



*The City of New York*

Financial Information Services Agency

Office of Payroll Administration

Neil Matthew, Executive Director  
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**To:** Vendors  
**From:** Hanan Moursi *Hanan Moursi*  
**Date:** January 30, 2023  
**Subject:** Addendum No. 2 to the Payroll Banking and Related Services RFP (PIN: 1312022BNKRFP) – Responses to Vendor Questions, Fillable Doing Business Data Form and Revised Appendix A

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**This constitutes a formal addendum to the subject Request for Proposals (“RFP”) to provide payroll banking and related services for the City of New York payroll operations. This Addendum No. 2 should be annexed to, and is part of, the Request for Proposals Payroll Banking and Related Services.**

Each vendor that chooses to submit a proposal *must* acknowledge receipt of this Addendum No. 2 in the space indicated in Attachment C: Acknowledgment of Addenda to FISA-OPA Payroll Banking and Related Services RFP. Failure to do so will result in a determination that the proposal is non-responsive.

This Addendum No. 2 (including any and all attachments) is part of the RFP and is subject to all applicable confidentiality requirements.

Below is a list of questions submitted by the vendors during the question submission period, along with FISA-OPA’s responses. Please be advised that similar questions which share a response have been grouped.

- Q1. Could you please inform what is the expected monthly average balance for OPA Concentration Account?**  
*\$126M.*
- Q2. Please provide the average monthly account balances.**  
*All ZBA accounts have a zero balance. OPA Concentration Account is \$126M.*
- Q3. Page 9 – section B.1: How many payroll files are transmitted in a monthly basis?**  
*Approximately, 26 check issue files and 52 ACH files a month.*
- Q4. Page 15 section 2.3: The document states this function cannot be delivered through a third party contractor. We would like to confirm that FISA is referring to the actual processing. The reason we ask this question, is that most (if not all) banks are leveraging a third party contractor for hardware (scanners) and/or software associated with remote deposit services.**
- Q5. Can the city clarify the statement “The remote deposit services must be processed in-house by the Contractor. This function cannot be delivered through a third party Contractor” pg. 15**  
*The City’s intent is that the Contractor itself, and not a third party, performs the actual processing of remote deposits.*

- Q6:** Is image retention of 7 years hard requirement? In the event that the on-line 7 year image retention requirement cannot be met, will physical copies be acceptable? pg. 15  
*7 years is a hard requirement. "Physical copies" will not be acceptable.*
- Q7:** Page 12 section 1, 1<sup>st</sup> bullet references expectation that Contractor will be the Originator for New York City. In normal circumstances, the Contractor would be the ODFI; however, New York City will be the Originator. Can you confirm this arrangement?  
*Confirmed.*
- Q8:** Page 12, section 1, 1<sup>st</sup> paragraph: Last sentence references the contractor is to validate all the ACH transactions – can you clarify what is meant by ‘validate’?
- Q9:** In the sentence: The Contractor must process and validate all ACH transactions in strict compliance and within the time frame established by the NACHA Rules, please define "validate".  
*The Contractor must demonstrate to the City all quality controls and quality assurances it performs regarding differences in file totals or any other edits discovered during the confirmation process prior to and subsequent to releasing ACH transactions to NACHA.*
- Q10:** Page 13: 1<sup>st</sup> paragraph references Contractor must validate the ACH file content before sending. Can you clarify what is meant by ‘validate the contents’?  
*The Contractor must demonstrate to the City all quality controls and quality assurances it performs regarding differences in file totals or any other edits discovered during the confirmation process prior to and subsequent to releasing ACH transactions to NACHA.*
- Q11:** Credit Line: Page 13 – section 1.6: What is the expected the ACH peak amount for 1 day?  
*When 4 payroll cycles have the same pay date, the 6 ACH files have a payroll amount of approximately \$800M and an ACH item count of approximately 310,000.*
- Q12:** Page 16 – section 2.3: Confirm the number of scanners required
- Q13:** How many desktop scanners will be required?
- Q14:** How many check scanners does the City currently use and how many locations? pg. 15  
*1-3 scanners; one NYC location.*
- Q15:** Are any compensating balances in the current contract maintained with respect to the FISA-OPA account structure listed in the Request for Proposal to offset fees?  
*Yes.*
- Q16:** In Section 5.01 Books and Records can you please provide examples of accurate books, records, documents, and other evidence, that you have referenced in this paragraph.  
*Section 5.01 of Appendix A is self-explanatory.*
- Q17:** Please outline for each of the 26 payrolls the day of the week that the bank will receive your NACHA file, and the expected Direct Deposit settlement day of the week (e.g., NACHA file sent to the bank on a Tuesday for a Friday payroll effective date).  
*As stated in the RFP, page 12, "The City will transmit Entries to the Contractor in the manner, at the times, and in accordance with approved media, content and format as agreed by the City and the Contractor."*

