

NJ Department of Health Strategic Facilitation Services RFP - CMG's Questions:

1) Section 3.2.1.4 Phase 4: Implementation & Monitoring of the Strategic Plan mentions that this project includes the development of a framework for the NJDOH to conduct an annual update of the strategic plan and assess its implementation priorities. Does the NJDOH currently use a framework(s) to evaluate and update its strategic plan? If so, which framework(s) is used?

Answer: Currently, a Strategic Plan Coordinator checks in with implementation teams via email or participated in team meetings. Status updates are collected and summarized for all teams in a memo which is distributed or reported to senior management at monthly meetings. Performance metrics tied to the Strategic Plan objectives are reported quarterly via the Department's Performance Management system.

2) Can the Department of Health make available all existing Department of Health strategic plans, operating plans by existing divisions, performance monitoring and reporting reports such as scorecards and the Governor's strategic plan?

Answer: Yes, the Department will make available existing plans at the Project Kick-Off Meeting as set forth in Section 3.1.1. The Governor's Strategic Plan will not be included.

3) Section 3.2.2 Deliverables states that the Bidder shall deliver, among other materials, "Key performance metrics that are aligned with the Governor's strategic plan and the requirements of the NJDOH integrated performance management system." Which KPIs are currently used?

Answer: To that end, Section 3.2.2 of the RFP has been revised to remove the reference to the Governor's Strategic Plan.

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Answer: Yes, the Department will make available existing plans at the Project Kick-Off Meeting as set forth in Section 3.1.1. The Governor's Strategic Plan will not be included. To that end, Section 3.2.2 of the RFP has been revised to remove the reference to the Governor's Strategic Plan.

3) Section 5.6 Data Confidentiality mentions "contractors" while the introduction paragraph states an award of one (1) Purchase Order to a responsible Bidder. Will the NJDOH consider responses where the responsible Bidder submits a teamed proposal?

Answer: Yes, joint ventures proposal submissions are permitted. Section 1.3.6 of the RFP has been added to outline requirements for joint ventures.

4) What is the required insurance level for a contractor doing business with the New Jersey Department of Health?

Answer: Contractors are bound by Section 4.2 of the State of New Jersey Standard Terms and Conditions (last revised November 30, 2017). This section requires the following insurance levels: \$1,000,000 per occurrence for General Liability; \$1,000,000 per occurrence for Automobile Liability; and \$1,000,000 for Workers Compensation Insurance. Please refer to the State of New Jersey Standard Terms and Conditions at <http://nj.gov/treasury/purchase/forms.shtml> for further information.

5) Is the NJDOH expecting Bidders to correlate their Labor Categories with those of NJDOH within its pricing categories? If so, can the NJDOH please provide them?

Answer: No, Bidders are not expected to correlate their labor categories to DOH. Labor categories are only referenced in Section 5.5 relative to the possibility of additional work or special projects to be completed during the contract period. Such work would only be completed upon the mutual written agreement of DOH and the Vendor.

6) Does the NJDOH have a preferred response document format?

Answer: There is no preferred response document template. If submitting via electronic copy, proposals should be submitted either in Microsoft Word or PDF format.

7) Beyond obtaining a Business Registration Certificate with the State of New Jersey, the execution of a Confidentiality Agreement with the NJDOH, and the general safeguard of sensitive information and Personally Identifiable Information (PII), will the Bidder be asked to obtain any other external security clearance or certifications that may place target start month of March/April at risk?

Answer: The Department does not anticipate the need for Bidders to obtain external security clearances or certifications at this time. In the event that such a need arises after contract award, the matter will be discussed and timelines adjusted accordingly.