
Addendum #1

New Jersey Schools Development Authority
Office of Procurement
32 East Front Street
Trenton, NJ 08625
Phone: 609-858-2915
Fax: 609-656-7258

DATE: **October 6, 2017**

PROJECT #: **GP-0246-R01**
Owner Controlled Insurance Program (OCIP IV) Enrollment
Administration Services

DESCRIPTION: **Addendum #1**

This addendum shall be considered part of the Bid Documents issued in connection with the referenced project. Should information conflict with the Bid Documents, this Addendum shall supersede the conflicting information in the Bid Documents.

A. CHANGES TO THE PROCUREMENT PROCESS:

1. Not applicable.

B. CHANGES TO THE PROCUREMENT DOCUMENTS:

1. Changes to the Request for Proposals

- a. Not applicable.

2. Changes to the RFP Forms

- a. Not applicable.

3. Changes to the Agreement

- a. Not applicable.

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

1. Question: Reference Point in RFP, Item A.1: the RFP notes that proposals “include, at a minimum, each of the following metrics: on the fourth item outlined, “an estimate by project, by vendor, of insurance costs and expected deductions”-----
QUESTION: COULD YOU PLEASE INDICATE WHAT BID DEDUCT METHODOLOGY IS TO BE USED? MRM is able to use any one of the three commonly used bid deduct methodologies, net of insurance, add-alternative, or a straight deduct approach.

Answer: Currently, the Authority uses a Bid-Net methodology.

2. Question: Reference Point in RFP, Item A.4 : With respect to any CHANGE ORDERS which would occur during the construction projects, we assume that we would use the same bid deduct methodology as we would use for initial contractor/subcontractor proposals, please confirm.

Answer: See response to question #1. However, to the extent there is a programmatic change in methodology utilized by the Authority, any change orders will utilize the same methodology that was in effect at the time of the original bid submission for the applicable construction project.

3. Question: Also with respect to Item A.1 : with the specific bid deduct method which you direct be used, we assume that we will make available detailed documented worksheets of the deducts for each contractor/subcontractor which specifically support the total deducts. Please confirm.

Answer: Yes.

4. Question: Reference Point in RFP, Item A.7 : the RFP specifies that status reports furnished by the administrator include, “ A report of vendor loss performance tied to payroll and labor hours”. Since it is the OCIP broker’s responsibility to interact with the insurer for claim matters, can we assume that the broker or the insurer will provide MRM with the loss information in the format which we require in order for MRM to provide reports which include loss information which would be correlated with other program project data such as payroll and labor hours? Please confirm.

Answer: The Consultant, in cooperation with the Broker, will provide reports acceptable to the Authority.

5. Question: With respect to payment of MRM fees for services delivered, can MRM submit monthly billing on which payment would be made within 30 days of the receipt of our detailed invoices? Please confirm.

Answer: As set forth in the Agreement, Invoices are to be submitted quarterly in a form acceptable to the Authority. Any other schedule may be addressed with the successful bidder.

6. Question: With respect to all safety structuring, monitoring and reporting, we assume that the OCIP broker will assume this responsibility. If MRM is expected to report any safety information such as safety infractions and subsequent corrects, then it will be the responsibility of the insurance broker or a designated special safety vendor to provide this data to MRM in a format which we designate. Please confirm.

Answer: See response to question #4.

7. Question: Please confirm, that MRM's proprietary DataWrap® 2.0 wrap-up management system and the output it which it provides will be treated as CONFIDENTIAL INFORMATION OF MRM , and that it will not be shared with any parties outside of the NJ School Facilities group. Please confirm.

Answer: As set forth in the Agreement, all Deliverables (as that term is defined therein) shall be the sole property of the Authority. Moreover, as a public entity, the Authority's "government records" are subject to disclosure under the New Jersey Open Public Records Act (N.J.S.A. 47:1A-1, et seq.). Additionally, please be advised that certain types of reports may be made available to contractors/subcontractors for recordkeeping and/or compliance purposes.

8. Question: Do you want the chosen Administrator to track change orders for all contractors?

Answer: Yes.

9. Question: For this Enrollment Administrator scope of service section A.1 Risk Management Information System - can you confirm that the Administrator's RMIS will not be expected to track the overall program, and hence will not be able to report on program's financial status, loss control services, etc.?

Answer: The information being sought by this question is unclear. However, a prospective bidder's RMIS must, at a minimum, provide the information set forth in Section A.1.

10. Question: For this Enrollment Administrator scope of service section A.1 Risk Management Information System - Will the Administrator's RMIS system be expected to track any claims?

Answer: No.

