



The City of New York

Financial Information Services Agency

Office of Payroll Administration

Roy Mogilanski, Executive Director
Andrea Glick, First Deputy Executive Director

To: Prospective Vendors
From:  Aamer Parvez
Agency Chief Contracting Officer
Date: September 12, 2016
Subject: Addendum No. 3 to the Request for Proposals for Information Technology and Other Consultant Services – PIN # 127FY1700001 – Clarification: Electronic Copy of Submitted Materials

This constitutes a formal addendum to the subject Request for Proposals for Information Technology and Other Consultant Services (“RFP”). This Addendum No. 3 should be annexed to, and is part of, the Request for Proposals for Information Technology and Other Consultant Services.

Each vendor that chooses to submit a proposal *must* acknowledge receipt of this Addendum No. 3 in the space indicated in Attachment P: Acknowledgment of Addenda to FISA/OPA Information Technology and Other Consultant Services RFP. Failure to do so will result in a determination that the proposal is non-responsive.

This Addendum No. 3 (including any and all attachments) is part of the RFP and is subject to all applicable confidentiality requirements.

Clarification: Electronic Copy of Materials to be Submitted.

Paragraph 10 on page 3 of Addendum No. 2 to the RFP refers to an update of RFP Section IV.A.5.a and to “details of the files to include on a CD or USB flash drive submission.”

Since this may not be clear, vendors should be aware that RFP Section IV.A.5 now requires submission of an electronic (PDF) copy of all hardcopy materials submitted in response to the RFP. These should be separated into the specific files listed in Section IV.A.5.e, and provided on a single CD or USB flash drive included with the vendor’s response to the RFP as described in that section.

This Addendum No. 3 does *not* change the Proposal Due Date, which remains September 28, 2016.

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

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BILL DE BLASIO, MAYOR

SCOTT M. STRINGER, COMPTROLLER