



State of New Jersey

DEPARTMENT OF THE TREASURY
DIVISION OF PURCHASE AND PROPERTY
PROCUREMENT BUREAU
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October 8, 2013

To: All Interested Bidders

Re: Blue Acres Title Services – South River and Sayreville NJ

Quotation Submission Due Date: October 10, 2013 (1:00 p.m. Eastern Standard Time)

MODIFICATION #1

Answers to Questions

Note: Some of the questions have been paraphrased in the interest of readability and clarity. Each question is referenced by the appropriate RFQ page number(s) and section where applicable.

#	Question	Answer
1	Will contracted Title Companies be responsible for Escrow Settlement Services or Just for Title Commitment and Insurance Services?	Title companies will only be responsible for title commitment and insurance services.
2	Will e-recording of documents be acceptable?	Not all counties currently have the capability to accept e-recording, so submission of original deeds and affidavits will often be required for recording. However, the State records these at their own expense, therefore the title company will not need to provide recording services.
3	Are resumes for Management and Supervisors needed only or do you need it for the Management, Supervisors, all staff working on the transactions?	Bidders are required to submit resumes Management and Supervisors only.
4	Are audited financials acceptable to cover the Financial Capability portion of the Bid? If it is, can it be kept confidential and how do we go about doing that? Also, the document is 14 pages and the total bid allowed is 20 pages? If it is acceptable, I am not sure we can follow that guideline with resumes, corporate charts, and schedule of fees.	The State will accept an audited Financial statement. The Financial Statement does not count towards the 20 pages allowed for your technical proposal.

#	Question	Answer
5	I know we have to keep The Bid to 20 pages or under. Being that Financials and a Title Report are requested, those documents can be semi-voluminous and cannot be condensed. What do we do in this case? Do those documents count towards the bid or are they considered just for reference?	The 20 page limit is only restricted to your technical proposal. All forms, resumes, financial statement do not count toward those 20 pages.
6	Do we need to send full resumes or can we send Corporate Bios for the Managers of this company. Our Management has served as such for EAM for over 10 years. All projects comparable to this contract have been facilitated by these same managers. I was thinking that I could submit their Corporate Bios for this company in addition to the projects and all the details and each Managers Role for said projects. Is this acceptable?	Corporate Bios are acceptable submissions.
7	Do I need a resume for our Subcontractor that will be responsible for providing all examinations and searches for EAM?	No. Resumes for subcontractors do not need to be submitted.
8	Do you require proof of our Agency Agreements?	No. Proof of Agency Agreements is not required.
9	The rates requested for search work in Attachment A are calculated either per name or property address, rather than per hour. I have adjusted the chart accordingly. Please advise if my adjustments are acceptable.	Yes, such adjustments are acceptable.
10	How many references do you need us to supply?	Bidders should supply three (3) references.
11	How much detail do you want in regards to our staff's experience? Do you require this information on our staff that is not producing title?	Describe years of experience in producing title services. It is not necessary to provide information on staff who aren't involved in title services.
12	For the forms we need to complete, what is our Solicitation Number and would Fortune Title Agency, Inc. be the appropriate response for Bidder/Offeror?	For purposes of this RFQ there is no solicitation number. Those fields may be left blank.
13	The insurance requirements mention our General Liability, Auto, and Worker's Compensation. I do not believe the Auto applies to us, please confirm. Also, do you need our E&O Policy as well?	Contractors must provide general liability, Auto and Worker's Compensation as per Section 2.3 of the Waivered Terms and Conditions. No exceptions.
14	The instructions state our proposal cannot exceed 20 pages. Does that include all attachments, such as insurance policies, financial records, etc..?	Please see response to Question #5.

#	Question	Answer
15	There is that Schedule A addendum that states hourly charges. We don't charge hourly charges for any searches. We charge the searches according to the rate manual. Do we use that page to reference any pass through charges that are a set price?	No, it is not necessary to itemize pass-through charges that are a set-price.

Clarification to the RFQ

Section 3.2 of the RFQ requires firms to supply the hourly rate charged for title search work as well as any other fees to be charged that are not set in the New Jersey Land Title Insurance Rating Bureau Manual of Rates and Charges (Manual); however Attachment A does not allow space to include fees other than those in listed in section 5.3.1 of the Manual, and it erroneously lists these pass-through charges as hourly rates rather than per-unit costs. Further, Section 3.2 does not reference all areas of the Manual which provide for additional variable charges. In addition to costs described in 5.3.1 of the Manual, sections 3.1.5 (b) and 7.6 of the Manual reference other special circumstances or charges which are beyond the set rates.

Bidders whose title services will include costs outside of the rates and per-unit costs itemized in the Manual should list any and all such costs in their price list submission. Please also note that the link for the Manual provided in the RFQ is not for the current Manual updated September 1, 2013. The correct link is:

<http://image.exct.net/lib/fef91775716d05/m/1/Rate+Manual+09-01-2013.pdf>