



New Jersey Schools Insurance Group  
6000 Midlantic Drive, Suite 300 North  
Mount Laurel, New Jersey 08054  
[www.njsig.org](http://www.njsig.org)

Request for proposal: LC-2023-0001  
For: School employee  
training services

## Questions regarding the RFP and Answers

### June 2, 2023

Question 1: Are proposers required to have content for all requested content areas?

Answer: Proposers should be able to provide training courses in all of the New Jersey State-mandated topics – i.e., those outlined more fully in the New Jersey Department of Education’s Professional Development Requirements in Statute and Regulation (updated March 2020), attached to the RFP as Exhibit 7.7, and available online at <https://www.nj.gov/education/profdev/requirements/topics/docs/StateRequiredPD.pdf>) – or have the ability to develop courses in those topics by the date a contract is executed. Proposers must also complete the Training Course Checklist For State-Mandated Topics, attached to the RFP as Exhibit 7.8. On this checklist, proposers shall identify any State-mandated topic for which they do not provide training. In addition, for the State-mandated topics for which the proposer does provide training, proposers must detail the name/identifying information of the course (or courses) the proposer currently offers that would meet each State-

mandated topic requirement. Failure to complete the checklist may result in the rejection of a proposal as materially non-responsive.

Question 2: Is NJSIG open to a longer contract term for better pricing options?

Answer: Yes. Although it is anticipated that any contract issued pursuant to this request for proposals will be for a term of twelve (12) months, with the option to extend for two additional twelve-month terms, NJSIG invites proposers to assess the needs expressed in the RFP and offer alternative pricing proposals in addition to the standard method outlined in the RFP. Before putting forth any alternatives, please confirm that such alternatives are permissible for school board insurance groups operating in the State of New Jersey.

Question 3: Confirm that the original electronic copy requires handwritten signatures in ink, assuming that a final version will be printed, signed, and scanned to accommodate ink signatures and a PDF file.

Answer: Yes, proposers are to submit one paper copy, clearly marked as "COPY," plus an original electronic copy, clearly marked as "ORIGINAL," via NJSIG's website. Signatures must be official handwritten signatures in ink. The electronic copy of the proposal must be in portable document format (".pdf"). The maximum file size for each .pdf is ten (10) megabytes. The maximum number of files in a submission is ten (10).

Question 4: Will NJSIG accept exceptions to your standard terms and conditions?

Answer: Although minor adjustments can be made, NJSIG's special contractual terms and conditions are required to be included in all contracts. By submitting a proposal, all vendors consent to the inclusion of these terms in any contract with NJSIG. Vendors must clearly indicate any requested minor adjustments to NJSIG's special contractual terms and conditions in their proposals.

Question 5: Is a bond required for this RFP?

Answer: No, a bond is not required for this contract.

Question 6: Confirm that both an electronic and printed/mailed version is required for submission.

Answer: Yes, proposers are to submit one paper copy, clearly marked as “COPY,” plus an original electronic copy, clearly marked as “ORIGINAL,” via NJSIG’s website. Signatures must be official handwritten signatures in ink. The electronic copy of the proposal must be in portable document format (“.pdf”). The maximum file size for each .pdf is ten (10) megabytes. The maximum number of files in a submission is ten (10).