



The City of New York

Financial Information Services Agency

Office of Payroll Administration

Roy Mogilanski, Executive Director
Andrea Glick, First Deputy Executive Director

To: Prospective Vendors
From:  Aamer Parvez
Agency Chief Contracting Officer
Date: September 9, 2016
Subject: Addendum No. 2 to the Request for Proposals for Information Technology and Other Consultant Services – PIN # 127FY1700001 – Extension of Time for Proposals; Revised RFP including Changes to Contract; Responses to Vendor Questions; and Related Information

This constitutes a formal addendum to the subject Request for Proposals for Information Technology and Other Consultant Services (“RFP”). This Addendum No. 2 should be annexed to, and is part of, the Request for Proposals for Information Technology and Other Consultant Services.

Each vendor that chooses to submit a proposal *must* acknowledge receipt of this Addendum No. 2 in the space indicated in Attachment P: Acknowledgment of Addenda to FISA/OPA Information Technology and Other Consultant 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.

The Proposal Due Date is now September 28, 2016.

This Addendum No. 2 is being distributed electronically, and along with this document includes the following files:

- **CPRFP2016 Revised RFP 09-09-16.pdf:** A revised version of the RFP (including a revised version of Attachment A: Form of Contract), updated September 9, 2016.
- **CPRFP2016 Vendor Q&A.pdf:** Questions posed by vendors and FISA/OPA’s responses, with a Current Consultant Pool Information Sheet (last page of the file).
- **CPRFP2016 Attendee List.pdf:** List of Attendees at August 31, 2016 Pre-Proposal Conference.
- **CPRFP2016 Fillable Attachment O.pdf:** Fillable PDF version of RFP Attachment O: Price Proposal Form.
- **CPRFP2016 Conference Presentation.pdf:** PowerPoint presentation from the Pre-Proposal Conference held August 31, 2016.

Please note the following:

- A. The Revised RFP includes all Attachments to the RFP, and completely replaces the RFP released on August 18, 2016. **Please refer only to this updated version of the RFP.** A summary of the changes to the RFP, including changes to Attachment A: Form of Contract, is included in this Addendum No. 2. (No other Attachments to the RFP have been changed.)
- B. Addendum No. 1 issued on August 26, 2016 changed the location and time of the Pre-Proposal Conference. While these changes are reflected in the revised RFP included with this Addendum No. 2, proposers must still acknowledge receipt of Addendum 1 in the space indicated in Attachment P: Acknowledgment of Addenda
- C. The Current Consultant Pool Information Sheet, which is the last page of the file containing vendors' questions and FISA/OPA's responses, lists the current Consultant Pool vendors and the amounts spent under each contract during the current contract period (July 1, 2013 to date). FISA/OPA has not provided more detailed breakdowns of this information both in the interest of providing responses to vendor questions as quickly as possible, and because past details have no bearing on FISA/OPA's future needs.
- D. The vendor questions and FISA/OPA responses included with this Addendum No. 2 include questions raised at the August 31, 2016 Pre-Proposal Conference. These questions have been copied directly from the transcript of the Conference prepared by the independent court reporter that was present, with only minor edits for clarity. **Note: The responses included with this Addendum No. 2 are FISA/OPA's official responses, and take precedence over any information that FISA/OPA may have provided at the Pre-Proposal Conference.**
- E. Duplicate vendor questions have been removed, and similar questions that share a response have been grouped.

Summary of Changes to the RFP and Attachment A:

- 1. Added "Updated September 9, 2016" to Section I.A Release Date.
- 2. Updated Section II.C to reflect Pre-Proposal Conference time and location changes made by Addendum No. 1.
- 3. Proposal Due Date changed to September 28, 2016 (no change to time or location).
- 4. In Section II.D, corrected reference to "Class G" to read "Class F," and clarified that any innovative payment structures are to be proposed only within the Technical Proposal, without proposing any pricing information.
- 5. Added the following at the end of the paragraph beginning "Note:" in Section III.D.2

FISA/OPA will address Consultant start dates on a case-by-case basis. Contractors will be expected to make reasonable efforts to maintain each Consultant's availability through the start date.
- 6. Amended the last paragraph of Section III.D.3 ("Task Orders") to remove that the City may require a Contractor to replace a Consultant, and add that, if a Consultant is withdrawn or removed, FISA/OPA will evaluate each situation on a case-by-case basis and determine how to proceed in the City's best interests.

7. Added that FISA/OPA may also require that Consultants be fingerprinted to the end of the first paragraph of Section III.H (“Background Checks; Confidentiality”).
8. Clarified that the second bullet point in Section IV.A.2.a.i, requiring detail of a specific project performed, applies only with regard to proposers proposing in Class F.
9. Replaced Section IV.A.2.a.iii, dealing with key staff, with the following:

Class F Key Staff: Proposers proposing in Class F should provide a résumé and/or description of qualifications for each key staff member that it proposes to make available to provide services in Class F. Include educational attainment and experience of the key staff and demonstrated experience of lead managerial personnel in managing multiple complex consulting projects.
10. Updated Section IV.A.5.a to add details of the files to include on a CD or USB flash drive submission.
11. Attachment A cover page: corrected the end date of the contract period to read, “June 30, 2020.”
12. Attachment A Section 3.1: corrected “through and including June 30, 2010” to read “through and including June 30, 2020.”
13. Attachment A Section 7.5: Clarified that the default response time for a Task Order Request is “no later than 5:00 p.m. (Eastern Time) on the third business day following the date of the Task Order Request.”
14. Attachment A Section 7.7: Changed the first sentence to clarify that a Contractor may not enter into arrangements with another Contractor relating to the Consultant Pool.
15. Attachment A Section 7.8: Added that Contractors shall make commercially reasonable efforts to maintain a Consultant’s availability during the requested timeframe.
16. Attachment A Section 7.12: deleted to avoid conflict with Section 7.5; following sections renumbered and cross references updated accordingly.
17. Attachment A Section 7.13 (formerly 7.14): Added that the Contractor shall also require any Consultant to submit to fingerprinting at the City’s request.
18. Attachment A Section 8.4: changed to provide that:

“If the **City** wishes to replace any **Consultant** (whether withdrawn as contemplated in Section 8.3, or otherwise), it may take such action as it deems to be in the **City’s** best interest, including issuing a new **Task Order Request**, selecting another qualified candidate from the responses to the applicable **Task Order Request**, or engaging an individual other than through the **Consultant Pool**.”
19. Attachment A Sections 14.1.1 and 14.1.2: changed to give precedence to a Task Order in the event of a conflict with the Contract, but only with regard to the specific services that are the subject of the Task Order.

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