

New York State Office of Temporary and Disability Assistance
(OTDA)

**NORTHEAST COALITION OF STATES (NCS) ELECTRONIC BENEFITS
TRANSFER**

**Request for Proposal (RFP) Bidders' Notice
March 17, 2021
Amendment 4**

Pursuant to Section 2.8.1 (D) of the RFP, providing the right to amend the RFP, OTDA is issuing this Amendment for the above-referenced RFP. The changes for Amendment 4 are as follows:

1. RFP – 2.4 Timetable

Below is an updated RFP Timetable. It has been changed to reflect the following revised dates:

- a. release date of first round answers to Offeror questions;
- b. due date of second and final round of Offeror questions with restrictions as outlined below;
- c. release date of second and final round answers to Offeror questions; and
- d. Proposal Due Date.

Release of RFP		9/3/2020
Pre-Bid Offeror's Conference		10/8/2020
Due Date for Questions Submitted by Offerors	All questions must be submitted in writing via e-mail by 5:00 PM Eastern Time and must cite the specific RFP section and paragraph number to which it refers. Questions should be as concise as possible.	10/22/2020
Release of Official Written Answers to First Round of Offeror Questions	All answers to first round questions received by the specified due date will be available at: http://otda.ny.gov/contracts/2020/NCSEBT/	Approximately 3/17/2021
Due Date for Second Round of Questions Submitted by Offerors	OTDA will only accept second round questions pertaining to Amendments 1, 2, 3, 4 and the Amendment for the Q&As. All questions must be submitted on the updated Attachment 9 posted on OTDA's website with Amendment 4. Questions must be submitted in writing via e-mail by 5:00 PM Eastern Time. Questions should be as concise as possible.	3/31/2021
Release of Official Written Answers to Second Round of Offeror Questions	All answers to second round questions received by the specified due date will be available at: http://otda.ny.gov/contracts/2020/NCSEBT/	Approximately 4/28/2021

Proposal Due Date	Proposals must be received by 2:00 PM Eastern Time. Those Proposals received after the due date may be rejected. A separate, sealed package must be submitted for each section of the Offeror's Proposal (Administrative Proposal, State Specific Forms, Technical Proposal, and Financial Proposal). Each sealed package must include: 5 originals, 20 printed copies (preferably double sided) and electronic copies (in MS Word/Excel/Project format and unlocked Adobe PDF and unlocked Excel for Financial Proposals), stored on 25 separate USB's and 10 separate CDs. The Proposals must be prepared in accordance to the Amended Section 14 Proposal Submission and Amended Section 15 Proposal Requirements of this RFP. Faxed or electronic copies will not be accepted.	5/13/2021
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2. 2.2.1 Procurement Point of Contact

The following is added to the end of the section:

Other permissible Point of Contact for Commonwealth of Massachusetts MWBE/SDVOB-Diversity for the Offeror:

Laurynn Powers
 DTA Procurement Director
 600 Washington Street, 5th Floor
 Boston MA 02111
 617-785-9657
Laurynn.powers@mass.gov

Other permissible Point of Contact for Connecticut MWBE/SDVOB-Diversity for the Offeror:

Meg Yetishefsky
 Program Manager
 Procurement Services/Supplier Diversity Unit
 Department of Administrative Services
 450 Columbus Boulevard, Suite 1202
 Hartford, CT 06013
 (860) 713-5228
meg.yetishefsky@ct.gov

Other permissible Point of Contact for Rhode Island MWBE/SDVOB-Diversity for the Offeror:

Dorinda Keene
 Acting Associate Director – ODEO
 RI Department of Administration
 Office of Diversity, Equity and Opportunity
 Minority Business Compliance Office
 One Capital Hill, 3rd Floor
 Providence, RI 02908
 (401) 574-8670
dorinda.keene@doa.ri.gov

3. RFP – § 14 Proposal Submission

Paragraph three is hereby deleted and replaced with the following:

Proposals must be clearly labeled, sealed, and submitted by courier/delivery service (e.g., FedEx, UPS, etc.), as noted below. Offeror should include clearly on the exterior of the packaging: Offeror’s Name and Address; Administrative, Technical or Financial Proposal (as appropriate); and Proposal Due Date. NOTE: The Commonwealth of Massachusetts, Connecticut and Rhode Island State Specific Administrative Forms should each be separately bound and clearly labeled.

