



**BUREAU OF FISCAL
SERVICES
PROCUREMENT UNIT**

October 2, 2020

**Request for Proposals (RFP) 19-100
Controlled Disbursement and Direct Deposit Services**

Announcement #1 and Amendment #5

To All Potential Bidders:

Attached is Announcement #1 for the above referenced RFP. This announcement includes the Department's responses to two additional questions.

Additionally, the Department is issuing Amendment #5 as clarification to:

- Amend RFP Table 2, Qualifying Requirement 1.7

Corrected pages are attached to this document. All deletions are shown as **red** strikethrough text and additions are made in **blue** text.

All other requirements and conditions remain as indicated in the RFP.

New York State Department of Taxation and Finance
Request for Proposals (RFP) 19-100
Controlled Disbursement and Direct Deposit Services

#	RFP Page # / Section	Question	Response
1	RFP Section 2. Qualifying Requirements Requirement 1.7 Pages 14-15	<p>Controlled disbursements typically is utilized in the context of checks, however we understand that for ACH in this case it relates to the reporting capability on the controlled disbursements accounts so that you also get a full view of both check and ACH disbursements being cleared for the day</p> <p>We have identified both excellent ACH and check client references, however understandably clients who are majorly clearing ACH with us (and not also check simultaneously) will not be always utilizing the controlled disbursements capability on their accounts for ACH.</p> <p>Is this acceptable to NYS for the ACH client reference to be fulfilled with a reference whereby we process 5mm+ in ACH direct deposits with on an annual basis for the 3 qualifying years, but not via controlled disbursement accounts?</p>	<p>Yes, this is acceptable. In addition to one of the provided contracts processing at least two million paper checks annually for the three qualifying years, the State is specifically looking for one contract with at least 5 million outgoing ACH payments for the three qualifying years, regardless of what other capabilities are used on those accounts.</p>
2	RFP Section 2. Qualifying Requirements Requirement 1.7 Pages 14-15	<p>A question arose from one of our client references as they would like to understand 1) what date(s) and when the calls will be scheduled with them to discuss and 2) with whom they would have the pleasure of speaking with at NYS regarding?</p>	<p>The reference check will be via phone call or emailed questionnaire by DTF program area evaluators or procurement staff within, likely, the first two weeks after the proposal due date of 10/14/2020.</p>

TABLE 2: QUALIFYING REQUIREMENTS		
#	QUALIFYING REQUIREMENT	REQUIRED RESPONSE
	<p>Deposit Services required in this RFP within the past five years prior to bid submission date. The Bidder must submit two reference contracts to demonstrate the required experience:</p> <ul style="list-style-type: none"> • Each contract The reference contracts, combined, must substantially meet the Requirements of this RFP. • Each contract must be at least three consecutive years within the past five years. • At least one contract must have processed controlled disbursements of at least five million outgoing ACH direct deposits annually for the three qualifying years. • At least one contract must have processed at least two million paper checks annually for the three qualifying years. <p>If this proposal includes a Subcontractor, the Subcontractor must have been used in at least one reference contract in the same respective service role.</p> <p>Bidders may submit a third contract that meets the required experience as an alternate reference in the event that one of the primary references is non-responsive.</p>	<p><input type="checkbox"/> Yes, the Bidder affirms its understanding of, and agreement to comply with, this Requirement.</p> <p>The Bidder must provide the required information on Attachment 7 (References) and show evidence of qualifying experience. Such evidence must include (redact proprietary and confidential information as necessary):</p> <ul style="list-style-type: none"> • A description of the services and term of the contracts; • Names, titles, and contact information for client staff that administered or oversaw the contract; and • Any Subcontractors used on the contracts and their role. <p>Note: The Bidder is solely responsible for providing contact information for clients that are readily available to be contacted by the Department and will respond to questions.</p>
END OF TABLE 2: QUALIFYING REQUIREMENTS		

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