



State of New Jersey
DEPARTMENT OF HEALTH

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JEFFREY A. BROWN
Acting Commissioner

To: All Interested Bidders

Re: #06-18-25-06WAI – Insurance Benefit Manager, Health Insurance Premium Payment (HIPP) Program

Current Quote Submission Due Date: July 2, 2025 (2:00 p.m. Eastern Time)

Bid Amendment #1

The following constitutes Bid Amendment #1 to the above referenced Bid Solicitation/Request for Quotes (RFQ):

- Question and Answer (Q&A) period has closed with 6 public questions received; certain questions provided by the State are answered for convenience;
- Section 5.4(C) *Ownership of Material* has been revised to correct a section reference; and
- Section 6.6(G) *Privacy* has been revised to correct a section reference.

#	Bid Solicitation/Request for Quotes Section Reference	Question (Bolded) and Answer
1	PDF Documents	<p>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?</p> <p>It is recommended that users utilize 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.</p>
2	Quote Submission	<p>Should I check that I have properly completed and attached all of the required documents with my submitted Quote?</p> <p>Yes. Prior to the Quote Opening Deadline, a Bidder should review the documents comprising the submitted Quote to ensure that all of the required documents have been completed and attached. Oftentimes a</p>

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		Quote is deemed non-responsive because a Bidder fails to attach a required form or attaches a blank form.
3	Quote Submission	<p>Please confirm a Bidder may deliver a hardcopy quote instead of submitting a response electronically.</p> <p>Please be advised that all Quotes shall be submitted electronically via email to centralprocurement@doh.nj.gov.</p>
4	Section 3.0 Quote Submission Requirements	<p>Is there any kind of technical narrative or technical requirements response to this RFP or is it only the Security Questionnaire and the Budget/Cost spreadsheet? Can you please confirm all required submission documents that a successful vendor will have to submit?</p> <p>All submission requirements are identified throughout RFQ Section 3 <i>Quote Submission Requirements</i>. Bidders should carefully read Section 3 and determine which submission requirements are mandatory (i.e. "shall"), which are recommended or optional (i.e. "should" or "may"), and when certain submissions are due (i.e. "with its Quote").</p> <p>Regarding a technical narrative or technical requirements response, "[t]he Bidder shall describe its approach and plans for accomplishing the work outlined in the Scope of Work" pursuant to Section 3.11 <i>Technical Quote</i>.</p> <p>The Bidder is advised that the Technical Quote is not the only mandatory submission requirement with its Quote. Other mandatory requirements include <u>but are not necessarily limited to</u> the Ownership Disclosure Form (Section 3.10.2) the State-Supplied Price Sheet (Section 3.22).</p>
5	Section 4.0 Scope of Work	<p>If claims are submitted to the vendor for payment, has the New Jersey Department of Health (NJDOH) already authorized payment? Or is it the vendor's responsibility to verify eligibility through CareWare, and that the service is covered, prior to processing payment to the provider from the claim?</p> <p>The Division of HIV, STD, and TB Services will verify eligibility/authorize payments before submitting payments information to the Contract for processing.</p>
6	Section 4.0 Scope of Work	How are approved payment requests submitted or shared with the vendor?

#	Bid Solicitation/Request for Quotes Section Reference	Question (Bolded) and Answer
		Claims are submitted the Division of HIV, STD, and TB Services (DHSTS). DHSTS staff will communicate payment information to the Contractor electronically via secure messaging.
7	Section 4.0 <i>Scope of Work</i>	<p>What mechanisms are established to communicate authorizations between the vendor and NJDOH? Will there be clear and defined designated authorization processes?</p> <p>Please see response to question #6.</p>
8	Section 4.0 <i>Scope of Work</i>	<p>Assuming all claim payment requests are already approved (meaning that they require no work from the vendor to check patient eligibility, if the service is covered, and that the provider is part of the approved list) then are secondary (insurance pays first) payments and full pay (uninsured) patient payments treated differently?</p> <p>This service is only for insured patients enrolled in NJDOH's Health Insurance Premium Payment (HIPP) program. The program covers client's cost-share (co-pays and deductibles) after the insurance carrier had paid its share of the covered claim or service.</p>
9	Section 4.3 <i>Additional Requirements</i>	<p>When does the NJDOH's 7-day payment turnaround period begin—upon receipt of the claim, or upon authorization by NJDOH?</p> <p>Upon receipt of the claim from the Division of HIV, STD, and TB Services.</p>

It is the sole responsibility of the Bidder to be knowledgeable of all of the additions, deletions, clarifications, and modifications to the Bid Solicitation/RFQ, as set forth in all Bid Amendments.

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