4. RFP – § 14.1 For the Administrative Proposal

Paragraph one is hereby deleted and replaced with the following:

Submit FIVE original and TWENTY printed copies; the original of the Administrative Proposal must be clearly marked “ORIGINAL” on the cover page. **NOTE: Submit TWO originals and TWO printed copies of the Commonwealth of Massachusetts State Specific Administrative Forms, ONE original and TWO printed copies of Connecticut State Specific Forms and ONE original of Rhode Island State Specific Forms which should be separately bound and clearly labeled.**

5. RFP - § 14.4 Electronic Copies of Bid Proposals

The entire section is hereby deleted and replaced with the following:

Submit **TEN** labeled copies of **EACH** of the Administrative Proposals, the Technical Proposals, and the Financial Proposals on **SEPARATE CDs. Submit 1 separate CD for Commonwealth of Massachusetts State Specific Administrative Forms and 4 separate CD’s for Connecticut State Specific Forms and 1 separate CD for Rhode Island State Specific Forms clearly labeled and identifying the state.** An acceptable format is unlocked Adobe PDF and unlocked Excel for a Financial Proposal.

Submit **TWENTY-FIVE** labeled copies of **EACH** of the Administrative Proposals, the Technical Proposals, and the Financial Proposals on **SEPARATE USB’s. Submit 2 separate USBs for Commonwealth of Massachusetts State Specific Administrative Forms, and 1 separate USB for Rhode Island State Specific Forms clearly labeled and identifying the state.** An acceptable format is unlocked Adobe PDF and unlocked Excel for a Financial Proposal.

The electronic copies of **EACH** of the Administrative **and each State Specific Forms for Commonwealth of Massachusetts, Connecticut and Rhode Island**, Technical, and Financial Proposals should be identical copies of the original documents, including signatures, and should be in one file on each CD and/or USB.

Submit each of the complete Administrative **and each State Specific Forms for Commonwealth of Massachusetts, Connecticut and Rhode Island**, Technical, and Financial Proposals (printed and electronic) in its own separate sealed and labeled package(s). Each sealed and labeled package may be placed in a larger box or package when submitted to OTDA.

6. RFP - §15 Proposal Requirements

Paragraph three is hereby deleted and replaced with the following:

Offerors must submit Proposals in separate sealed and labeled Administrative, Technical, and Financial Proposal packages. **Any State Specific Forms for the Administrative Proposals should be separately bound and clearly labelled identifying the state.** No information beyond that specifically requested is required, and Offerors are requested to keep their submissions to the shortest length consistent with making a complete presentation of qualifications.

7. RFP - §15.2.2 Required New York State Administrative Forms

This section is renamed, and the following paragraph is added to the end of the section:

Offerors must check NCS State Appendices for any forms that are required by specific states to be submitted with the bid proposal. See Section 14 for Proposal Submission instructions for State Specific Forms and Appendix R – Offeror’s Checklist which should be included with the Proposal.

8. Appendix A – Connecticut State Appendix – § 2.11 Letter of Credit or Performance Bond

The entire section is deleted and replaced with the following:

Within fifteen (15) business days of the CT DSS’ Contract execution, the Contractor must provide to the CT DSS with and will maintain in full force and effect for the benefit of the CT DSS a Performance Bond. This Performance Bond may be fulfilled on an annually renewable basis issued by a surety carrier on behalf of the Contractor, in the amount(s) of \$2,500,000.00 for the life term of the contract, including any extension periods.

The Performance Bond will be provided to CT DSS at the sole expense of the Contractor.

In the event of damages occurring as a result of non-performance, and/or in the event of breach of the executed Agreement, the CT DSS may demand disbursement of all or any portion(s) of the face value of the Performance Bond to recover damages and/or any unrecovered charge backs. Such disbursements, pursuant to demand of all or any portion(s) of the face value of this Performance Bond, may be made by the CT DSS submission of written notice(s) to the institution that issued the Performance Bond on behalf of the Offeror. Partial disbursement(s), pursuant to demand, shall not terminate the Performance Bond, but the balance shall be diminished by any amounts disbursed and shall otherwise remain in effect.

Performance Bond will automatically expire at the end of the executed Agreement.

Noteworthy: CT DSS will not accept any invoices for payment until it has been presented with appropriate proof that the Performance Bond is effective.

9. Appendix A – Connecticut State Appendix – § 2.14 Connecticut Standard Contract, Parts I and II

The following is added at the beginning of the Section:

The resultant contract shall include Connecticut POS Standard Contract language, Parts I and II. Connecticut contracting language can be found at the following link: [POS Standard Template, Effective July 1, 2019](#)

10. Appendix A – Connecticut State Appendix – §15.2.2 Business Participation Opportunities for MWBE/SDVOB Diversity programs

Section 15.2.2 titled “Business Participation Opportunities for MWBE/SDVOB Diversity programs” is hereby added to Appendix A – Connecticut State Appendix:

The resultant contract shall include Parts I and II of the POS Standard Contract, and the resultant contractor must meet the requirements for the Americans with Disabilities Act, Utilization of Minority Business Enterprises, Priority Hiring, and Non-Discrimination, pursuant to Part II. E.2. through Part II.E.5.

