

Payroll Banking and Related Services RFP
PIN: 132022BNKRFP
Vendor Questions at the Pre-Proposal Conference & FISA-OPA Responses

- Q1:** For an unincorporated joint venture submission can the insurance requirements be separated to each of the services being provided by each separate entity; ie banking services vs payroll card and EWA services? Can it be modified?
- Q2:** Would you consider a referral agreement instead of a joint venture for an optional service.
- Q3:** Can you please clarify the comment around joint venture as it pertains to designated bank approved by the NYC Banking Commission? So if you have a participant trying to participate in this RFP, they can offer all the services you have mentioned, but is not listed as a designated bank approved by the NYC Banking Commission; however, has -- has banking relationships covered under partner banks that are designated as such, can you clarify that point for us? For ADP?
- Q4:** Would the City of New York consider proposals from vendors that are not commercial banks, but does include commercial banks as partners in the delivery of the solution?

Please refer to Section II.B Proposer Prerequisites of the revised RFP.

- Q5:** Does the new “NYC Earned Safe and Sick Time Act Contract Rider” replace all other Paid Sick Leave language & the associated Attachment L: Paid Sick Leave Law Contract Rider or does it just replace section 4.06 of the Appendix A? The Paid Sick Leave language is found on several pages of the full RFP document, not just within Appendix A.

The new Rider represents an update to the law that underlies the Paid Sick Leave Law; that law is now known as the Paid Safe and Sick Leave Law. References in the RFP to this law become references to the updated law. Please refer to Section III.E.14 Paid Sick Leave Law Contract Rider of the revised RFP.

- Q6:** Can the payroll card services be subcontracted out?

Please refer to Section II.B Proposer Prerequisites; Section III.E.8 Subcontracting Requirement, Section III.E.9 Subcontractor Compliance Notice, and Attachment G: Subcontractor Compliance Notice.

- Q7:** In regards to Insurance requirements, Will the City accept blanket endorsements that provide additional insured status without identifying the City by name?

Documentation of additional insured status must specifically name “The City of New York including its officials and employees.”

- Q8:** What employee populations would you like to provide demand pay/earned wage access functionality to?

The City may opt to have demand pay earned wage access, and/or any of the other Optional Services, for the entire population or a subset, as decided by the City.

- Q9:** Can you please confirm the systems the City is using for HRIS, Payroll and Timekeeping? This will help for estimates regarding implementation timelines.

Payroll is an old system the City developed, written in COBOL, which handles the main payroll functions. The HR system has PeopleSoft applications that we're using. Additionally, for Timekeeping we have a package called CityTime that was also developed for the City of New York.

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Q10: What is your target date to have a payroll banking, pay card and earned wage access program in place? Would you like all of them to be rolled out at the same time or are there separate timelines for each?

All banking services other than any Optional Services would commence from the day the contract is awarded, registered, and signed, and an implementation start date is in place. No timeframe has been established for any Optional Services; the City may elect to implement some or all of the Optional Services in the future, or not at all, as it sees fit.

Q11: Please provide more information about the Medicare Part B/IRMAA Reimbursements, Social Security and Medicare withholding tax refunds, Beneficiary Services and other similar payments to current and former City employees? What payment methods do you use for this?

There are times when the City needs to reimburse, to a subset of its qualified retirees, dollar amounts associated with Medicare Part B and/or IRMAA. A separate bank account is used specifically for these disbursements. Medicare Part B and IRMAA reimbursements occur via direct deposit and paper check.

For Social Security and Medicare withholding tax refunds, there are times when the City successfully makes a claim with the Internal Revenue Service for employees who were incorrectly classified to have Social Security and Medicare tax withheld from their paychecks during a particular year. The IRS then refunds to the City those dollar amounts. FISA-OPA will use this account in order to send those moneys back to the appropriate claimants. Social Security and Medicare withholding tax refunds and beneficiary services are currently only done by paper checks.

Beneficiary services cases are payments where a City employee passes away and moneys are due to either their estate or their beneficiary. There is a separate bank account set up for these payments, which we make by check.

In regards to accounts used for other similar payments, this occurs when payments are made for payroll-related matters to current employees, former employees or third parties.

Q12: Will links for training guides be accepted if a paper copy is included with the original and links are include with the copies?

Paper copies are required for the entire proposal submission, the original as well as the five duplicate sets requested. Also, as stated in the RFP Proposers must submit a USB flash drive containing an electronic copy (in PDF format, preferably searchable PDF) of all hardcopy documents submitted in response to this RFP.

Q13: What are the most important factors in your decision when choosing a payroll banking and related services partner?

Please refer to page 35 of the RFP, Section V – Proposal Evaluation and Contract Award Procedures.

Q14: Regarding the response to Question 112. "The Vendor must propose on all Optional Services". Is the offering of payroll cards under "Optional Services" an offering that you're looking for the Banks to accommodate?

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- Q15:** Are solutions required for the Optional Services of Electronic Payments, Forms Preparation and Printing and On Demand Pay for the proposal to be accepted?
- Q16:** Just to clarify. Offering the Pay Cards under Optional Services. Did I hear you say it's Mandatory that the banks can offer Pay cards? Just want to make sure we're clear.
- Q17:** Did I understand correctly, if a bank cannot provide one of the optional services are they disqualified?

Yes. Vendors must propose on all Optional Services. The term "Optional" refers to the City's option. The City may elect at any time to implement some or all of the Optional Services in the future, or not at all, as it sees fit.

- Q18:** Will alternatives to the optional services be accepted?

Vendors must propose on all Optional Services. If a vendor wishes to propose additional services that are not referenced in the RFP, it may describe those services in its technical proposal and populate the relevant section(s) in its price proposal.