisal reports that would be provided by the vendor.

Question 14: Page 18, Section #5 – Bond Please confirm a bond is not required.

Answer: No bond is required to submit a proposal in response to this solicitation.