NEW JERSEY DEPARTMENT OF THE TREASURY

REQUEST FOR QUOTES
FOR
RFQ# DPA 27-001

Date: November 17, 2026

ADDENDUM #1

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

- Part 1: Proposal Submission Due Date

Vendor proposals must be emailed to the State at alexander.york@treas.nj.gov by no later than **by no later than 4:00 pm, Monday, 11/30/26**.

- Part 2: Questions Submitted

Part 2: Questions Submitted		
No.	**Question**	**Answer**
1.	Section 1.1 names three central services CAPs: Division of Revenue and Enterprise Services, Treasury Printing Services, and Central Motor Pool. Please confirm that these are the only plans in scope, and whether each is maintained today as a separate Excel model or as one combined model.	I confirmed that these are the only plans in scope. A portion of the Division of Revenue and Enterprise Services plan is used to determine separate IT billings. All CAPs are currently maintained separately on a contracted vendor's software.
2.	For each plan, how many cost centers, cost pools, activities, allocation bases, receiving entities (departments and programs), accounts, and other material dimensions currently exist?	1. Division of Revenue and Enterprise Services CAP consists of 32 departments/cost centers, 59 active cost pools, and 6 allocation bases. 2. Central Motor Pool CAP consists of 6 departments/cost centers, 13 cost pools, and 3 allocation bases. 3. Treasury Printing Services CAP consists of 3 departments/cost centers, 14 cost pools, and 2 allocation bases.

3.	Section 1.1 B lists double-iteration, direct, step-down, and activity-based costing as examples of existing allocation methodologies. Please confirm which of these methods each plan uses today.	I confirmed that the Double iteration methodology is currently being used.
4.	Sections 1.1 B and 4.2 C ask the Contractor to review the current allocation bases and recommend revisions. Does the State expect a full methodology and process redesign, or configuration of the existing approved methodology with incremental recommendations?	We expect configuration of the existing approved methodology along with a separate configuration for modification recommended by the State.
5.	If permissible, could the State provide a redacted example of an existing Excel allocation model, including allocation bases and calculation logic, and the corresponding final CAP or federal submission package?	It is not possible to send these documents currently. The existing state cost allocation model, including allocation bases and calculation logic are done on a vendor's software. Therefore, no excel version is available.
6.	Section 1.1 B states that current data and reports are in Excel format. How many fiscal years of historical models, source data, calculation results, supporting schedules, and reports must be migrated?	Three (3) fiscal years of historical models, source data, calculation, etc. are needed. Current data are in pdf and excel format.
7.	Does migration require historical years to be rebuilt as executable models in the solution, or does only historical data and reports to be stored and available for reference, comparison, and reporting?	Migration requires historical year data and reports to be stored and available for reference, comparison, and reporting.
8.	Which State roles and subject-matter experts will be assigned to the project, and who will act as State Contract Manager?	The Fiscal Manager responsible for cost allocation plans.
9.	Does the State have a required go-live date, or a fiscal year or	The aim is to have the project, including training, completed by September 30,

	federal CAP submission cycle by which the solution must be operational? Are there blackout periods or dependencies that should be reflected in the implementation plan?	2027. Testing and modification are expected to be completed by December 31, 2027. The months of July and August should be blocked out for our internal operations.
10.	Section 3.15 A requires a single all-inclusive price on Price Line 1, while Section 4.3 asks for project expenses to be itemized and explained. Please confirm that Bidders should enter the total on Price Line 1 and attach an itemized breakdown. Please also confirm that the CC-120 form provided with the RFQ is the price sheet referred to as Attachment 1 (PB-120).	Please refer to question #23 below for answer.
11.	Section 4.3 sets a maximum budget of $150,000. Must this amount cover both the one-time services (implementation, configuration, data migration, integration, and training) and the software subscription for the full contract term, or only the first year of subscription, with later years priced separately?	The $150k budget will cover a one-time cost for the services, including implementation, configuration, data migration, integration, and training, plus the first year's subscription. Subsequent years are not covered by these funds.
12.	What is the contract term? For how many years should subscription, hosting, maintenance, and support be priced, and are renewal or optional years expected?	Please see question # 11 above for answer. The maximum limit for subscription, hosting, maintenance, and support is three years. There are no optional years.
13.	How many users require access, and how many need model-building or administration capabilities versus data loading, approval, reporting, review, or read-only access? Please indicate expected concurrent-user volumes. Proposed maintenance and update frequency.	A total of three (3) users are required to have access. Two users will need access to everything. One user will need access to loading and reporting capabilities. Maintenance updates at least 2-3 times are necessary.
14.	Section 4.2 B requires import and export in CSV, XML, and API formats. Please identify the	No integration is necessary, but we expect to import/export data in CSV and pdf formats.

