

ADDENDUM #1

**RFP: Summons Tracking and Accounts Receivables and Computer-Assisted Collection Systems
Applications Maintenance and Support Services**

PIN: 83619P0003

Section 1: Vendor Questions & Answers

Section 2: Interested M/WBEs in Subcontracting and/or Joint-Venture Opportunities

Section 3: Acknowledgement of Addenda

Vendor Questions & Answers:

1. We are GNEMSDC certified company but not certified with NYCD of small business and services. Are we eligible to participate in the above mentioned proposal? If not- what is the next step in the process to participate.

Answer: There is a 30% Minority/Women Business Enterprise (M/WBE) requirement for the above-mentioned RFP solicitation. The M/WBE goal can be met by a prime New York City-certified M/WBE firm or by a prime contractor in partnership with a New York City-certified M/WBE firm through a joint-venture or subcontractor relationship. A M/WBE firm needs to be City-certified by the proposal due date and time if responding to the RFP to self-perform to meet the M/WBE goal requirement. Please see Attachments H and K of the RFP.

2. Whether companies from outside USA can apply for this? (like, from India or Canada)

Answer: The NYC Department of Finance determines that the scope of this RFP cannot be effectively delivered outside of the United States of America.

3. Whether we need to come over there for meetings?

Answer: The RFP requires a project team on site to maintain the systems identified in this RFP. This will require on-site meetings.

4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)

Answer: Please see answer to question 1.

5. Can we submit the proposals via email?

Answer: Please see Section I of the RFP on procedures to submitting proposals for this RFP.

6. The RFP on page 6 states “The current STARS and CACS Application Maintenance teams consist of fourteen members, a Systems Coordinator that oversees both teams, nine persons supporting STARS and five supporting CACS.” – Can you please confirm that the team is 15 members: 1 Coordinator + 9 STARS support + 5 STARS support.

Answer: The team consists of fourteen (14) members, the System Coordinator is included as part of the STARS count.



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7. The RFP on page 6 states that there are some “ad hoc” activities to be completed. Is the intention for the vendor to provide a rate card for services that are beyond the scope of what the maintenance team via a rate card for additional consulting services? Should the vendor provide a rate card for such services?

Answer: Yes, a rate card for services beyond the scope of the maintenance team should be included.

8. The RFP on page 18 states “*Interfaces: Print Vendor/ DMS* Different letters, triggered by both respondent and agency activities in STARS, are produced in each of the production cycles: Daily, Weekly, Monthly and Penalty. In addition, various ‘Special’ correspondence cycles are executed according to schedules, typically quarterly, produced by the Department. Within each STARS batch cycle, there are a number of correspondence streams, upon the completion of which an output file is generated and sent to the vendor for Print.” Does the selected vendor have any responsibilities in the management of these activities (ordering of materials, substantiate file to print accuracy, invoice validation etc...) or is that the responsibility of a DOF representative?

Answer: The printing of the correspondence and related support activities currently being done with DMS will be migrated to a new print vendor under a separate procurement. In the implementation of the new print interface, it is not currently envisioned that the selected vendor would have any responsibilities in the management of those activities.

9. Are there any incumbents (selected resource/vendor) currently working for this position? If yes, how many?

Answer: The current vendor, CGI Technologies and Solutions, Inc., provides the services with a team of fourteen; both the services and the requisite experience of each staff position is provided in the RFP.

10. What will be the interview type of the selected candidate? Skpe, telephonic or in-person?

Answer: The Department is not seeking to conduct interviews of candidates, the proposer should provide a project team with staff that meet the criteria define in the RFP and provide the resume for each member of the team.

11. If the proposed candidate is not available at time of interview will you consider our alternative candidate at interview?

Answer: See the response to Question 10.

12. How many provision of resume submissions?

Answer: See the response to Question 10.



Section 2: Interested M/WBEs in Subcontracting and/or Joint-Venture Opportunities

Please see attached Appendix D for list of M/WBE firms interested in subcontracting and/or joint-venture opportunities for this RFP.



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Section 3: Acknowledgement of Addenda

Please be reminded that you must acknowledge the receipt of this addendum by completing and submitting **Attachment B** with your proposal.

ALL OTHER TERMS AND CONDITIONS REMAIN THE SAME

Adenike Bamgboye, Agency Chief Contracting Officer



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**ATTACHMENT B
ACKNOWLEDGEMENT OF ADDENDA**

Proposer: _____
E-PIN: 83619P0003

COMPLETE PART I OR PART II, WHICHEVER IS APPLICABLE.

PART I: List below the dates of issuance for each addendum received in connection with this RFP:

- ADDENDUM #1 DATED: _____, 2019
- ADDENDUM #2 DATED: _____, 2019
- ADDENDUM #3 DATED: _____, 2019
- ADDENDUM #4 DATED: _____, 2019
- ADDENDUM #5 DATED: _____, 2019
- ADDENDUM #6 DATED: _____, 2019
- ADDENDUM #7 DATED: _____, 2019
- ADDENDUM #8 DATED: _____, 2019

PART II: Check, if applicable.

_____ NO ADDENDUM WAS RECEIVED IN CONNECTION WITH THIS RFP.

DATE ____/____/____

PROPOSER (NAME): _____

PROPOSER (SIGNATURE): _____



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