



New Jersey Schools Development Authority  
Office of Procurement  
32 East Front Street  
Trenton, NJ 08625  
Phone: 609-858-2915

**DATE:** June 5, 2020

**PROJECT:** GP-0271-R01 - Broker Services for the Business and Real Estate Property and Casualty Insurance Program

**DESCRIPTION:** Addendum #1

This addendum shall be considered part of the Request for Qualifications (“RFQ”) issued in connection with the above-referenced project. Should information contained within this Addendum conflict with the RFQ, this Addendum shall supersede the relevant information in the RFQ.

**A. CHANGES TO THE PROCUREMENT PROCESS:**

**1. Notice regarding Interviews**

- a. **NOTICE:** The tentative dates for the interviews are June 29, 2020 and June 30, 2020. Due to Executive Order COVID-19 State of Emergency precautions, the interviews may be conducted at either SDA’s Headquarters in Trenton, NJ or via video conferencing. The interview details will be communicated to the responsive firms.

**B. CHANGES TO THE PROCUREMENT DOCUMENTS:**

**1. Modifications to the Advertisement, Request for Proposals and Associated Documents**

- a. **MODIFY:** All references in the RFQ to the Qualifications Proposals submission requirements shall be modified to revise the submission dates and times. Submissions will only be accepted from 9 AM - 11 AM by overnight or hand delivery on Friday, June 12, 2020 or Monday, June 15, 2020 or Wednesday, June 17, 2020 at the following address:

NEW JERSEY SCHOOLS DEVELOPMENT AUTHORITY  
32 East Front Street  
Trenton, New Jersey 08625-0991  
Attention: Dave Kutch, Senior Procurement Analyst  
Subject: Insurance Broker Services – GP-0271-R01

**C. BIDDER’S QUESTIONS, REQUESTS FOR INFORMATION AND RESPONSES:**

- 1. **Question:** Could NJSDA provide full policies or coverage details for the policies currently purchased?
- Answer:** See attachments 1.2 through 1.10 below which include insurance policies issued upon inception.

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2. Question: Could NJSDA provide loss information, as loss runs or in a summarized format?
- Answer: That information is being obtained and will be included in the RFP documents.
3. Question: In the grading process, are there additional points awarded to Minority and Women Owned Business Enterprises.
- Answer: There are no additional points awarded to Minority and Women Owned Business Enterprises. See RFQ Section 3.0 *SELECTION PROCEDURES* for the criteria that will be used in the Evaluation of the Proposal.
4. Question: Are we limited to the space provided on each of the forms or can additional pages be attached as necessary?
- Answer: Additional pages may be attached as necessary.
5. Question: Are electronic signatures permitted on the necessary documents or are original signatures required?
- Answer: Electronic signatures are permitted, but original signatures are preferred. SDA reserves the right to require the selected firm to provide original signatures on all necessary documents prior to the award of the contract
6. Question: Is documentation outside of the provided forms permitted in support of the information provided on the Firm Experience Case Study Form and the Required Scope of Services Form (i.e. excel, word, power point or PDF documents that are incorporated into the hard copy and electronic copy).
- Answer: See Answer to Question #4, above.
7. Question: From the RFQ: "Submission will only be accepted by overnight or hand delivery at the following address...". Is it still the case or can we submit electronically and due to circumstance not to submit via overnight or hand delivery.
- Answer: Responding firms must submit one (1) unbound original and one (1) cover-to-cover copy in PDF format on USB flash drive as set forth in RFQ Section 2.0 *SUBMISSION REQUIREMENTS AND DELIVERY INFORMATION* and as modified by B.1.a., above.
8. Question: From the RFQ, 1.2 Firm Experience, The Case study sheet refers to the project cost. Should we be describing our experience with construction or focus on the Operational Insurance or both?
- Answer: The project cost should represent the gross written premium for the operational insurance.

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**D. CHANGES TO PREVIOUS ADDENDA:**

1. Not applicable.

**E. ATTACHMENTS:**

1. Attachment 1.1 “Notice of Intent to Participate” Contact List
2. Attachment 1.2 Administration Package Policy
3. Attachment 1.3 Business Automobile Policy
4. Attachment 1.4 Primary Umbrella Liability Policy
5. Attachment 1.5 Excess Umbrella Liability Policy
6. Attachment 1.6 Primary Public Officials/Employment Practice/Cyber Liability Policy
7. Attachment 1.7 Excess Public Officials/Employment Practice/Cyber Liability Policy
8. Attachment 1.8 Real Estate Commercial General Liability Policy
9. Attachment 1.9 Worker’s Compensation Policy
10. Attachment 1.10 Active Shooter and Workplace Violence Policy

***Refer all questions to NJSDA Procurement Staff. Any bidder attempting to contact government officials (elected or appointed), including NJSDA Board members, NJSDA Staff (except for Procurement), Selection Committee members, NJSDA Consultants, and School District officials for information relating to this project or in an effort to influence the selection process may be immediately disqualified.***

**End of Addendum No. 1**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



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**DESCRIPTION:**        **Addendum #1**

**Acknowledgement of Receipt of Addendum**

Consultant must acknowledge the receipt of the Addendum by signing in the space provided below and returning an electronic copy via email to Dave Kutch ([DKutch@njsda.gov](mailto:DKutch@njsda.gov)). Signed acknowledgement must be received prior to the Bid Due Date. Please include a copy of this signed acknowledgement form in the Qualifications Proposal Submission.

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

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