



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF INVESTMENT

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June 27, 2025

To: All Interested Bidders

Re: Request for Quotes - Document Management and Workflow Solution

Quote Submission Due Date: July 17, 2025

ADDENDUM #1

This Addendum provides answers to questions posed during the Q&A;

It is the sole responsibility of the Bidder to be knowledgeable of all the additions, deletions, clarifications, and modifications to the Request for Quotes (RFQ) as set forth in this Addendum and any other addendum issued in connection with this RFQ.

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

PART 1
Answers to questions posed during the Q&A

Q#	RFQ Section	Question	Answer
1	n/a	How many line items do NJ DOI currently hold? We define a line item as a unique allocation from a legal entity into an investment vehicle How many unique Funds does NJ DOI currently hold?	There are approximately 260 line items for Alternative Investments. To account for future growth and for publicly traded assets, the selected solution would be expected to support 300-350 line items.
2	n/a	What is the current process the team undergoes to get data into Caissa?	There are daily and monthly feeds to Caissa from NJ DOI's performance book of record, which is currently State Street.
3	n/a	What is the current process the team undergoes to get data into Burgiss?	There are monthly feeds of private fund data into Total Plan Manager, which is then provided to the Burgiss team.
4	n/a	Is automated data extraction of interest as part of this RFQ? If so, what documents and/or what data points would the team want to be included in this automated data extraction scope?	Documents and data points should include but not limited to: All General Partner (GP) communications with the Limited Partner (LP), Capital Call Statements, Quarterly Letters, and Financial Statements.
5	n/a	Do you currently have a Research Management/CRM system in place? If so, what is it?	There is no research management/CRM system in place.
6	n/a	What is the Division's timeline for selecting a vendor?	It is desirous for the Division to move quickly to select a vendor. However, the timeline will be driven based on the evaluation process.

7	n/a	What is the Division's desired start date for the solution?	See answer to question 6.
8	n/a	What are the Division's key pain points with document management and the workflow needs that led to the RFQ?	Currently, there is no centralized platform to store, track, or manage documents, which creates inefficiencies and hampers collaboration with record keeping requirements.
9	n/a	What are the systems utilized today for document management and workflow solutions?	NJ DOI currently utilizes Sharepoint, Shared Drives, and Microsoft Teams to manage documents.
10	n/a	The link to the STATE OF NEW JERSEY SECURITY DUE DILIGENCE THIRD-PARTY INFORMATION SECURITY QUESTIONNAIRE requested on 3.5.12 is not accessible. Is there an accessible link where we can download the questionnaire?	See below link: https://www.nj.gov/state/elections/assets/pdf/electronic-poll-books/sonj-sdd-third-party-information-security-questionnaire-v1.0.pdf
11	n/a	<p>Will the following areas be considered as part of this initiative:</p> <ul style="list-style-type: none"> • Digitalizing the due diligence and monitoring workflow, including integrated data, DDQ, and document collection • Inbound pitch process support, particularly aligned with the emerging and diverse manager mandate your office sponsors. • AI functionality for data management and memo writing 	Yes, the listed areas will be considered as part of this initiative.