



**BUREAU OF FISCAL  
SERVICES  
PROCUREMENT UNIT**

**July 14, 2020**

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

**Amendment #1**

To All Potential Bidders:

In an effort to emphasize the importance of the Bidder's financial proposal, the Department is issuing Amendment #1 as correction to

- Amend RFP Section 7.2.2, Phase Two Evaluation
- Amend RFP Section 7.3, Final Ranking/Contract Award

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

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

## 7. Proposal Evaluation

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Pursuant to Article XI of the State Finance Law, the basis for contract award under this RFP will be “best value;” optimizing quality, cost and efficiency among responsive and responsible Bidders.

### 7.1. Proposal Clarification

The Department reserves the right to require a Bidder to provide clarification and validation of its proposal through any means the Department deems necessary. Failure of a Bidder to cooperate with the Department efforts to clarify or validate proposal information may result in the proposal being labeled non-responsive and given no further consideration.

### 7.2. Evaluation Process Overview

There will be three phases to the evaluation process. Proposals which pass Phase One of the evaluation will be further evaluated in Phase Two, followed by Phase Three.

#### 7.2.1. Phase One Evaluation

All timely submitted proposals will be evaluated in Phase One. Proposals will be evaluated in the following areas:

##### A. Proposal Screening (Pass/Fail)

Each proposal will be screened for completeness and conformance with the Department requirements for proposal submission as specified in this RFP. Proposals which do not meet the requirements may be labeled as non-responsive and may not be given further consideration.

##### B. Qualifying Requirements

All proposals that pass the Proposal Screening will be evaluated to determine if the Bidder meets the qualifying requirements specified in **Section 2, Qualifying Requirements**. If all qualifying requirements are not met, the Bidder’s proposal will be labeled non-responsive and will not be given further consideration.

All proposals that pass this stage of the evaluation process will be further evaluated in Phase Two.

#### 7.2.2. Phase Two Evaluation

Bidders who pass Phase One of the evaluation will be further evaluated as follows:

##### A. Technical Evaluation (65 55 points)

Technical points will be allocated to the Bidder’s response to the technical requirements stated in **Section 3**.

**B. Financial Evaluation (35 45 Points)**

Financial proposals will be scored concurrently and separately from the Technical evaluations.

At the completion of Phase Two, the technical and financial scores will be combined to determine the Bidder ranking.

**7.2.3. Phase Three Evaluation (Pass/Fail)**

The Department will conduct an evaluation of the highest ranking Bidder's financial stability as outlined in **Section 3.6 Financial Stability Requirements**. In the event that the highest ranking Bidder does not pass this evaluation, the Department will conduct this evaluation on the second highest ranking Bidder.

**7.3. Final Ranking/Contract Award**

The Contract will be awarded to the Bidder whose proposal obtains the highest aggregate score.

The table below summarizes the evaluation point distribution:

Evaluation Component	Points
Technical Evaluation	65 55
Financial Evaluation	35 45
<b>TOTAL</b>	<b>100</b>

In the event that the Bidders receive the same final score, the Department will use the following tie breaking mechanisms, in the order listed, to determine final ranking:

- The Bidder's Financial Score
- Determination by the Commissioner

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