**Q18: Once the payroll file is originated, is the City looking to delete many of the items on the file? If yes, do you run into timing issues?**

*No. The City does not want to delete item(s) once the file is originated and sent to the Contractor. However, the City seeks to understand what options the Contractor provides, if in an unlikely and unfortunate circumstance an ACH file is incorrectly sent by the City to the Contractor.*

**Q19: Is the City originating prenotes today? In lieu of prenotes, would the City be interested in sending account validation inquiries to the bank to determine the account status and ownership?**

*City is not originating prenotes for payments made from the payroll management system. The City is interested in the proposer's capabilities to support ACH prenote capabilities and is interested in other methods to determine account status and ownership.*

**Q20: Please confirm that for the "echo-back" file, you are asking the Contractor to return an exact copy of the file we receive from you. If yes, is this mandatory? If not, would an acknowledgement of file receipt received in approx. 15 minutes that contains control totals suffice?**

*On Page 12 of the RFP in the section 1.2 ACH Transmission requires the transmission of the echo-back file. The file is used for quality assurance.*

**Q21: In the sentence: Information for all returned Entries and NOCs must immediately be made available to the FISA-OPA, preferably via web-based system or report process, please define "immediately".**

*Immediately is defined as next business day, or earlier.*

**Q22: Do you pay retirees that now reside outside of the US, but they maintain a US bank account to receive their retiree payroll payments?**

*The City does not avail itself of international ACH payments.*

**Q23: Is the understanding that you will be underwritten and assigned an exposure limit for both ACH credit and debit origination?**

*NYC will not have an overall limit for ACH credit or Debit origination.*

**Q24: What is the average peak dollar amount of your credit file and/or debit file (after a holiday) so that we can know what to expect on high volume days?**

*When payroll cycles have the same pay date (after a holiday), the ACH files has a payroll amount of approximately \$465M and an ACH item count of approximately 185,000.*

**Q25: Is the understanding that we will automatically settle ACH transactions to your designated account at the bank awarded this contract?**

*Yes, the Awardee will settle all ACH payments/transactions.*

**Q26: Are you asking the Contractor to offset and settle originated debit entries to a City account held with another bank or is the City asking for the Contractor to move already settled funds that reside in the City's account at the Contractor to an account at another bank (i.e., stated as "with the Bank that City specifies")? When funds are settled and deposited to City's account with the Contractor, for the total of debits originated, draft deposits and returned/reversed entries, are you asking the Contractor to automatically transfer the total of this credit offset to the City's account at another bank on your behalf (e.g., Standing Order Wire Transfer) or will the City directly execute (e.g., wire, ACH) the movement of these funds to the City's account at another bank? Are you doing a similar process today with your**

**current bank and can you provide a diagram of the funds flows and timing i.e., please describe the settlement process flow as carried out by your current bank?**

*For EFT reversals the City sends an EFT reversal transaction(s) to the Contractor. The Contractor is expected to credit the City's account right away and send the transaction(s) to NACHA. If the EFT reversal is unsuccessful, the Contractor is expected to debit the City's account. This is the process we have regarding EFT debits and credits with the current bank. The City expects to have a similar process in the future.*

**Q27: Are you asking the Contractor to offset and settle originated credit entries to a City account held with another bank or is the City asking the Contractor to automatically debit on your behalf the City's account at another bank (e.g., with a Fed wire drawdown) to fund the total of credits originated and returned/reversed entries that are settled within an account with the Contractor or will the City directly execute the funding of the City's account held with the Contractor on settlement date? Are you doing a similar process today with your current bank and can you provide a diagram of the funds flows and timing i.e., please describe the settlement process flow as carried out by your current bank?**

