

RFP FIRM FOLLOW UP QUESTION AND ANSWERS

- ✓ The answers to questions 166 and 168 appear to conflict. In question 168, the RFP is cited as stating the following:

"The Contractor is liable dollar for dollar, for the amount of subsequent non-sufficient fund payments from any payment that previously tendered a payment with non-sufficient funds where the Contractor has received notice from the local district SCU or bank under contract with the OTDA to provide banking services."

- 1. Questions:** The answer to question 166 states that the OTDA is not financially responsible for the first NSF, but the answer to 168 says that the offeror is only responsible for the subsequent NSF. Can you please clarify that offeror is responsible for the subsequent NSF after we have received notice from the local district SDU or bank under contract with the OTDA to provide banking services? Also, can you please clarify who is financially responsible for the first NSF occurrence?

Answer: Yes, the offeror is financially responsible for the first NSF occurrence and the offeror is also responsible for the subsequent NSF after notice is received from the local district SDU or bank under contract with the OTDA to provide banking services.

- ✓ In section 2.2.3.4, the RFP states that *"Offeror's are responsible for any and all lease costs for space deemed necessary for completing the requirements as noted in this RFP. The Contractor must establish a primary operating facility within a thirty-five (35) mile radius of Albany, NY, for the purpose of performing all centralized operations functions in accordance with contract provisions, the call center is to be located within the boundaries of New York State. The Contractor must provide a signed copy of a lease binder for the new location of the primary operating facility and the call center facility if not located within the primary operating facility. The lease binders must include such items as the location of the property, the size of the facility and the duration of the agreement. The existing Contractor is leasing 43,328 square feet of operational (approximately 11,000 square feet of this space is the call center) and 12,928 square feet of storage space performing the tasks under the existing Contract"*.

- 2. Question:** Can you please clarify the documents needed from offerors to comply with the Lease Binder requirement? Is a letter from the landlord stating that the space is available adequate or would OTDA like to see something else? If so, please clarify what that is?

Answer: An offeror may submit a signed and dated letter on business letterhead from the landlord stating that the space is available along with the following information: period of availability, location, square footage and cost.