



*The City of New York*

Financial Information Services Agency

Office of Payroll Administration

Neil Matthew, Executive Director  
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**To:** Vendors  
**From:** Hanan Moursi *Hanan Moursi*  
**Date:** March 6, 2023  
**Subject:** Addendum No. 4 to the Payroll Banking and Related Services RFP (PIN: 1312022BNKRFP) – Extension of Time for Proposals; Revised RFP, Responses to Vendor Questions; and Related Information

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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. 4 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. 4 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. 4 (including any and all attachments) is part of the RFP and is subject to all applicable confidentiality requirements.

**The Proposal Due Date is now March 24, 2023.**

This Addendum No. 4 is being distributed electronically, and along with this document includes the following files:

- **Payroll Banking and Related Services RFP rev 3.6.2023:** A revised version of the RFP, updated March 6, 2023.
- **Payroll Banking and Related Services RFP Vendor Questions at the Pre-Proposal Conference & FISA-OPA Responses:** Questions posed by vendors and FISA-OPA’s responses.
- **Payroll Banking and Related Services RFP Price Proposal Form Attachment B:** Fillable Excel version of RFP Attachment B: Price Proposal Form.
- **Payroll Banking and Related Services RFP Pre-Proposal Conference Vendor Attendee List:** List of Attendees at February 1, 2023 Pre-Proposal Conference.
- **Payroll Banking and Related Services RFP Pre-Proposal Conference Presentation:** PowerPoint presentation from the Pre-Proposal Conference held February 1, 2023.

Please note the following:

- A. The Revised RFP includes all Attachments to the RFP, and completely replaces the RFP released on January 6, 2023. Please refer only to this updated version of the RFP. A summary of the changes to the RFP is included in this Addendum No. 4. **THE REVISED RFP CONTAINS A SIGNIFICANT LIMITATION ON THE ENTITIES ELIGIBLE TO SUBMIT PROPOSALS. PLEASE READ THE ENTIRE REVISED RFP CAREFULLY.**

- B. In addition to acknowledging this Addendum No. 4, Proposers must acknowledge receipt of Addenda No. 1 through No. 3 in the space indicated in Attachment C: Acknowledgement of Addenda.
- C. The vendor questions and FISA-OPA responses included with this Addendum No. 4 contain questions raised at the February 1, 2023 Pre-Proposal Conference. These questions have been copied from the transcript of the Conference prepared by the independent court reporter that was present, with minor edits for clarity. Similar questions that share a response have been grouped. **Note: The responses included with this Addendum No. 4 are FISA-OPA’s official responses, and take precedence over any information that FISA-OPA may have provided at the Pre-Proposal Conference.**

### Summary of Changes to the RFP:

1. Updated Date Issued: March 6, 2023, and added “Revised” Request for Proposal on page 1 of the RFP.
2. Added “Revised” to Section I.A Release Date, and “This revised RFP replaces the RFP issued on January 6, 2023.”
3. Proposal Due Date changed to March 24, 2023 (no change to time or location).
4. Section II.B, which formerly dealt with joint ventures, has been deleted in its entirety and replaced by a completely new section titled “Proposer Prerequisites.” Among other things, this section contains the following new requirements:
  - A. **Each Proposer must be a single NYC Designated Bank approved by the NYC Banking Commission.** FISA-OPA will neither consider a Proposal received from, nor award a Contract to, any entity that does not meet this requirement. Any remaining references to joint ventures and/or other structures in the RFP should be disregarded.
  - B. The selected Contractor may authorize a third party to perform permitted services *only* by means of a duly executed subcontract meeting all applicable requirements. Other forms of third-party arrangements will not be considered.

*Please refer to the specific language of the Revised RFP for full details concerning these and other changes.*

5. Section III.E.14 (addressing the former Paid Sick Leave Law) has been updated to reflect the current Paid Safe and Sick Leave Law.
6. Attachment L (**Paid Sick Leave Law Contract Rider**) has been deleted from the RFP, since the current Paid Safe and Sick Leave Law Contract Rider is now part of Appendix A.
7. Attachment D (**Doing Business Data Form**) has been replaced in its entirety with an updated (2021) version.

All requirements of the original RFP shall remain in full force and effect except as set forth in this Addendum No. 4.