*For EFT returned credits the Contractor receives EFT returned credit transaction(s) from NACHA. The Contractor is expected to send these EFT returned credit transaction(s) to the City's account.*

**Q28: We understand the City funds its Accounts by wire transfer from City's Central Treasury Master Demand account currently at Citibank and manual book transfers to the OPA Concentration account to fund outgoing disbursements for all FISA-OPA Accounts. Do you end to leave any excess balances in the OPA Concentration account, or will you fund the exact dollar amount to cover the daily funding requirement? If excess, how much will leave?**

*Each payroll cycle's funding amounts are deposited in the OPA Concentration Account. None of the payroll cycle funding amounts are deposited into the ZBAs.*

**Q29: Depositing Funds discusses automatic overdraft protection in the event of an overdraft. How many times in the past 24 months has the City experienced an overdraft where this protection was required? What was the largest dollar amount? What was the root cause of the overdraft?**

*This has not happened in the last 24 months.*

**Q30: Is a stop file via transmission a mandatory requirement? If yes, do you need/want to include stops in the same file as voids/cancels and issues or can it be a separate stop file?**

*The City prefers the stop file on the file as voids/cancels and issues.*

**Q31: In order to determine if we can accept the file layout can you please provide the specs for your positive paycheck issuance file (including payee name verification) and a sample file.**

*The Bank should explain the positive pay and PVN procedures it has available as noted in these sections on page 16 of the RFP.*

**Q32: Is it sufficient for bidders to say they can determine if a file is a duplicate? Why does the City want to know how the Contractor deals with duplicate issuance files from the City? Does the City send duplicate files to your current bank and if yes how often has this happened in the past 24 months, do you know the root cause of why this happens?**

*This has not happened in the last 24 months. Since a duplicate issuance file is probably an error condition, the City needs to determine how it occurred to help prevent it from recurring.*

- Q33: Payee address is not a required data element for the purposes of positive pay or payee positive pay. Is the City sending address to your current bank and if yes, how is this used by the bank in the positive pay validation process?**  
*The City only sends the payee address to the current Contractor when the Contractor is printing and mailing payroll checks. We do not use payee address as part of the positive pay validation process.*
- Q34: The Proposer must also have the ability to process stop payments individually and in bulk. Please clarify what is meant by "in bulk". Are you referring to a transmission of stop payments, uploading a stop payment file into the Contractor's portal, or entering range stops within the portal?**
- Q35: The Proposer must also have the ability to process stop payments individually and in bulk. Please clarify what is meant by "in bulk". Are you referring to a transmission of stop payments, uploading a stop payment file into the Contractor's portal, or entering range stops within the portal?**  
*By "in bulk" we are referring to the inclusion of multiple check numbers in one stop payment request file for simultaneous processing.*
- Q36: Please further clarify the section Electronic Payments, Forms Preparation and Printing. Please clarify if tax payment services are being requested from the Proposer. If yes, are you seeking an online tool? Do you have any specific requirements for tax payments? What forms need to be prepared and printed? Please provide samples of forms.**
- Q37: In the Electronic Payments, Forms Preparation and Printing section (on page 22). Please clarify if tax payment services are being requested from the Proposer. If yes, are you seeking an online tool? Do you have any specific requirements for tax payments? What forms need to be prepared and printed? Please provide samples of forms.**  
*The City is requesting this as an Optional Service. The City seeks an online tool for payroll withholding tax payment services related to federal/state withholding taxes.*
- Q38: In section 3.1 what format is preferred by FISA-OPA? "These statements must be in a report format or any other format that is acceptable to FISA-OPA"**  
*The City's intent is that the Contractor provides all their report formats as part of the Contractor's proposal.*
- Q39: Is the City looking for a daily reconciliation of checks?**  
*Yes.*
- Q40: What does the City mean by "daily charged" versus "daily paid" checks reconciliation?**  
*Daily Charged means what was charged that day, correct or not. Daily Paid means once corrected (e.g. check exceptions such as duplicate checks or stale dated checks presented for payment were addressed and the account charges were adjusted accordingly).*
- Q41: When the City asks about daily report of forged checks, we take this to mean that you are referring to Positive Pay exception reporting, is this correct? If not, please clarify the requirement.**  
*The City refers to the Positive Pay exception reporting.*
- Q42: Referencing 3.2 Monthly Reports what does the City mean by the list of Forged Checks with detailed information, including notification of credit? Please provide a sample.**  
*The City seeks a monthly status report of forged check cases including if/when the City's account has been credited.*

