

**Marlboro Township
Department of Administration
1979 Township Drive
Marlboro, NJ 07746**

RESPONSE TO REQUEST FOR CLARIFICATION

**CLARIFICATION NO. 1
Date: Wednesday, September 18, 2024**

Questions have been raised by prospective respondents with respect to the

PROVISION OF PAYROLL PROCESSING SERVICES FOR THE TOWNSHIP OF MARLBORO

Please be advised as follows:

Q1: “Will you amend the RFP requirements and remove the requirements for the Bid Guarantee, Consent of Surety and Performance Bond?”

A: The Bid Guarantee, Consent of Surety & Performance Bond are all **required**

Q2: “Will you only accept a SOC 2, or will you consider SOC 1, Type 2?”

A: The SOC 2 is listed as required. You may submit an alternative report with the proposal, however the Township reserves the right to review and award proposals based on the Township’s original request and evaluation criteria outlined in the solicitation.

Q3: “Will you lower the CGL Insurance requirements to \$2,000,000 aggregate?”

A: as per pages 12, section 63 Insurance and Indemnification, item A, the following is required for Commercial General Liability (CGL)

A) Commercial General Liability (CGL): Coverage for all operations including, but not limited to, contractual, products and completed operations, and personal injury with limits no less than \$1,000,000 per occurrence/\$3,000,000 aggregate (per project). The Township of Marlboro shall be named and listed as an additional insured.

Q4: “Please provide the incumbent vendors and their pricing”

A: to obtain this information please file a formal request though the Township Clerk’s Office. Instructions on how to make this request can be found on the Township website at,

<https://marlboro-nj.gov/open-public-records-act>

Q5: “What is the budgeted amount or estimated annual spending in the past for this service?”

A: A: to obtain this information please file a formal request though the Township Clerk’s Office. Instructions on how to make this request can be found on the Township website at,

<https://marlboro-nj.gov/open-public-records-act>

Q6: “What is the spending to date against each of the incumbent vendor(s)?”

A: A: to obtain this information please file a formal request through the Township Clerk’s Office. Instructions on how to make this request can be found on the Township website at,

<https://marlboro-nj.gov/open-public-records-act>

Q7: “Please provide the total number of employees for whom payroll will be processed.”

A: As per page 6, Section 2 Scope of Services – Technical Specs, item 2.1 Scope of Services

The Township maintains a semi-monthly payroll cycle for approximately 200 full time employees. Additional seasonal and temporary employees are hired and terminated throughout the year.

Please be reminded that proposals will be received Wednesday, October 2, 2024 at 4:00 pm prevailing time.