

NEW JERSEY ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
FOR
RISK MANAGEMENT AND INSURANCE BROKERAGE SERVICES

(Reference 2023-RFP-181)

ADDENDUM #1

February 23, 2024

The following constitutes an Addendum, which can be a Clarification and/or Modification to the above-referenced solicitation. This Addendum is divided as follows:

- Part 1: Answers to Questions Submitted
- Part 2: Additions, Deletions, Clarifications and Modifications to the RFP

Part 1: Answers to Questions Submitted		
No.	Question	Answer
1.	Can you please elaborate on applicable licensures a broker is expected to maintain per RFP Section 4.2.1.VIII?	Per N.J.A.C. 11:17-2.2, an individual or business entity would be required to hold an Insurance Producer License with Property and Casualty authority to sell, solicit, or negotiate "commercial" insurance in New Jersey.
2.	Please furnish a bid package to my client via email.	Please see the posted RFP and accompanying documents at this link: https://www.njeda.gov/bidding/
3.	Please provide the details and a copy of the current insurance profile to support the bid.	Please see Exhibit C – NJEDA Insurance Risk Profile.
4.	I would like to set up an account for Authority's ShareFile System. My firm will be submitting a response to RFP#2023-RFP-181. Can you help with that?	Please be guided by RFP Section 1.3.6.1, <i>Electronic Proposal Submission</i> .
5.	Provide a schedule of the lines of coverage, by carrier and include premiums and renewal dates.	Please see Exhibit C – NJEDA Insurance Risk Profile.
6.	Who is the current Risk Manager/Insurance Broker?	The Safegard Group, Inc.
7.	How long has the current Risk Manager/Insurance Broker been under contract?	The Safegard Group, Inc. has been our broker of record since at least 2003.
8.	Is the current Risk Manager/Insurance Broker compensated on a flat fee or commission basis? Please advise on the current amount of the flat fee and/or commission percentage.	The current Risk Manager/Insurance Broker is compensated on a commission basis. The current broker fees are built into the premiums.

9.	As respects Section 1.2.1 New Jersey Wind Port, pages 6 – 9, please advise as to the scheduling of work and the contractors that are responsible for each Parcel.	EDA has entered into a contract with AECOM/Tishman (A/T) which is an agreement between Owner (EDA) and Construction Manager (A/T) as constructor where the basis of payment is the cost of the work plus a Fee with a cap. Under this arraignment A/T holds all contracts for the various prime contractors, across all Parcels, including the Substation, including overall scheduling of work.
10.	As respects Section 1.2.1 New Jersey Wind Port, pages 6 – 9, please advise: a. How many different contractors are working at the site and if more than one, who is responsible for coordinating the phases and the various contractors on site? b. How is the project being insured? c. In addition to “its own General Liability and umbrella coverages with NJEDA as an Additional Insured”, will the preferred proponent be asked to place any insurance specific to the construction operations?	a. A/T, as Construction Manager at Risk (CMAR), has responsibility for coordinating work phases with all prime contractors (currently at 6 not including second tier subs). b. Should the Authority decide to disclose this information, it will be provided in a subsequent addendum. c. No. Not other than what is currently in place. See answer to Question #3.
11.	At the end of Section 1.2.1 New Jersey Wind Port, page 9, the RFP references the solicitation is a re-procurement and the new solicitation addresses the current solicitation, can you please advise how these requirements have changed.	Please be guided by the terms and requirements of the new RFP. The vendor is to independently review the RFP and related documents. Prospective bidders are directed to use their best judgment in preparing their proposal submissions.
12.	Section 1.3.1.1 of the RFP (page 10) states that any exceptions to the terms of the Contract must be submitted during the Question and Answer Period. a. Section 9 of the Contract (Exhibit A Contract, pdf page 5) states that the “Contractor agrees not to disclose any Confidential Information, without the prior written consent of the Authority.” As an insurance broker, part of Contractor’s role will be to transmit the Authority’s information to carriers to obtain	The Authority is willing to accept the proposed modification.

	<p>quotes, purchase insurance, renew policies, or submit claims.</p> <p>i. Can Section 9 of the Contract be modified to add the following sentence at the end: “Notwithstanding any other provision of the Contract or the RFP, Contractor is authorized to transmit the Authority’s Confidential Information to insurance carriers in the ordinary course of business and as necessary to obtain quotes, purchase insurance policies, renew policies, and submit claims.”</p>	
13.	<p>As respects Section 1.3.6.1 ELECTRONIC PROPOSAL SUBMISSION (STRONGLY PREFERRED), page 11, the RFP references that all proposal documents must be uploaded to the Authority’s ShareFile system via https://njeda.sharefile.com/r-r86db77992c634e5aa3b68d70ce3e00ce</p> <p>a. A login password is needed. How do we set up an account to gain access to this ShareFile system?</p>	<p>Please be guided by RFP Section 1.3.6.1, <i>Electronic Proposal Submission</i>.</p>
14.	<p>As respects Section 2.1.1 Contract Specific Definitions, Page 21, the definitions reference Wind Turbine Installation Vessels (WTIV), please advise if the NJEDA is responsible to insure these, or any other vessels.</p>	<p>NJEDA will not be responsible. Vessels are covered by individual Marine Insurance as the responsibility of potential developers.</p>
15.	<p>As respects Section 3.1 Scope of Work-Requirements of the Contractor, Introduction, page 22, please advise if you can provide a complete and detailed schedule of insurance for all policies for the NJEDA, including the NJ Wind Port (as referenced above).</p>	<p>Please see Exhibit C – NJEDA Insurance Risk Profile.</p>
16.	<p>As respects Section 3.3 Scope of Work-Requirements of the Contractor, Introduction, page 22, please advise if the insurance program is placed NET OF COMMISSIONS or is commission paid to the NJEDA’s current broker?</p>	<p>Currently, the broker fee is included in the premium.</p>