- Q43: What does the City mean by the purged check report/aged issue purge report? Please provide a sample.**  
*When paper checks become stale-dated, the City requests the Contractor to remove (purge) the checks from the outstanding check list. The City requires a list of those removed stale-dated checks.*
- Q44: Will the selected provider produce just the check or will the payroll data need to be printed on the document?**  
*Appendix A states "The Contractor and all subcontractors shall pay all covered employees by check and shall provide employees check stubs or other documentation at least once each month containing information sufficient to document compliance with the requirements of the Living Wage Law concerning living wages, prevailing wages, supplements, and health benefits. "*
- Q45: What is the timing required for turn around on the Payroll checks?**
- Q46: When do the checks need to be received?**  
*Checks would need to be in the employee's hands by pay day.*
- Q47: When will the bank receive the print instruction file?**  
*The Contractor needs to inform FISA-OPA what its lead time requirement is to have the check in the employee's hand by payday.*
- Q48: Would the city require any overnight delivery service? What volume of checks would be overnighted? Would the overnighted check (if any) be mailed back the city or out to payees?**  
*Checks would need to be in the employee's hands by pay day.*
- Q49: Will the checks be sent directly to the employees or overnighted to a central office for disbursement. How many offices would these be sent to?**  
*Referring to page 21 of the RFP, 5.10 Printed Check Distribution Proposers must address in its Proposal two scenarios for check distribution: one that includes delivery to a FISA-OPA-designated location within the five boroughs of the City, and one that includes mailing directly to payees. Checks not mailed directly to employees would be shipped to FISA-OPA.*
- Q50: Please provide a sample of each check that the bank would be required to print, with both the check face and remittance / paystub**  
*Due to confidentiality issues, we are unable to provide a sample, however the successful proposer will review and discuss check samples with the City.*
- Q51: Would the city be able to provide paystub through an imaged file for inclusion with the check?**  
*Please refer to the RFP, page 20 "The Proposer shall explain their capabilities to print and mail the City's payroll checks, which are currently printed at FISA-OPA."*
- Q52: What is the maximum number of checks that could be printed per day?**  
*Please refer to the RFP, page 17, for check counts per cycle. Multiple cycles can run in a day.*
- Q53: Does the City currently offer a payroll card option to its employees?**  
*No.*
- Q54: Does the City plan to mandate direct deposit at any point during this contract?**  
*Yes.*

- Q55: What ERP system is the City using? pg. 9**  
*The City uses a custom developed enterprise application for payroll management.*
- Q56: Can the City provide a recent Account Analysis Statement? pg. 9**  
*The City seeks examples from the contractor.*
- Q57: Please provide the highest daily \$\$ Total for 3 consecutive days of all files processed during a given month.**  
*The highest total payroll amount for 3 consecutive days is approximately \$815M.*
- Q58: Are files processed on a specific day and/or date, or random during the month? (i.e. weekly files every Friday, bi-weekly every other Friday, semi-monthly 15<sup>th</sup> & 30<sup>th</sup> of month?).**  
*Files are processed on predetermined schedules that will be shared with the successful proposer.*
- Q59: What is your highest TOTAL dollar value of you weekly, bi-weekly and semi-monthly files?**  
*ACH Weekly - \$15M; ACH bi-weekly - \$450M; ACH semi-monthly - \$330M.*
- Q60: Would the City be able to provide a calendar year 2021 ACH count like was provided for checks on page 17?**  
*Cycle A – Weekly 385,000 ACH transactions  
Cycle D – Bi-weekly 4,455,000 ACH transactions  
Cycle E – Department of Education bi-weekly 360,000 ACH transactions  
Cycle H – NYC Housing Authority bi-weekly 275,000 ACH transactions  
Cycle Q – Department of Education Pedagogical semi-monthly 2,935,000 ACH transactions  
Cycle R – Department of Education Custodial bi-weekly 23,000 ACH transactions  
Cycle T – Department of Education Per Diem/Per Session semi-monthly 545,000 ACH transactions  
Cycle W – Bi-weekly 27,000 ACH transactions  
Cycle X – Supplemental 20,000 ACH transactions  
Cycle Y – Department of Education supplemental 175,000 ACH transactions*
- Q61: Since check cashing is not in scope for this RFP, will check cashing fees be assessed to the payee?**  
*There is no obligation for Contractor to cash payroll checks.*
- Q62: Section D Optional Services (page 26) Please provide additional clarity on optional services number 3 On-Demand Pay/Earned Wage Access.**  
*The City seeks a description of what the contractor can offer for On-Demand Pay/Earned Wage Access.*
- Q63: Is the volume known for ACH Monthly Maintenance, ACH Debit per Transaction, ACH Addenda, ACH Transmission from City to Bank, ACH Returns, ACH Reversals, and ACH Deletions for Attachment B Price Proposal Form?**  
*Please see responses to Q3 and Q60.*
- Q64: We can meet the 15 minute SLA for the acknowledgment “echo” file after receiving your ACH Origination file, but if we are to “reflect the transactions released to the ACH network for the city” we would not be able to meet the 15 minute SLA if there are any edits needed to the file before sending to the network. In those cases are you looking for a second acknowledgment file after the 15 minute SLA? Or would that cause confusion?**