It is the intention of the state to award 6.25 % of this contract to only Connecticut Small Business Enterprises (SBE) and Minority Business Enterprises (MBE) certified by the State of Connecticut’s Department of Administrative Services/Supplier Diversity Program, pursuant to Connecticut General Statute 4a-60g. SBE and MBE proposers are required to be certified at the time of the proposal opening and are requested to provide a copy of their company’s current certification certificate with their proposal.

Further information about the Supplier Diversity Program can be found at the following link: <https://portal.ct.gov/DAS/Services/For-Agencies-and-Municipalities/Procurement/Supplier-Diversity>.

The bidder must complete in full, sign, and submit the [Notification to Respondents, Part I-V \(CHRO\)](#) inserted herein as a hyperlink.

In addition, all SBE and MBE respondents should submit a copy of their company’s current Certification certificate with their proposal.

11. Appendix E – New York State Appendix has been revised. See the document titled “Revisions to Appendix E – New York State Appendix” attached hereto.

12. Appendix F – Rhode Island State Appendix – § 4.3.1.10.2 TANF cash

The Section is hereby deleted and replaced with the following:

SNAP benefit authorizations are purged after 274 days with no activity. The purge process removes only benefit authorizations with no activity that are 274 days old or older. Benefit authorizations that are less than 274 days old remain in the account.

13. Appendix F – Rhode Island State Appendix – §15.2.2 Business Participation Opportunities for MWBE/SDVOB Diversity programs

Section 15.2.2, titled “Business Participation Opportunities for MWBE/SDVOB Diversity programs” is hereby added to Appendix F – Rhode Island State Appendix:

In accordance with R.I. Gen. Laws §§ 37-14.1-1 and 37-2.2-1 it is the policy of the State of Rhode Island to support the fullest possible participation of firms owned and controlled by minorities (MBEs) and women (WBEs) and to support the fullest possible participation of small disadvantaged businesses owned and controlled by persons with disabilities (Disability Business Enterprises, a/k/a “DisBE”), (collectively, MBEs, WBEs, and DisBEs are referred herein as ISBEs) in the performance of State procurements and projects. As part of the evaluation process, vendors will be scored and receive points based upon their proposed ISBE utilization rate in accordance with 220-RICR-80-10-2 “Regulations Governing Participation by Small Business Enterprises in State Purchase of Goods and Services and in Public Works Projects”. As a condition of contract award vendors shall agree to meet or exceed their proposed ISBE utilization rate and that the rate shall apply to the total contract price, inclusive of all modifications and amendments. Vendors shall submit their ISBE participation rate on the enclosed form entitled, “MBE, WBE and/or DisBE Plan Form”, which shall be submitted in a separate, sealed envelope as part of the proposal. ISBE participation credit will only be granted for ISBEs that are duly certified as MBEs or WBEs by the State of Rhode Island, Department of Administration, Office of Diversity, Equity and Opportunity, or firms certified as DisBEs by the Governor’s Commission on Disabilities. The current directory of firms certified as MBEs or WBEs may be accessed at <http://odeo.ri.gov/offices/mbeco/mbe-wbe.php> . Information regarding DisBEs may be accessed at www.gcd.ri.gov

For further information, visit the Office of Diversity, Equity and Opportunity’s website, at <http://odeo.ri.gov/> and see R.I. Gen. Laws 37-14.1, R.I. Gen Laws Ch. 37-2.2, and 220-RICR-80-10-2. The Office of Diversity, Equity and Opportunity may be contacted at (401) 574-8670 or via email at Dorinda.Keene@doa.ri.gov

[View Rhode Island’s MBE, WBE, and/or Disability Business Enterprise Participation Plan](#)

14. **Appendix P – Pricing Schedule** is hereby deleted and replaced in its entirety by the revised Appendix P – Pricing Schedule attached hereto.
15. **Appendix R – Offeror’s Checklist** is hereby deleted and replaced in its entirety by the revised Appendix R – Offeror’s Checklist attached hereto.

Please note that the due date for the submission of Proposals **has changed**. **All Proposals are due May 13, 2021, by 2:00 PM Eastern Time.**

Offerors are hereby advised that due to COVID-19, OTDA will not be accepting hand-delivered Proposals. Offerors should refer to RFP Section 14, Proposal Submission, for additional information regarding the submission of Proposals.

Material in this Amendment supersedes any contradictory material in the RFP.