



*The City of New York*

Financial Information Services Agency

Office of Payroll Administration

Neil Matthew, Executive Director  
Andrea Glick, First Deputy Executive Director

**To:** Vendors  
**From:** Hanan Moursi  
**Date:** January 6, 2023 *Hanan Moursi*  
**Subject:** Addendum No. 1 to the Payroll Banking and Related Services RFP (PIN: 1312022BNKRFP)

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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. 1 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. 1 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. 1 (including any and all attachments) is part of the RFP and is subject to all applicable confidentiality requirements.

The following revisions are made to the RFP:

1. In Section II, “SUMMARY OF THE REQUEST FOR PROPOSALS,” **A. Purpose of RFP** has been revised to include the following language underlined:

FISA-OPA seeks a qualified commercial bank (Designated Bank approved by NYC Banking Commission) to provide payroll banking and related services (collectively referred to in this RFP as “Services”) for the City of New York payroll operations.

2. In Section III, “SCOPE OF SERVICES,” the link provided at the end of the first paragraph in C. Payroll Banking and Related Services **1.5 Security and Data Protection** has been deleted and replaced with the following link:

**1.5 Security and Data Protection**

Sound industry practices reflect the understanding that certain financial data must be protected at all times whether before, during or after transmission, and regardless of the form of the transmission (e.g. internet or otherwise). The Contractor must comply with all applicable security procedures including the City’s Information Security Policies and Procedures: <https://www.nyc.gov/content/oti/pages/vendor-resources/cybersecurity-requirements-for-vendors-contractors>.

The Revised RFP includes all Attachments to the RFP, and completely replaces the RFP released on January 3, 2023. **Please refer only to this updated version of the RFP.**

All requirements of the original RFP shall remain in full force and effect except as set forth in this Addendum No. 1.