



*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 *Han*  
**Date:** June 1, 2023  
**Subject:** Addendum No. 1 to the Request for Expressions of Interest (RFEI) Payroll Management Solutions (PIN: 127FY2300073) – Responses to Vendor Questions and Exhibit D: Acknowledgment of Addenda

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**This constitutes a formal addendum to the subject Request for Expressions of Interest (RFEI) Payroll Management Solutions to modernize or replace the City’s legacy payroll system. This Addendum No. 1 should be annexed to, and is part of, the RFEI.**

Each vendor that chooses to submit a response **must** acknowledge receipt of this Addendum No. 1 in the space indicated in the attached Exhibit D: Acknowledgment of Addenda to the RFEI Payroll Management Solutions.

This Addendum No. 1 (including any and all attachments) is part of the RFEI submission.

Below is a list of questions submitted by vendors, along with FISA-OPA’s responses.

**Q1. Will you include a M/WBE participation goal and requirements for the resulting contract?**

*The focus of the RFEI is to gather information. If the RFEI results in a procurement, any M/WBE goals and requirements will be addressed at that time.*

**Q2. To ensure I document the correct information are you the point of contact in case of any questions?**

*Per the RFEI Phase 1 document, the Authorized Contact Person is Erika Lerner, at [RFEIPayrollManagement@fisa-opa.nyc.gov](mailto:RFEIPayrollManagement@fisa-opa.nyc.gov).*

**Q3. Do I have your permission to send all content, attachments and your contact details to the appropriate team, affiliate or partner, to get things going?**

*As of the date of this Addendum, FISA-OPA has only released RFEI **Phase 1** materials (including this Addendum). Phase 1 materials are public and may be freely distributed to anyone. However, any **Phase 2** materials will only be released to Respondents that have submitted a signed Non-Disclosure Agreement (NDA) as part of their Phase 1 responses. Phase 2 materials will be subject to this NDA, which (among other things) will impose strict limitations on their distribution.*

**Q4. To ensure this request goes to the appropriate team, is this initiative for The City of New York or a specific division? Also, our platforms are categorized by total employee count, can you tell me roughly how many employees are within the organization as a whole?**

*This RFEI is for the City of New York. Please refer to page 3 of the RFEI – Phase 1 document for the estimated number of City employees.*

- Q5. In reference to the Expressions of Interest (RFEI) we would like to know if the agency would consider a mutual NDA. I have attached our mutual, or could you send a copy of your editable mutual NDA for our review? Additionally, we did review the NDA and but for the clause requiring us to call out that the NDA is superseded by any permanent agreement if they send your mutual NDA, which is the same but mutual, and that provision is removed or altered to say that only a final commercial agreement for Services between the Parties will supersede the NDA.**

*The current phase (Phase 1) of the RFEI process does not require Respondents to provide any confidential or proprietary information. The signed FISA-OPA NDA that Respondents must submit with their Phase 1 responses is a prerequisite for participation in Phase 2 of the RFEI, which will entail dissemination of confidential City information. The Phase 2 document that will be provided to eligible Respondents will address the disclosure of information that they include in their Phase 2 responses.*

This Addendum No. 1 also includes the following:

- **RFEI Payroll Management Solutions - Phase 1 Exhibit D:** Exhibit D - Acknowledgment of Addenda is to be included with your RFEI Phase 1 submission due on June 14, 2023.

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