*According to the RFP, page 13 “The City must be contacted immediately via telephone regarding any differences in file totals or any other edit failures discovered during the confirmation process.” A second echo file would not be required unless the City sent a new file.*

- Q65:** As stated in requirement “2.3 Payroll Card Services Reports and Data, vendor to supply undeliverable/returned cards report to FISA-OPA”, this would account for returned cards as non-receipt. Please add to requirement 2.2 Card Replacement – FISA-OPA will update cardholder address for a new card to be delivered to the NYC employee. (This will prevent the vendor from resending a card automatically to the wrong address repeatedly). The vendor must send new card upon notification from cardholder card was not received.  
*The City will provide the Contractor with the changed address once the employee makes the update in the City’s address records. Describe your process thereafter.*
- Q66:** Can you please confirm how many check writing accounts are required -- 12 or 18?  
*16.*
- Q67:** Can you please provide the volume of paid checks per month as the price sheet does not match the volume described in the RFP?  
*The volume varies, between 10K to 60K, per month.*
- Q68:** How many check writing accounts are Controlled Disbursement accounts?  
**Q69:** How many check writing accounts are Regular Disbursement accounts?  
**Q70:** How many accounts require Positive Pay?  
**Q71:** How many accounts require Positive Payee?  
*16.*
- Q72:** How many stop payments per month?  
*Using calendar year 2022 data, approximately 600 stop payments processed per month.*
- Q73:** How do you prefer to access images of paid checks? Online? If so, for how long do you want to have access to the images? Image Transmission?  
*Online check images with the ability to download images. Please refer to RFP page 17, 2.9 of the RFP, “The Contractor must be able to archive and store images for up to ten (10) years. FISA-OPA must be able to retrieve images securely through the Contractor’s online software or other technological means during the prescribed timeframe.”*
- Q74:** Do you require daily or monthly output files (data transmissions) for Account Reconciliation?  
*Daily and monthly reporting requirements are described on pages 18 and 19 of the RFP.*
- Q75:** How do you prefer to receive monthly Account Reconciliation reports? Online or Transmission (reports in Word and Excel)?  
*We want PDF and Excel/csv.*
- Q76:** How many accounts require Check Print/Mail?  
*There are currently 4 accounts that require Check Print/Mail. The City may expand to an additional 8-10.*



