



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PROCUREMENT BUREAU
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October 16, 2020

To: All Interested Vendors {Bidders}

**Re: Bid Solicitation #20DPP00507
T2305 – Independent Medical Examinations and Support, Division of Pensions and Benefits**

Quote Submission Due Date: November 20, 2020 (2:00 p.m. Eastern Time)

Bid Amendment #1

The following constitutes Bid Amendment #1 to the above referenced Bid Solicitation:

- This Bid Amendment includes answers to questions.

It is the sole responsibility of the Vendor {Bidder} to be knowledgeable of all of the additions, deletions, clarifications, and modifications to the Bid Solicitation and/or the New Jersey Standard Terms and Conditions relative to this Bid Solicitation as set forth in all Bid Amendments.

All other instructions, terms, and conditions of the Bid Solicitation shall remain the same.

Bid Solicitation #20DPP00507
T2305 – Independent Medical Examinations and Support, Division of Pensions and Benefits

Answers to Questions

Where applicable, each question references the appropriate Bid Solicitation section.

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
1	PDF Documents	When trying to open a Portable Document Format (PDF), I am receiving an error message and am unable to access the PDF. How should I proceed? It is recommended that users utilize Internet Explorer or Microsoft Edge to view PDFs. Certain PDF forms cannot be opened in the Chrome or Firefox built in PDF viewers that are enabled by default. If using Chrome or Firefox it is recommended that the file is downloaded instead by clicking the download button in the upper right-hand corner of the browser after an error message is received. An alternative option is to disable the built in PDF viewers in Chrome or Firefox.
2	Quote Submission	Should I check that I have properly completed and attached all of the required documents with my submitted Quote? Yes. Prior to the Quote Opening Deadline, a Vendor {Bidder} should review the documents comprising the submitted Quote to ensure that all of the required documents have been completed and attached. Oftentimes a Quote is deemed non-responsive because a Vendor {Bidder} fails to attach a required form or attaches a blank form. To review a submitted Quote, a Vendor {Bidder} should log into NJSTART and review each document attached to the Quote submission. Instructions on how to review a submitted Quote can be found in the Quick Reference Guide entitled, "How to Review a Submitted Quote," which is available on the NJSTART Vendor Support Page under Vendor Reference Guides.
3	Exceptions	Will the State allow Vendors to take exception to any of the Standard Terms and Conditions? As stated in Bid Solicitation Section 1.3.1.1, Exceptions to the NJ Standard Terms and Conditions (SSTC): "Questions regarding the SSTC proposed exceptions to mandatory requirements, including the Special and Standard Terms and Conditions in Sections 5 and 9 of this Bid Solicitation must be posed during this Electronic Question and Answer period and shall contain the Vendor's {Bidder's} suggested changes and the reason(s) for the suggested changes." Additionally, as stated in Section 4.1, General: "Quotes including Vendor {Bidder} proposed terms and conditions may be accepted, but Vendor {Bidder} proposed terms or conditions that conflict with those contained in the Bid Solicitation, as defined in Section 2.0 of this Bid Solicitation, or that diminish the State's rights under any Blanket P.O. resulting from the Bid Solicitation, may render a Quote non-responsive."
4	Incumbent	Is there an incumbent vendor for this contract? The current Vendor {Contractor} is QTC Commercial Services, LLC.

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
5	Word Version Request	Good Afternoon. Would you be able to provide me with a Word version of the RFP from page 90 on so that we can track our requested edits? Thank you. The State declines this request. The Bid Solicitation is posted as a Portable Document File (PDF) file as a measure to discourage modification of the Bid Solicitation. The State of New Jersey Standard Terms and Conditions (SSTC) are located from page 90 to the conclusion of this Bid Solicitation, and proposed modifications to the SSTC must be posed during the Electronic Question and Answer period, pursuant to Bid Solicitation Section 1.3.1.1.
6	Start Date	Do you have a start date for the new contract once it has been awarded? The Vendor {Contractor} will be notified of the Blanket P.O. effective date once the evaluation is completed and the intended award complies with the Division of Purchase and Property's (Division's) statutes and regulations.
7	Limited bids - 20DPP00507 Section 1.2 <i>Background</i>	See page 7 of solicitation, 1.2 What is the anticipated length of the contract? See Bid Solicitation Section 5.2, which states, "[t]he base term of this Blanket P.O. shall be for a period of five (5) years... This Blanket P.O. may be extended up to two (2) years with no single extension exceeding one (1) year..."
8	On site work Section 3.2 <i>General Duties and Obligations – Vendor {Contractor}</i>	Are there any on-site requirements for this opportunity? Yes. The Vendor {Contractor} shall establish a secure network so that the Vendor {Contractor} safely and securely scans all medical documents located at the Division of Pensions and Benefits, in the Disability Review Unit, that are required to be reviewed by the Independent Medical Examiner selected for each case. See Bid Solicitation Section 3.2 for on-site requirements.
9	Medical Records Section 3.2 <i>General Duties and Obligations – Vendor {Contractor}</i>	Is there an average amount of medical records per review? Each review is unique; therefore, the State is unable to provide an average.
10	Doc Requirments Section 3.2.1 <i>Health Care Professionals and Locations</i>	Are there any specific doctor requirements such as active practice, licensed in the state of NJ, domiciled in the state of NJ, or any other requirements that doctors must have? The panel of health care professionals must include the specialties detailed in Bid Solicitation Section 3.2.1 for the specific regions. All physician requirements are listed throughout Bid Solicitation Sections 3.0 through 3.8.3.
11	Section 3.2.1(B)	See section 3.2.1 B, Page 19 of solicitation bid. Is it possible for a company to bid on only one section of the bid solicitation? For example,

