

Question and Answers for RFP for Unemployment Cost Management Services for the State of New Jersey

Question 1: Is there a link to the State of New Jersey Standard Terms and Conditions associated with this RFP? Also, we need to know where to find all of the documents referenced in the RFP. Please advise who I might be able to get these from or if there is a site with the information.

Answer 1: State of New Jersey Standard Terms and Conditions document is available with just a google search. The Belarus/Russia document is available on Division of Administration website right next to the RFP. I have attached the links. Links to other required documents can be found within the RFP itself.

<https://www.nj.gov/treasury/administration/pdf/DisclosureofProhibitedActivitesinRussiaBelarus.pdf>

<https://www.nj.gov/treasury/purchase/forms/StandardTermsandConditions.pdf>

Question 2: For the State's RFP for Unemployment Cost Management Services ending October 21, 2022, I wanted to ask if it would be possible to request an extension to October 26, 2022? We just received this RFP yesterday and would like more time to best respond.

Answer 2: Yes, we have extended the deadline for submission of RFP response to October 28, 2022. The revised submission date has been posted to the Division of Administration website.

Question 3: State of New Jersey Standard Terms and Conditions - When reviewing your Standard Terms and Conditions, there four topics that do not align with our global policies: Plus ten subsequent questions regarding standard terms and conditions.

1. The contract include limitation of liability
2. A waiver of consequential damages
3. Clarification that we retain all our ownership rights
4. Mutual agreement by both parties to comply with law

To proceed, it is important that we receive confirmation that these four topics can/will be negotiated during contract onboarding.

5. EES will comply with all APPLICABLE laws listed in the Standard Terms and Conditions. There a number of laws/statutes/regulations cited which are inapplicable. We'd ask for a statement to be included that the citations to various legal authorities in the Standard Terms are effective only to the extent each such authority is applicable to EES.

6. We'd like a statement that any provisions related to the goods, the delivery of goods, or construction projects be inapplicable.

7. Present our STAC and Schedule for the Services as our Schedule provides the details as to the Service.

8. We ask that the duty to comply with the law be mutual.

9. Indemnification – request further discussion.

10. Termination of Contract - If a termination for convenience required, we'd ask it be mutual (can agree to a longer notice period as understand their need for a replacement vendor).

11. Subcontracting - We operate a shared service so cannot allow for individual clients to consent to our use of a sub as it would impact all clients (can offer other options that will likely appease this issue during negotiations)

12. Mergers, Acquisitions and Assignments - We'd ask that we may be able to freely assign to an affiliate/as a result of a corporate reorganization. We'd also ask that this provision be made mutual.

13. Accessibility Compliance - Discussion of accessibility requirement and relevance to Unemployment Management (an internal process).

14. Confidentiality - Need to clarify language here to allow for disclosure of confidential information when it is required to perform the services. This is a common issue and will be easily remedied.

Answer 3: The State of New Jersey Standard Terms and Conditions must be met in their entirety and are not open to negotiation.

Question 4: Is this a competitive process? Has the RFP been sent to other vendors?

Answer 4: Yes this is a competitive process. Yes the RFP has been sent to other vendors and is available online at <https://www.nj.gov/treasury/administration/> under "Bidding Opportunities" see "RFP – Unemployment Cost Management Services for the State of New Jersey".

Question 5: Can you clarify the submission process?

Answer 5: As stated in the RFP: In order to be considered for award, the Quote {Proposal} must be received by the Procurement Bureau of the Division at the appropriate location by the required time. Vendors {Bidders} shall submit a Quote {Proposal} either electronically or via hard copy.

Hard copy Quote {Proposal} must be submitted to the physical location noted below:

RICARDO ARCE STATE CONTRACT MANAGER ACCOUNTING SERVICES – 7TH FLOOR DIVISION OF PENSIONS AND BENEFITS DEPARTMENT OF THE TREASURY P.O. BOX 295 TRENTON, NJ 08625-0295
HAND DELIVER TO: 50 W. STATE STREET, TRENTON, NJ 08608

Additionally RFP response can be sent electronically to Danielle.Tuccillo@treas.nj.gov by end of day Friday October 28, 2022.

Additional information about submission is available on the RFP at <https://www.nj.gov/treasury/administration/>

Question 6: a) Your pricing schedule includes estimates that are not in line with the scope in RFP section 1.3.1. b) Can you confirm requested pricing volume estimate?

Answer 6: a) Section 4 (Price Schedule) of the RFP erroneously reflects the price sheet requirements for Division of Purchase and Property who previously administered this contract. They require an online submission of RFP response with dummy amounts (\$1) on the price lines for privacy reasons since the responses are publicly visible. The actual price sheet was submitted separately and not online with Division of Purchase and Property. This contract is administered through the Division of Administration

who does not utilize the online submission of bids, therefore the dummy (\$1) amounts are not needed. The price sheet should be completed with actual dollar amount of bid included. This dollar amount represents one fixed price for each claim filed. The dollar amount is paid once when a claim is initially filed and will not be paid again regardless of how many months the individual continues to receive benefits nor how many procedures need to be completed in order to process the claim. One fixed price per claimant. b) The claims estimate on the price schedule of 7,000 claims per year is an estimate based on multiple years averaged. The actual claims filed for the last four years are shown on the RFP section 1.3.1 Summary Information.

Question 7: As an existing vendor, we have an active State of New Jersey Security Due Diligence Third-Party Information Security Questionnaire on file. We will work to update the form upon expiration. Please confirm this meets your requirement.

Answer 7: RFP responses must have all required documents attached including State of New Jersey Security Due Diligence Third-Party Information Security Questionnaire regardless of current or prior vendor status with the State of New Jersey.

Question 8: RFP p. 18 3. DATA SECURITY REQUIREMENTS – CONTRACTOR RESPONSIBILITY b. Security Plan - We'd appreciate further discussion of the requirements of b. Security Plan and Section n. Compliance.

Answer 8: The specifics of Data Security and Compliance are discussed in detail in the remainder of RFP Part 3 DATA SECURITY REQUIREMENTS – CONTRACTOR RESPONSIBILITY pages 18 through 36 sections b through ss. Without a specific question we are unable to provide a specific answer.