- Q77: Per your tiered pricing request for check print, what is current total monthly volume for check print?**  
*Using calendar year 2022 data, approximately 63,300 payroll checks are printed per month.*
- Q78: Can you advise how many ACH advices are printed each month as the price sheet does not clarify check vs. ACH advice print volumes?**  
*We do not have any printed ACH advices.*
- Q79: How many different check layouts do you require? For example, AP checks vs. consumer checks.**  
*Each cycle currently has its own stock, which influences layout. But on page 20 of the RFP it indicates FISA-OPA will provide a file layout or, at FISA-OPA's option, use the Contractor's layout specifications.*
- Q80: How many different logos will be used on the checks?**  
*1 logo per check.*
- Q81: Are all of your checks mailed within the US?**  
*No.*
- Q82: If no, what is volume of international mail?**  
*International mail is occasional and minimal. Medicare Part B reimbursements are from PPMS.*
- Q83: Do you require any checks to be delivered back to you instead of US mail to the payee? Volume per month?**  
*Referring to page 21 of the RFP, 5.10 Printed Check Distribution Proposers must address in its Proposal two scenarios for check distribution: one that includes delivery to a FISA-OPA-designated location within the five boroughs of the City, and one that includes mailing directly to payees. Checks not mailed directly to employees would be shipped to FISA-OPA.*
- Q84: Do you require an electronic check register back after checks are printed & mailed?**  
*Daily and monthly reporting requirements are described on pages 18 and 19 of the RFP.*
- Q85: Do you require any enclosures with your checks? Please describe if you provide enclosures (for insertion only), or you provide data and provider prints enclosures along with checks.**  
*No.*
- Q86: Is there a Schedule B associated with this contract, as referenced on pages 54-55?**
- Q87: Please confirm that there is not a MWBE requirement for this RFP.**
- Q88: Attachment J: Is there a stated participation goal for the RFP?**  
*There is no Schedule B (MWBE Requirements) associated with this RFP. Therefore, Schedule B is not required to be submitted by the vendor.*
- Q89: The Request for Proposal for Payroll Banking and Related Services current contract being bid due to term limit?**  
*Yes. The current contract ends on December 31, 2023.*
- Q90: Is the Displacement Determination Form (Attachment H) required as part of the RFP response?**  
*The agency completes this form on behalf of the awarded recipient.*

- Q91: Proposal Package Contents (page 34) Can the five “sealed inner envelopes” be placed into a “sealed outer box” if the entire package is too big for a “sealed outer envelope”?**  
*Yes.*
- Q92: Can we include our own pricing sheet in addition to Attachment B?**  
*Yes, however, please note that FISA-OPA reserves the right to select any payment structure that is in the City’s best interest.*
- Q93: Can Attachment D: Doing Business Data Form be provided in word? The current format is a non-editable image.**
- Q94: Attachment D: Could the City please provide another copy of Attachment D: Doing Business Data Form as the copy included in the RFP seems to be an image?**  
*A fillable Doing Business Data Form is attached to this addendum.*
- Q95: Who are the incumbent banks(s)?, pg. 7**
- Q96: Who is The City of New York FISA-OPA current provider for banking services today?**  
*JP Morgan Chase Bank, N.A.*
- Q97: Can you please clarify if you would like only the Technical Proposal on the USB drive or if all documents across all separately sealed packages should be included on the USB drive?**
- Q98: Alternatively, should we provide individual USB drives for all separate sealed packages?**  
*One (1) USB flash drive containing an electronic copy of all hardcopy documents submitted in response to this RFP will suffice. Each document must be in a separate folder within the USB flash drive appropriately labeled, ie: Technical Proposal, Acknowledgment of Addenda, Bidder’s Certification of Compliance with Iran Divestment Act; Tax Affirmation Form, Price Proposal, Doing Business Data Form, Audit Report, Proposer Standard Terms and Conditions.*
- Q99: Will the City accept FSC certified paper in lieu of paper that is "no less than 30% postconsumer material content"? FSC certification ensures that products come from responsibly managed forests that provide environmental, social and economic benefits. The FSC Principles and Criteria provide a foundation for all forest management standard globally, including FSC US National Standard that guides forest management certification in the US.**  
*Yes.*
- Q100: If there are additional services or line items for the Banking Price Proposal that were not included should these be added to the Banking Price Proposal – Option tab under additional optional services?**  
*Yes. If you want to propose additional services that were not listed, please add them to the Optional Price Proposal Form.*
- Q101: Will the City consider contracting separately for any of the services (i.e., a banking contract and a prepaid card contract)?**  
*No.*
- Q102: In our response, would you like us to identify potential contract exceptions or potential items for negotiation?**  
*Other than certain non-negotiable terms identified in Section II.A of the RFP, the RFP does not contain any specific contract terms.*

**Q103: In addition to the General Contract Terms, will The City of New York Financial Information Services Agency and Office of Payroll Administration agree to execute all normal and customary Treasury Management Agreements to the agreed upon services?**

