

New Jersey Schools Development Authority - OCIP  
**Enrollment Process Exhibit**

**Contract Bid – All Contractors**

Bid package will be furnished to bidders

- 1) All information furnished during the bid process will be considered confidential. Bidder agrees to submit a Price Proposal Net of Insurance (excluding all applicable expenses and costs allocated to the project for Workers' Compensation, Commercial General Liability, Owner's Contractors Protective Liability, Excess/Umbrella Liability and Builders' Risk insurance).

**Contract Award**

Once notification of contract award has been received, the Contractor will submit Contractor/Subcontractor OCIP Enrollment Form 1101 to the OCIP Administrator who will:

- 1) Forward the Contractor/Subcontractor OCIP Enrollment Information form to the insurance carrier for enrollment into the program.
- 2) Issue a certificate of insurance, which will reflect all OCIP coverages.
- 3) The insurance carrier will issue a separate Workers' Compensation policy as well as the required Workers' Compensation posting notices to the Contractor.

**Note: It is each Contractor/Subcontractor's responsibility to alert your own insurance carrier's audit department that all payroll and/or receipts for this project should be excluded from your Workers' Compensation and General Liability audit.**

**Monthly Payroll Reporting**

**ALL** Contractors and Subcontractors are required to submit OCIP Project Site Payroll Reporting Form 1103 – Payroll records must be maintained separate from Contractor's/Subcontractor's normal operations and must be recorded monthly. One copy attached and turned in with pay application, one copy submitted to the OCIP Administrator. It is the Contractor's responsibility to ensure that this information is provided monthly by all tiers of subcontractors.

**When Contractor/Subcontractor reaches Substantial Completion**

- 1) When a Contractor/Subcontractor is nearing completion of their work Notice of Substantial Completion Form 1104 should be completed and sent to the Contractor for sign-off. The Contractor will forward the completed and verified form to the OCIP Administrator.
- 2) The OCIP Administrator will notify the Insurer's audit department and request final audit of payroll, if necessary. The Contractor shall not release final payment to the subcontractor until notification from the OCIP Administrator has been received.
- 3) Payrolls and losses and each Enrolled Contractor/Subcontractor will be filed with the appropriate Rating Bureau. Experience modifications of each Enrolled Contractor/Subcontractor could be affected by their loss experience performed under this project.

**When Contractor/Subcontractor has completed Work**

Contractor should notify their insurance agent/broker to remove any exclusions for this project from their primary policies.

**Claims**

All Contractor/Subcontractors must follow claims rules and procedures outlined in the NJSDA OCIP Insurance Procedures Manual.

**Safety**

All Contractor/Subcontractors must follow safety rules and procedures outlined in the NJSDA Safety Manual.

**Notice to All Contractors/Subcontractors**

The Authority shall not be liable for any costs, damages or delays incurred by Contractor/Subcontractor for failure to follow the Enrollment or Claims procedures outlined in NJSDA OCIP Insurance Procedures Manual. Contractor/Subcontractor will be responsible to pay any fines the Authority is assessed due to Contractor's/Subcontractor's failure to follow State of NJ rules or regulations.

**CHANGES TO ANY OCIP REQUIREMENT OR PROCEDURE MUST BE APPROVED BY THE NJSDA AND OCIP ADMINISTRATOR. NO CONTRACTOR OR SUBCONTRACTOR HAS THE AUTHORITY TO AMEND THE OCIP REQUIREMENTS.**