



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

Request for proposal: U-2022-0001

For: Sub-fund administration
services

Questions regarding the RFP and Answers

December 23, 2022

Question 1: RFP STATES:

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). The proposal must be addressed to:

Request for Proposal Number U-2022-0001 New Jersey Schools Insurance Group 6000 Midlantic Drive, Suite 300 North Mount Laurel, NJ 08054

SHOULD IT

Submit one paper copy, clearly marked as “ORIGINAL”; plus an electronic copy of the ORIGINAL, clearly marked as “COPY”; via NJSIG’s website. Signatures must be official handwritten signatures in ink.

Answer: No. NJSIG requires the paper submission to be marked as “COPY”, and the electronic submission to be marked as “ORIGINAL.”

Question 2: Good Day. In section 2.5.5 Compliance Information and forms... it is referenced the there is a “Checklist of Required Documents and Forms” at the end of this section. Can you please send back the Checklist so Gallagher can make certain we are provided all required documents.

Answer: The “CHECKLIST OF REQUIRED DOCUMENTS AND FORMS” refers to the following required compliance documentation as stated in the RFP at pages 31-32:

COMPLIANCE INFORMATION:

- 1) Required with the proposal:
 - Ownership Disclosure Form (in the event the SERVICE PROVIDER is a corporation, partnership or limited liability company) (form attached to RFP)
- 2) Required after request to bind, but prior to award:
 - SERVICE PROVIDER’s W-9
 - SERVICE PROVIDER’s State of New Jersey Business Registration Certificate (form attached to RFP)
 - Public Law 2005, Chapter 271 Vendor Certification and Disclosure Form (form attached to RFP)
 - Disclosure of Investment Activities in Iran Form (form attached to RFP)
- 3) Required after award, but prior to execution of the contract:
 - Mandatory Equal Employment Opportunity Documentation (contractor shall submit one of the following three documents):

Letter of Federal Affirmative Action Plan Approval,
or

Certificate of Employee Information Report (sample attached to RFP), or

Employee Information Report Form AA302
(electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)
(form attached to RFP)

Question 3: Pages 8, 9 &10; Section 1.5 - Please confirm that direct individual Board physical loss control services such as inspections and recommendations are not required of the sub-fund administrator.

Answer: Confirmed that physical loss control services such as inspections and recommendations resulting from inspections are not required of sub-fund administrators.

Question 4: Pages 8, 9 &10; Section 1.5 - With respect to “Respond to sub-fund membership questions and concerns regarding insurance coverage and safety and risk management issues” please confirm that Sub-fund administrator is not responsible for offering insurance coverage opinions for “what-if” and similar scenarios.

Answer: Confirmed that sub-fund administrators are not responsible for offering insurance coverage opinions or recommendations for “what-if” and similar fact-specific scenarios; rather, sub-fund administrators are responsible for providing sub-fund members with general information regarding insurance coverage and safety and risk management issues.

Question 5: If submitting for multiple funds, would NJSIG entertain a compensation max lower than the \$400,000, as outlined in the RFP? This could apply to the Funds individually or in the aggregate.

Answer: Confirmed that NJSIG would entertain compensation maximums lower than the \$400,000 outlined in the RFP, as to an individual sub-fund and/or as to multiple sub-funds in the aggregate. In their proposal submissions, proposers should specifically delineate the alternative

compensation maximums that they are proposing, as well as whether those proposed maximums apply to an individual sub-fund or to multiple sub-funds in the aggregate.

Question 6: At the close of each contract year, i.e., on or before August 1, each subfund administrator shall provide the Director with an accounting of the safety, risk management, and loss control services provided to NJSIG members for the contract year, and provide itemized receipts and all other supporting records showing such expenditures.

Confirming that this 15% calculation would be scheduled for August 1, 2024 since that would reflect the first subfund year under the new contract which is 7/1/23-7/1/24. The current year 7/1/22-7/1/23 is paid next year (usually in September) I think this is the intent and just need clarification.

Answer: Confirmed that the accounting of the fifteen percent (15%) of the annual sub-fund administrator fee that is to be dedicated to safety, risk management, and loss control services provided to NJSIG members would apply to policy years 23-24, 24-25, and 25-26, and would thus be due on or before August 1, 2024, August 1, 2025 and August 1, 2026, respectively.