*Please refer to RFP Section IV.A.5 (Proposer Standard Terms and Conditions).*

**Q104: Do you intend to use the 2018 or 2021 version of Appendix A for this contract?**

*The contract will include the final version of Appendix A included with the RFP.*

*The original Section 4.06 (Paid Sick Leave Law) of Appendix A has been superseded by the NYC Earned Safe and Sick Time Act Contract Rider included as part of the revised Appendix A.*

**Q105: Appendix Appendix A and Rider states: “Proposers are encouraged to familiarize themselves with the following documents, both of which are attached to this RFP: APPENDIX A – GENERAL PROVISIONS GOVERNING CONTRACTS FOR CONSULTANTS, PROFESSIONAL, TECHNICAL, HUMAN AND CLIENTS SERVICES. Identifying Information Rider”**

**“Please be advised that the terms of these documents are non-negotiable, and the submission of a Proposal constitutes the Proposer’s agreement to the inclusion of both documents into any Contract without amendment.”**

**We have negotiated both of these documents with the NYC DOF. Will FISA-OPA agree to use the negotiated versions as approved by the New York City Law Department?**

*As stated in Section II.A of the RFP, Appendix A and the Identifying Information Rider are non-negotiable.*

**Q106: It is stated that Appendix A and Identifying Information Rider are non-negotiable and submission of RFP incorporates both documents into any Contract without amendment – will the City be amenable to instead honoring the “Agreement for the Provision of Treasury Services between The City of New York acting by and through its Department of Finance and The Bank of New York Mellon” that has been negotiated in 2021 and is pending signature?**

*As stated in Section II.A of the RFP, Appendix A and the Identifying Information Rider are non-negotiable.*

**Q107: The RFP states the term of the contract is 5 years and that the City / FISA-OPA will have “the option, it its sole discretion, to renew for one or more additional periods up to an aggregate of three (3) years on the same terms and conditions”. Can all extensions be based on mutual agreement?**

*No.*

**Q108: Is the Continuity of Operations Plan Rider (Attachment 1) required as part of the RFP response?**

*Yes, Attachment I is part of the RFP response.*

**Q109: Please confirm that each company of a joint response is required to meet the insurance requirements of the RFP only for the portion of services it is providing.**

*No. Please refer to pg. 7, of the RFP, “To meet the requirements of this RFP, a proposer may propose to provide services in conjunction with one or more other company(ies) in a joint venture. Joint ventures must carry the required insurance either as policies written specifically for the joint venture entity, or by using their existing single entity policies with endorsements written for the joint venture activity”.*

**Q110: Would the City consider awarding Banking Services to multibanks? pg.7**

*Section II.B of the RFP states, “Relationships between two or more entities shall be either as joint ventures or in a prime contractor/subcontractor structure.”*

**Q111: If two different companies would like to bid the services together, are the companies required to have a JV agreement in place?**

*Section II.B of the RFP states, "If a joint venture is not a separate legal entity, each joint venture member will be jointly and severally liable under any Contract awarded."*

**Q112: Will you disqualify any provider that does not offer Payroll Cards?**

*Yes. The vendor must propose on all optional services.*

**Q113: Would the City consider accepting a bid from a non-designated depository, if they applied for designation before the March 1, 2023 deadline?**

*No.*

**Q114: How long has the City had a banking relationship with the current banking service providers? pg. 7**

*The current agreement has been in place since 2016.*

**Q115: In several instances the RFP mentions "The Contractor must follow and abide by the requirements defined in the NACHA Rules." Will the City agree to also be bound by NACHA Rules?**

*Yes.*

**Q116: Will you accept electronic signatures on the forms / acknowledgements?**

**Q117: Will the City accept electronic signatures instead of wet signatures?**

*The City will accept authenticated electronic signatures. Please be aware however that certain documents require notarization and or a corporate seal.*

This Addendum No. 2 also includes the following:

- **Doing Business Data Form:** A fillable Doing Business Data Form.
- **Revised Appendix A:** The original Section 4.06 (Paid Sick Leave Law) of Appendix A has been superseded by the NYC Earned Safe and Sick Time Act Contract Rider included as part of the revised Appendix A.

All requirements of the original RFP shall remain in full force and effect except as set forth in this Addendum No. 2.