17.	Regarding section 3.5 CLAIMS SERVICES / MANAGEMENT SERVICES paragraphs A-E; please advise if NJEDA is intending on having [vendor] utilize our RMIS (risk management information system) as a one point access for various insurance program information.	Yes. The Authority has no objection with this requested approach.
18.	<p>As respects Section 3.7 Task Order Requests, page 25 and 26, and Exhibit B1 TOR, the Authority is asking for pricing information to complete the TOR (Task Order Request) which is defined in Section 2.1 General Definitions, page 17 as:</p> <p style="text-align: center;"><i>A Contract that provides for the issuance of Task Order Requests for the performance of tasks or services that were anticipated, but not specified within the original scope of work. When tasks or services are necessary, a TOR is a written description of the task or service for which proposals and quotes for the TOR will be solicited.</i></p> <p>Please advise if the Authority can provide a few examples of the scope that may be involved in a standard TOR during the course of the contract with the NJEDA.</p>	Please be guided by the terms and requirements of the new RFP. The vendor is to independently review the RFP and related documents. Prospective bidders are directed to use their best judgment in preparing their proposal submissions.
19.	Section 1.2.1 - Should the proposed fee contemplate analysis, program design, and placement of new insurance policies for the Wind Port (upon completion of Phase I and for Development of Phase II taking place in 2024) or will these be handled through the TOR process? If it should be contemplated as part of the proposed fee, can you provide an outline of the types of coverages you anticipate having to place during the term of this contract (i.e. port operator, property, owners interest, OCIP/CCIP, Builders Risk, Pollution Liability)?	Proposed fees should not contemplate any analysis, program design, and/or any new policies for the Wind Port for Phase 1a, Phase 1b, and Phase 2 beyond which already exists and are in place. TOR's could be allowed to review/provide/supplement Port Operator, EDA property, Builders Risk coverages, etc. including review of any future Contractor Controlled Insurance Program (CCIP) being proposed by the CMAR over the life of the RFP (5-year potential).
20.	Section 3.1 - Will the awarded broker be responsible for filing Broker of Record letters and taking over the servicing of all existing insurance policies immediately upon the start of the contract or will actual policy servicing not begin until placement of renewal coverage effective 12/14/2024 & 1/1/2025?	Actual policy servicing will not begin until placement of each renewal coverage.

21.	Section 3.1 - Will the procurement of additional insurance deemed necessary by NJEDA be handled via the TOR process or should it be contemplated in the fee being presented? If contemplated in the fee, can you better describe the types of policies that may be required during the term of this contract besides those specifically identified in this section?	Procurement of new insurance products for types of coverages not currently in place may be handled via the TOR process.
22.	Section 3.2.1 - This section indicates “the initial risk profile review will be provided to the NJEDA within approximately 60 days prior to the contract execution date.” Is this meant to say within 60 days of the contract execution date, or is this analysis being required prior to the contract execution?	The initial risk profile analysis is required within 60 days after contract execution.
23.	Section 3.3.C.2 - Will competitive bidding on all insurance policies be required each year of the contract or will the decision of whether to obtain competitive bids be upon agreement between EDA staff and the broker based upon the yearly risk profile review? Given the unique exposures of NJEDA, there are limited carriers who may be willing to provide quotations and approaching the marketplace for quotations on all policies each year may not be beneficial from an availability and cost perspective.	Competitive bidding on all insurance policies will be required each year. Multi-year insurance quotes would be considered where there is adequate market competition of at least three bidders, multi-year coverage options are able to be consistently compared (ex, 1,2, or 3 year options for each), and it would be in the best interest of the Authority to consider and accept such an option at the recommendation of the successful Proposer.
24.	Section 4.2.1.1 - Can you elaborate further on the types of “problems” that must be summarized and addressed in this section? Should this speak to problems in meeting the obligations of the Scope of Services or problems that could arise in the course of providing services and how we would navigate them?	Section 4.2.1.1 refers to anticipated problems the Proposer may contemplate in successfully meeting the requirements of the Scope of Work – Section 3.0, and how the Proposer plans to address any concerns identified in its detailed approach to servicing the contract.
25.	On the above-mentioned RFP, can you tell me who is the current vendor and contract pricing? Also, how do you want us to provide a fee? How is the current vendor pricing you?	<p>For the current vendor, please see the answer to Question #6.</p> <p>Our current structure for premiums includes the brokerage fee.</p> <p>Premiums will not be disclosed at this time. The total annual premiums for all policies contemplated in the RFP was approximately \$1,475,000 for the current coverage period.</p> <p>On how to provide a fee, please see RFP Section 4.2.2, <i>Fee Schedule</i>, and the Fee Schedule itself.</p>

Part 2: Additions, Deletions, Clarifications & Modifications to the RFP

No.	Description	Clarification/Modification
1.	Modification to Section 1.3.4	<p>There will be a second Q&A period. The deadline for Questions will end on March 1, 2024 @ 2:00 p.m. EST</p> <p>The Addendum to the Second Q&A to be posted on or about March 8, 2024.</p> <p>Proposals due April 1, 2024 @ 2:00 p.m. EST</p>
2.	Modification to Section 3.2.A.1	<p>Per Question #23, the first sentence of RFP Section 3.2.A.1 has been revised to read, "The initial risk profile review will be provided to the NJEDA within approximately 60 days after the contract execution date."</p>