- 11. Question:** For this Enrollment Administrator scope of service section A.3 On-Site and Off-Site Insurance Certificates - Will the Administrator have to track on-site and off-site insurance certificates for every contractor or just the prime tier contractors?
- Answer:** A.3 requires the Consultant to monitor each enrolled vendors' on-site and off-site insurance certificates.
- 12. Question:** In Section 5.1.9, it mentions, "...an extended discovery period will exercised...", how long will the extended discovery period be?
- Answer:** Section 5.1.9 of the Agreement requires insurance to be maintained for a period of (5) years after the date of Final Payment by the Authority.
- 13. Question:** What type of carrier integration services will be put in place to deliver proper information (i.e. policy delivery) to the Administrator (i.e. nightly data dumps, etc.)
- Answer:** Integration of carrier services will be determined during the marketing phase performed by the Broker.
- 14. Question:** Section A.2 Enrollment info – "...the consultant shall ensure that the above listed information, upon being entered into the RMIS, is also transmitted and accepted by the Broker and Insurer." Would a cc: on the enrollment feed that goes to the insurer meet this requirement?
- Answer:** The specifics of the submission of information will be determined with the insurer upon completion of the marketing process.
- 15. Question:** A.5 Payroll Tracking – "Receive, validate, and obtain any missing information on the vendor's payroll and work hour monthly reports received from the enrollees. All relevant information be transmitted and accepted by the Broker will be done in a timely manner. Would an email with the Monthly Payroll Summary for each project meet this requirement?
- Answer:** The specifics of the submission of information will be determined with the insurer upon completion of the marketing process.
- 16. Question:** A.6 Close out – Refers to all relevant information for a sub's close out to be transmitted and accepted by the broker in a timely manner – would a cc: on the project snapshot meet this requirement?
- Answer:** The specifics of the submission of information will be determined with the insurer upon completion of the marketing process.

17. Question: A.5 refers to Providing Claims and payroll information, by individual vendor, to the state workers compensation rating bureau for promulgation of EMRs – wouldn't the insurance company do this?

Answer: The specifics of the submission of information will be determined with the insurer upon completion of the marketing process.

18. Question: Is Claims/safety a part of the scope of services?

Answer: No.

19. Question: The term of the Contract is three (3) years, or until all obligations pursuant to the agreement have been performed – whichever is longer. A one year option is also allowed for at NJSDA discretion. All obligations pursuant to the agreement would dictate the Consultant will be engaged throughout the full term of the full term of the OCIP and through the statute of repose for claims management and annual retrospect adjustment.

Given the terms and conditions of the agreement please respond to the following: What is the lead time that the NJSDA will provide notice that it desires to exercise its right to a one (1) year option? In the event the NJSDA exercises the one (1) year option, what is the time frame given to negotiate the terms of the one (1) year option as per Appendix B? For insurance purposes in connection with this agreement, when does the Statute of Repose commence?

Answer: At this time, the Authority is unable to provide a specific timeframe as to when it may or may not exercise its right to extend the agreement that is the subject of the instant Procurement. Additionally, the Authority is not in a position to provide legal advice regarding the applicability of any governing law.

20. Question: Please provide project specific and total program financial information so that the report requirements for the Risk Management Information System can be fulfilled e.g
-Exposure based reporting , s.g. reviews of costs associated with enrolled contractors by trade
-Project specific and total program financial reporting”

Answer: Project specific and total program information can only be estimated at this time. As advancement for each project is approved by the Board of Directors, appropriate information will be shared with the Consultant.



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Phone: 609-858-2915
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DATE: October 6, 2017

PROJECT #: GP-0246-R01
Owner Controlled Insurance Program (OCIP IV) Enrollment Administration Services

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 via scanned copy (Dkutch@njsda.gov) or fax (609-656-7258). Signed acknowledgement must be received prior to the Bid Due Date. Please include a copy of this signed acknowledgement form in the Technical Proposal Submission.

Signature

Print Name

Company Name

Date

ATTACHMENT 1.1

“Notice of Intent to Participate” Contact List

Firm Name	Contact	Email
Aon Inpoint	Matthew T. Schneider	matthew.schneider@aon.com
Consolidated Risk Solutions, LLC	Paul Linssen	aul.linssen@c-r-solutions.com
MRM Consulting, Inc.	Adrien Theriault	atheriault@mrmriskmanagement.com
New World Construction Solutions, LLC	Derek Natalie, CRIS	derek.natalie@nwcs-llc.com
Turner Surety and Insurance Brokerage	Debbie Dineen	ddineen@tsibinc.com
Willis Towers Watson/Willis of New York, Inc.	Boris Pisman	Boris.Pisman@WillisTowersWatson.com