	source systems feeding each plan, which of these should be integrated by API and which by file, approximate record volumes per source and fiscal year, refresh frequency, and whether stable identifiers already exist for cost centers, accounts, activities, allocation bases, and receiving entities.	
15.	Sections 1.1 B and 4.2 D require user training for cost allocation staff and management, and administrator training. How many sessions are expected, how many participants should be planned for each group, and should training be delivered remotely, onsite, or in a hybrid format?	At least three (3) users will require cost allocation, management, and administrator training. Hybrid training, consisting of online and possibly one onsite will be necessary.
16.	How many environments are required, for example test and production, to support system testing and user acceptance testing?	There will be no integration with the state system; therefore, no testing environment is necessary.
17.	Please provide additional information regarding the State's current Central Services Cost Allocation Plan structure, including the number of departments/cost centers, service departments, cost pools, allocation bases, and allocation methodologies currently used. If available, please provide the most recent approved Central Services CAP and associated allocation schedules.	Please refer to Question #5 for the answer.
18.	Please clarify the State's expectations regarding "Review the current allocation basis and implement changes for efficiency." Does the State expect the Contractor to perform a substantive cost allocation methodology assessment and provide recommendations for	Please refer to question 4 above for the answer. We expect configuration of the existing approved methodology, along with any modification recommended by the State.

	revised allocation bases, or primarily to configure methodologies identified and approved by the State?	
19.	Please identify the number of fiscal years of historical data, approximate number and size of Excel workbooks/files, and types of historical reports the Contractor will be expected to migrate. Should historical information be migrated as transactional/source data capable of recalculation, or retained primarily for reporting/reference purposes?	Three (3) fiscal years of historical data are necessary. The historical data consists of excel and pdf copies of various sizes. Documents will be retained primarily for reporting/reference purposes.
20.	Please identify the State source systems with which the solution is expected to exchange data, including financial/accounting, payroll, HR, asset, or other systems. Please also clarify whether "API" refers to a requirement that the proposed solution provides an available API or whether the Contractor is expected to develop and implement live integrations with State systems as part of this engagement.	No State source system is expected to exchange data with the software. Therefore, the API requirement doesn't apply. However, the state intends to upload data into the software system in CSV format to populate in the cost allocation plan.
21.	What level of technical support and maintenance does the State anticipate? Will the State process their cost allocation in the software? Will the State require any ongoing support with processing cost allocation on an ongoing basis?	The State intends to be able to process and revise their cost allocation plans as needed in the software but will require support for general desk services if issues arise or we're unable to perform what is required.
22.	Please clarify whether the $150,000 maximum budget represents (a) the total contract value inclusive of implementation, configuration, training, software licensing, and support/maintenance for the entire contract term, or (b) an implementation/project budget	Please refer to question in # 11 above for the answer.

	exclusive of subsequent annual SaaS licensing and maintenance fees.	
23.	Please clarify whether project expenses should be itemized and explained as part of the proposal narrative or in the State Price Sheet. Should assumptions be included in the narrative and actual price be solely included in the price sheet?	Please provide explanation of how you intend to fulfill the SOW in the narrative of your proposal and itemize the prices in the price sheet CC120 that was provided, as attached. You may also include the itemized price in the proposal narrative.
24.	Please identify the anticipated initial contract term and any available renewal/extension periods. For purposes of the State Price Sheet, please clarify the period for which SaaS licensing, maintenance, and support must be included in the quoted price.	Please see Question #12 for answer to the first part of this question. The SaaS licensing, maintenance, and support is needed for three years.
25.	Does the State have a required implementation completion or production go-live date? If so, please identify the required date and any fiscal year or federal CAP submission deadlines that should drive the implementation schedule.	Please refer to question # 9 above for the answer.
26.	Please confirm whether a bidder may provide a representative/redacted State CAP example and representative software documentation where client-specific information, proprietary information, or confidential information must be removed.	Yes- Redacted documents are acceptable.