

Centralized Support Collection and Enforcement Request For Proposal

Bidder's Notice

March 12, 2015

Please note the following amendment to the Centralized Support Collection and Enforcement Request For Proposal (RFP), made pursuant to Questions 17, 18, and 364 on the document entitled 2014 "RFP FIRM QUESTIONS AND ANSWER 022015", which is available for review at: <http://otda.ny.gov/contracts/procurement-bid.asp>.

1. Appendix C, Offeror's Response Form Instructions for Form OR-7 (Key Personnel Resume) have been amended in the following ways (highlighted):
 - a) **INSTRUCTIONS:** GENERAL - Complete this resume form for each key individual and backup listed in your proposal to cover the positions listed in **Form OR-6A and OR-6B**. Additional key individuals may be added if desired. **Both pages must be completed.**
 - b) **STATUS OF EMPLOYEE:** Indicate if **the** individual is associated with Offeror or subcontractor or a third party **and is fully committed to the Key Staff Position identified.**
 - c) **TOTAL EXPERIENCE:** Section deleted
 - d) **RESPONSIBILITIES:** Section deleted
 - e) **EXPERIENCE AND RESPONSIBILITIES:** List the individual's **relevant** experience (with the most recent first and identifying part time experience as such). **Designate the state and/or organization** and use the following three (3)-digit code to identify the category of experience, and provide the number of years experience for each category (e.g. NY, CSP, 3.5yrs):

DCM - Data Center Management
CSP - Child Support Payment Processing
CCM - Call Center Management
OPP - Other Payment Processing
OTP - Other Transaction Processing

In each of these respective areas, indicate the Job Title(s) in which the person served, the nature of the responsibilities, the number of staff managed, and any other pertinent information.

2. Form OR-7 (Key Personnel Resume) has been amended in the following way (pages 1 and 2 of 3, highlighted):

FROM	TO	STATE/ ORGANIZATION	EMPLOYER	CATEGORY/YEARS	RESPONSIBILITIES
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3. Please note that the "Revised" date for these pages (and these pages alone) will be 3/12/2015