



**NEW JERSEY OFFICE OF THE STATE COMPTROLLER
CORRECTIVE ACTION PLAN**

Rec Number	Recommendation	Corrective Action	Method of Implementation	Person Responsible for Implementation	Anticipated Date of Implementation
1	Maintain all documentation from the contracting process including Request For Proposals (RFP), responses to RFPs, evaluation reports and scoring sheets, newspaper advertisements, Compliance Documents, and contracts.	Ensure that all documentation is obtained and maintained for the entire contracting process including RFP's, responses to RFP's, scoring sheets, newspaper advertisements, etc.	Meet with the purchasing department and other business department members and review the contracting process and the need to obtain and maintain procurement documents.	Business Administrator	Began prior to final report being issued by OSC.
2	Comply with the requirements of the PSCL for the procurement of insurance and insurance-related services.	The ESCNJ will solicit proposals for the procurement of insurance and insurance-related services in accordance with the requirements for extraordinary unspecifiable services (EUS).	Using the EUS/RFP process, the ESCNJ will solicit proposals for insurance-related services. Working closely with the Broker(s) of Record, the ESCNJ will also procure insurance coverage contracts in compliance with the PSCL.	Business Administrator	6/30/2025
3	In an effort to increase transparency and accountability, the services anticipated to be rendered by the lobbying firm must be incorporated into a written contract. The Commission should maintain a record of work performed under the contract.	Determine an hourly billable rate to illustrate services provided to the ESCNJ are not for lobbying purposes, but to keep ESCNJ abreast of potential changes to legislation that could have an impact on the ESCNJ. The ESCNJ will also solicit proposals for this consultant contract.	Reviewed prior years billing, identify particular points of service and establish fee for service protocols. The ESCNJ, using the RFP process, will procure the consultant contract in compliance with the PSCL.	Superintendent/Business Administrator	11/1/2024 06/30/25
4	Update policies and procedures to include the OSC contract award notification requirements of N.J.S.A. 52:15C-10(a) and (b).	Review purchasing procedures and make sure Standard Operating Procedure manual (SOP) has notification requirements.	Review the Standard Operations Procedure (SOP) Manual and meet with the purchasing department.	Business Administrator	11/1/2024
5	Develop a methodology to estimate the value of both internal and cooperative contracts for notification to OSC based upon requirements in N.J.A.C. 17:44-3.2 and N.J.A.C. 5:34- 7.9(e) and memorialize the methodology through written policy or procedure.	Follow budgetary procedures in accordance with N.J.A.C. 5:34-7.1 et seq. for all ESCNJ programming and for cooperative purchasing.	Review prior expenditures of internal and cooperative contracts. Establish a mode of data collection for Co-op members to report current sales. Establish a policy and procedure. Incorporate in the Standard Operating Procedures manual.	Business Administrator	10/1/2024
6	Notify OSC of any internal and cooperative contracts estimated to exceed \$2.5 million, but less than \$12.5 million, to OSC in accordance with N.J.S.A. 52:15C-10 for post-award review.	Follow statute N.J.S.A 52:15C-10 by notifying OSC of any internal or cooperative contracts exceeding \$2.5 million but less than \$12.5 million.	Meet with Purchasing department and make sure that the Statute is followed.	Business Administrator	Began prior to final report being issued by OSC.
7	Submit internal and cooperative contracts with an estimated value of \$12.5 million or more to OSC for pre-advertisement review and approval.	Follow rules that all internal and cooperative contracts with estimated value of \$12.5 million or more are sent to OSC for pre-advertisement review approval.	Meet with Purchasing department and make sure that the requirement is followed.	Business Administrator	Began prior to final report being issued by OSC.
8	Conduct an annual cost-benefit analysis of the self-insurance health plan costs and evaluate the costs of participating in the SEHBP and/or other options to determine which plan will provide cost savings.	Review with the insurance broker an analysis of the self insurance health plan and review alternate plans to determine that the ESCNJ plan is the most cost effective plan.	Do a cost analysis of the self insurance insurance plan and look at various options of the plan as well as review labor contracts to determine the current flexibility and long term options of changing the insurance plan.	Business Administrator	12/1/2024
9	Analyze the effect of adding a contract clause to limit payments for health benefit claims to the lower of the billed amount or contracted rate. If such a clause would be feasible and lower the overall expenses of health insurance costs to the Commission, include the clause in future claim administrator contracts.	Review with the insurance broker an analysis of the self insurance health plan including contract terms and review alternate plans to determine that the ESCNJ plan is the most cost effective plan.	Analyze the contract of the self insurance plan regarding limit changes for health insurance costs and also analyze various other options of health insurance coverage.	Business Administrator	12/1/2024

10	Conduct analyses on all lines of business to determine the fiscal performance of each and identify where revenue exceeds the cost of operations. Determine if the Commission could provide its members with a reduction of fees or rates. Substantiate any analysis performed or accounting policy updates with written documentation.	Analyze and document all lines of business to determine the fiscal performance. Review fee rates of each line of business.	Analyze all lines of business and provide an analysis on profitability and determine if fees charged to members can be reduced.	Business Administrator	12/1/2024
11	Conduct an analysis of the Commission's existing general fund balance to substantiate the necessary amount of working capital needed on-hand for business continuity. Substantiate any analysis performed and document necessary working capital for accounts receivable and capital improvements in a written and transparent document.	Do an analysis of the fund balance and determine what an adequate amount of fund balance is necessary to operate the ESCNJ effectively.	Prepare an analysis of fund balance and reserves and determine via the analysis what is an adequate amount of fund balance and reserves needed to operate ESCNJ.	Business Administrator	12/1/2024
12	Develop a policy to dictate the required level of general fund balance needed for business continuity in future years. The policy should also include both a minimum and maximum fund balance level at which the Board will act to increase rates or the level at which the board should return fund balance in excess of its policy goals back to its members.	Do an analysis of the fund balance and determine what an adequate amount of fund balance is necessary to operate the ESCNJ effectively and then create a policy of the minimum and maximum amount for board approval.	Prepare an analysis of fund balance and reserves and determine via the analysis what is an adequate amount of fund balance and reserves needed to operate ESCNJ. Once the analysis is complete, create a policy and have that approved by the trustees at a board meeting.	Business Administrator	12/1/2024

Agency Official Name:

Nadia Romano

Signature:

Title:

Superintendent