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| **BUREAU OF FISCAL SERVICES**  **Procurement Unit** |  |  |

**May 15, 2018**

**Response to Bidder Questions and Amendment #1**

**For Request for Proposals (RFP) 18-102 Financial Institution Data Match Services**

To All Potential Bidders:

Attached are the Department’s responses to Questions received for the above referenced RFP.

The Department is issuing Amendment #1 to amend language in the following sections:

* Schedule of Events

Corrected pages are attached to this document. All deletions are shown as shaded, strike-through text, all additions are made in red text.

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

| **#** | **RFP Section** | **RFP Page #** | **Question** | **Answer** |
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| 1 | E | 7 | Is the Notification of Intent to Bid form required to be returned if the potential vendor decides not to bid? | While not required, it is strongly preferred that vendors who decide not to bid return the Intent to Bid form with an explanation of why they did not bid. |
| 2 | E | 7 | What is the due date for the Notification of Intent to Bid? This could not be found in the Schedule of Events. | Please see the amended schedule of events below. |
| 3 | 1.4 | 11 | The RFP states “The Department will expect the Contractor to provide attorneys, if determined necessary by the Department, to respond to legal issues brought to this program by attorneys of the FIs”.  Will the State’s attorneys be involved in this process at all?  Can the state elaborate as to why they prefer the vendor’s attorneys to be involved instead of the State’s attorneys? | DTF attorneys will be involved in the program and will provide assistance and clarification of legal issues from the State’s perspective.  DTF expects the vendor, however, to ensure that routine legal questions that arise as a result of administering the program can be fielded by the vendor and/or its attorneys in the first instance. |
| 4 | 6.2.5 | 30 | [Vendor] follows stringent internal security measures, and performs all FIDM data processing internally, due to our processing of highly sensitive individual and financial institution information. Due to the security concerns of a FIDM project, [Vendor] does all FIDM processing in a secure facility with vetted staff, and outsourcing this process interferes with our security protocols.  Furthermore, given the fact that (1) potential vendors who meet the State’s requirements have existing operations serving other states and (2) these existing operations are centralized, secured, efficient and have a history of successful service delivery. There is not a need to add 3rd party providers to support existing operations without increasing fees that would be charged to New York.  Adding a 3rd party provider to the solution increases security risks and costs, therefore, we will not be able to meet or solicit MBE/WBE participation for this project; completing a Good Faith Effort only further increase the costs to the State.  Would the state be willing to waive the MBE/WBE requirement for this project? | The Contractor is expected to comply with the MWBE goals established in the RFP. The Department recognizes that vendors may have existing relationships, but as stated in section 6.2.5 of the RFP, “Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations, the Department is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises (“MWBEs”) …”.  During the Department’s process of determining if participation by MWBEs was feasible, the Department identified a number of MWBEs available for subcontracting opportunities. Accordingly, the Department established the stated 30% goal for MWBE participation (15% MBE and 15% WBE).  Bidders are required to make good faith efforts to provide meaningful participation by MWBEs. A Bidder failing to meet the stated MWBE goals must, at a minimum, document its good faith efforts to engage a certified MWBE in the performance of this contract; otherwise, the bid may be deemed non-responsive and disqualified from contract award.  The Department understands that financial proposals will be reflective of this requirement. |
| 5 | General | N/A | Would the State consider a three week extension for the submittal due date after the  question and answer set is provided in order for potential vendors to complete a quality competitive response? | The Proposal due date has been extended per the updated Schedule of Events in Amendment 1 below. |
| 6 | 6.2.22 | 42 | Could the State confirm that the submission of Attachment 17 does not impact evaluation or scoring so as not to eliminate the ability for qualified vendors who perform this service outside the State of New York to 51 state agencies from responding to this RFP? | The State confirms that Attachment 17 does not impact evaluation or scoring. |
| 7 | Appendix A – Standard Clauses for NYS Contracts | Section 12  Page 6-7 | Please clarify if an affirmative action plan is required for a vendor who has no employees working in the State of NY. | As stated Section 12 of Appendix A, Standard Clauses for New York State Contracts, “This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.” |

**Schedule of Events**

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| Issuance of RFP | April 25, 2018 |
| Deadline for Filing Offerer Understanding of, and Compliance with, Procurement Lobbying Guidelines Form (**Attachment 2**) | May 8, 2018 |
| Deadline for Submission of First Round of Bidder Questions | May 8, 2018 |
| Department Response to First Round of Bidder Questions | May 15, 2018 |
| Deadline for Submission of Second Round of Questions | May 22, 2018 |
| Department Response to Second Round of Bidder Questions | May 29, 2018 |
| Deadline for Submission of Notification of Intent to Bid Form (**Attachment 3)** | July 3, 2018 |
| Proposals Due | ~~May 29~~ July 10, 2018  By 2:00 PM EST |
| Notification of Intent to Award | ~~June 12~~ July 24, 2018 |
| Deadline for Contract Signature | ~~July 12~~ August 24, 2018 |
| Anticipated Contract Start Date | ~~September 12~~ October 24, 2018 |