#	Bid Solicitation Section Reference	Question (Bolded) and Answer
	<i>Health Care Professionals and Locations</i>	can a small business consisting of only psychologists bid solely on the psychological evaluation portion? Pursuant to Section 4.4.5.2 <i>State-Supplied Price Sheet Instructions</i>, "Vendor {Bidder} must bid all price lines in each region." A Vendor {Bidder} can not bid on individual portions.
12	Additional Specialties Section 3.2.1.1 <i>Additional Specialty Health Care Professionals</i>	Additional specialties A-J: Are a minimum of three specialists required for each specialty in each of the North, Central and South Regions? A minimum of three (3) specialists from any of the specialty health care professionals as detailed in Bid Solicitation Section 3.2.1.1 are required for each region.
13	Subcontracting Set-Aside Section 4.4.1.6 <i>Small Business and/or Disabled Veterans' Business Subcontracting Set-Aside Blanket P.O.</i>	Is it mandatory for a Vendor to subcontract to a NJ Small Business Enterprise and/or Disabled Veterans? Business and if yes what percentage is/are required? It is not mandatory that Vendor {Bidder} utilize an SBE and/or DV subcontractor. There is no specific set-aside percentage goal for an individual Blanket P.O. However, pursuant to Bid Solicitation Section 4.4.1.6, if a Vendor {Bidder} intends to utilize a subcontractor at all, it must utilize an SBE and/or DV subcontractor if possible. The Vendor {Bidder} must submit a Subcontractor Utilization Plan demonstrating that it has taken the steps outlined in Section 4.4.1.6 A through G to meet the set-aside subcontracting goal requirements before utilizing a non-SBE, non-DV subcontractor. If the Vendor {Bidder} finds no SBE or DV subcontractors that are interested, qualified, or capable of handling the work after conducting its good faith effort search, then it may select a non-SBE, non-DV subcontractor.
14	Additional Submittals Section 4.4.4.3.2 <i>Additional Submittals</i>	Pg.51, 4.4.4.3.2: Can the 9 required Internal Medicine (IM) physicians be board certified in IM but only practice a subspecialty of IM such as Cardiology and Pulmonology, or do they have to be practicing IM only? A certified Internal Medicine physician may practice a subspecialty, however, that physician must also be capable of opining on medical needs outside of the subspecialty. For example, if a Cardiologist cannot opine on anything unrelated to the heart, another general Internal Medicine physician must be provided.
15	4.4.4.6 pg. 53 "Financial Capability of the Vendor"	Would you be willing to sign a NDA before we disclose our financials? The State will not sign an NDA. Pursuant to Bid Solicitation Section 4.4.4.6, the State requires the financial information to be provided in order to evaluate the Vendor's {Bidder's} financial capacity and capability to undertake and successfully complete the Blanket P.O. That section also states that a "Vendor {Bidder} may designate specific financial information as not subject to disclosure when the Vendor {Bidder} has a good faith legal/factual basis for such assertion. A Vendor {Bidder} may submit specific financial documents via email as long as all pages of the documents are marked "CONFIDENTIAL", or in a separate, sealed package clearly marked 'Confidential-Financial Information' along with the Quote."

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		Please review Section 1.4.4 to be clear on the specifications for designating data or materials as exempt, and also Sections 4.3.1 and which provide additional information and instructions regarding OPRA and claims of exemption. Generally, financial documents are exempt under OPRA regardless of whether a claim of confidentiality is requested.
16	Price Per Review Section 4.4.5 <i>State-Supplied Price Sheet</i>	Is there an estimated budget or price per review? Even a rough estimate would be fine. This information is kept confidential until a Notice of Intent to Award letter is issued.
17	File Attachments: Price Sheet Section 4.4.5 <i>State-Supplied Price Sheet</i>	What are the current contract rates for the services requested in the RFP? The current Blanket P.O. rates are available on the State's e-procurement website, njstart.gov, under Blanket P.O. 20-PROS1-01010. A direct link is found below. Vendors {Bidders} are cautioned that the requirements of Bid Solicitation 20DPP00507 may differ from those in Blanket P.O. 20-PROS1-01010. https://www.njstart.gov/bsa/external/purchaseorder/poSummary.sdo?docId=20-PROS1-01010&releaseNbr=0&parentUrl=contract
18	3.6 pg. 76 "Services Performed within the United States" Section 9.3.6 <i>Service Performance Within U.S.</i>	From time to time, we outsource medical records sorting to be performed by sorters who are physically off shore and electronically have a program that allows them to sort while the data never leaves the U.S. Is that acceptable? No. All services for this Blanket P.O. must be performed within the United States.
19	5.8 pg. 80 "Subcontracting or Assignment" Section 9.5.8 <i>Subcontracting or Assignment</i>	We understand that your contract indicates no subcontracting. All of our physicians are subcontractors and not direct Genex employees. Is that acceptable? This Bid Solicitation permits the use of subcontractors. Individual employees fulfilling staffing roles on the Blanket P.O. do not need to be identified as subcontractors. See Bid Solicitation Section 4.4.1.3 for further information regarding the utilization of subcontractors, and Bid Solicitation Section 4.4.1.6 for subcontracting requirements made as part of this Blanket P.O. If during the term of the Blanket P.O., subcontractors are added or amended, pursuant to Bid Solicitation Section 5.7, and Section 5.8 of the State of New Jersey Standard Terms and Conditions (SSTC), a Vendor {Contractor} must receive prior written consent of the Director to subcontract when subcontractors were not a part of the original proposal.