



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, Senior Agency Chief Contracting Officer *Han*

Date: June 9, 2023

Subject: Addendum No. 3 to the Request for Expressions of Interest (RFEI) Payroll Management Solutions (PIN: 127FY2300073) – Responses to Vendor Questions

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. 3 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. 3 in the space indicated in Exhibit D: Acknowledgment of Addenda to the RFEI Payroll Management Solutions.

This Addendum No. 3 (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. Is this RFEI for 'any' available solutions available for payroll...or specifically for a full payroll provider?

This RFEI is for 'any' available solutions that meet the minimum qualifications described in Section 2.1 of RFEI Phase 1 document. The first paragraph in Section 2 of the RFEI Phase 1 document provides examples of types of solutions:

“The City is interested in information from qualified vendors of all types of solutions, including (but not limited to) complete payroll service providers, Software as a Service (SaaS), hosted or on-premises installations of a Commercial-Off-The-Shelf (COTS), customized COTS or custom developed software, etc. Entities responding to this RFEI (“Respondents”) may take any legal form, such as individual companies, partnerships, or joint ventures, etc.”

Q2. Would you be able to provide me with a word.doc file format of the NDA?

We are unable to provide the NDA in Word format.

Q3. Is it possible to grant an extension on the Part I submission due date (currently due June 14th by 1pm EST)?

Addendum No. 2 extended the RFEI Phase 1 submission due date to June 21, 2023.

Q4. What happens if we sign everything, including Exhibit D, submit the signed documents to you electronically, and then another Addendum comes out?

*Respondents can choose to withdraw their submission, and resubmit the complete response which will include Exhibit A-RFEI Cover Letter, Exhibit B-Vendor Certification, Exhibit C-Non-Disclosure Agreement and Exhibit D-Acknowledgement of Addenda by **June 21, 2023, 1:00pm**.*

*Respondents can also choose to only (re)submit Exhibit D-Acknowledgement of Addenda by **June 21, 2023, 1:00pm**, if they do not need to make revisions to Exhibit A-RFEI Cover Letter, Exhibit B-Vendor Certification or Exhibit C-Non-Disclosure Agreement.*

The RFEI Phase 1 Submission is due on June 21, 2023 at 1:00PM.

All requirements of the original RFEI shall remain in full force and effect except as set forth in this Addendum No. 3.