PO BOX 66699; ALBANY, NY 12206
| **nysif.com**

10/21/25

The following (Q&A) will serve as Amendment #2 to NYSIF's Request for Proposals (RFP) for Premium Audit Services, bid number 2025-62-INS. Material in this Amendment supersedes any contradictory material in the RFP.

Please note that the due date for the submission of bids **remains the same.**

All bids are due 11/4/25, by 2:00 p.m.(eastern).

Sincerely,

Chelsa Frost

Chelsa Frost
Contract Management Specialist

Premium Audit Services
RFP #2025-62-INS
Amendment #2

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	6	RFP Calendar	Aside from emailing questions, is there anywhere else needed to submit intent to bid on this RFP?	No. The RFP Calendar contains the key dates and deadlines for the submission of bids.
2	8	1.4 Purpose of this RFP	Does the Disability Benefits exposure calculation require anything to be indicated separately on the premium audit exposure summary for workers compensation exposure, or is it an internal calculation completed by the carrier based upon the total workers compensation payroll exposure and there is nothing additional that we need to provide?	Nothing separate is required
3	17	2.2.2 Services to be Provided / Personnel	Accounting credit hours- does years of premium audit experience plus a college degree in areas other than accounting such as (Finance, Business Administration, etc.) suffice as a replacement for the required hours of accounting experience?	No
4	20	2.3 Technical Requirement Plan #8	Due to confidentiality of clients, we may not be able to provide the value of the project as requested, please advise if there is alternative information that would suffice or if this is not needed?	Per Technical Requirement #8, bidders should provide the value of the project. Bidders can provide an estimate or a range in order to protect client confidentiality, however, this may impact the scoring of your bid with regard to this requirement.
5	26	4.1 Bid Preparation	Electronic signatures will be accepted in lieu of original signature on the electronic version. Please advise if this is also acceptable for notaries, i.e. DocuSign Notary, other electronic notary services?	Yes, electronic notaries are acceptable.
6	20	2.5 Cost/Invoicing	Contract is for 7 years, is rate for 7 years or could Cost of Living Adjustment (COLA) be considered?	The rates provided in the Appendix Z will remain for the length of the 7 year contract, no COLA will be considered.
7	N/A	N/A	When is the anticipated start date of this contract?	This is to be determined (TBD) and will be based on successful contract negotiations with the awarded vendors. NYSIF anticipates having new contract(s) in place by Janurary 2026.
8	8	Section 1, 1.4 Purpose of this RFP	What will be the underwriting factors to determine if an audit will be an Onsite or Remote Audit?	Customer preference
9	8	Section 1, 1.4 Purpose of this RFP	Will an annual premium amount/threshold be used in determing the type of audit format being ordered for completion?	No
10	8	Section 1, 1.4 Purpose of this RFP	What actions should the vendor take if an insured requests to conduct an audit Virtually?	In that situation, the vendor would refer the customer back to NYSIF.
11			Can I submit separate bids for Onsite and Remote audits?	No need to submit separate bids for Onsite and Remote. Bidders just need to note in their proposal which audit type they are bidding on. Bidders may bid on one or both categories.
12			Will these audits be perform to small/mid business, or will include large businesses too?	Large businesses will also be ordered, along with small/mid sized businesses.
13			If I'm MWBE certified bidding as a prime, will my certification fulfill the MWBE requirement?	Yes
14			Is there a minimum of staff required for this RFP? Roles and resposibilities?	No
15			What's the budget allocated for the Category A, Onsite audits?	Not applicable to the RFP
16			What's the budget allocated for the Category B, Remote audits?	Not applicable to the RFP
17	7	1.1 Overview	How many policies are in force?	As of October 2025, approximately 130,000 are in force
18	7	1.1 Overview	How many employer groups are in force?	As of October 2025, approximately 19 NAICS groups are in force
19	7	1.1 Overview	How many covered employees/contractors?	Not material to this RFP
20	7	1.1 Overview	What is the average number of employees/contractors covered per policy?	Not material to this RFP
21	16	2.2 Services to be Provided	How many onsite audits are expected per vendor per year?	Per RFP Section 2.2 SERVICES TO BE PROVIDED Category A (Onsite Audits): 2,500 annually (approximately).
22	16	2.2 Services to be Provided	How many remote audits are expected per vendor per year?	Per RFP Section 2.2 SERVICES TO BE PROVIDEDCategory B (Remote Audits): 5,000 annually (approximately).
23	22	2.9 Location and Travel	As other charges, including travel, will not be allowed, where will the concentration of the onsite audits be located?	As the audit type is decided by the policyholder and there are policies in states outside of NYS, this cannot be provided.
24	22	2.9 Location and Travel	Will the onsite audits be assigned to a vendor with their location in mind to limit travel expenses?	No, work is assigned based on NYSIF's needs, irrespective of audit location
25	16	2.2 Services to be Provided	Are communications and requests for documentation regarding the audit performed by the vendor? Both NYSIF and the vendor?	The vendor is responsible
26	16	2.2 Services to be Provided	Can audit documentation be obtained and provided directly to the vendor, or is it provided to NYSIF only?	Documentation should be provided directly to the vendor, not NYSIF
27	16	2.2 Services to be Provided	Will we have access to NYSIF systems and secure file transfer portals?	No, NYSIF will send all policy information and instructions by email
28	17	2.2 Services to be Provided	What is an unproductive "onsite" call? Please provide details with examples.	Per the RFP - Section 2.2, 1 (i) (pg 16 and 17): If an onsite appointment is made and the Auditor goes to the appointed location, but the audit is unable to be conducted, attributable to policyholder or policyholder representative, the Audit Agency shall receive a fee for an uncompleted audit, as bid on and set forth in Appendix Z, Fee Schedule, for Unproductive Calls.
29	17	2.2 Services to be Provided	Is there an expectation of a discounted rate for unproductive "onsite" calls?	Unproductive calls have a separate rate from productive audits

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
30	17	2.2 Services to be Provided	What is an unproductive "remote" call? Please provide details with examples.	Per the RFP - Section 2.2, 1 (i) (pg 16 and 17): If there is an inability to conduct a remote audit, the Audit Agency must provide documentation of 2 attempts (letters, emails, phone calls) to NYSIF. In this situation, the Audit Agency shall receive a fee for an uncompleted audit, as bid on and set forth in Appendix Z, Fee Schedule for Unproductive Calls.
31	17	2.2 Services to be Provided	Is there an expectation of a discounted rate for unprodutive "remote" calls?	Unproductive calls have a separate rate from productive audits
32	19	5. Reports	What information and deliverables are expected in the report of the premium audit?	Per the RFP, including Section 2.2.3 D, E, F (pg 18), audits must include an examination of the payroll records, general ledger, disbursements, vouchers, contracts, tax reports and any other business records with the person in possession of such records. The audit of such records should be directed to determining salaries and classifications for each employee covered by a NYSIF policy in the organization. When subcontractors/consultants are used by the policyholder, a Certificate of Insurance showing proof of New York Workers' Compensation Insurance Coverage should be on file and a copy forwarded for NYSIF's files. If the Certificate of Insurance is not available, the policyholder must provide the Auditor with the following information for each subcontractor/consultant: company name, company address, telephone number, type of service/work performed, and the total payment to each subcontractor/consultant. Instruction sheets will also be provided with order providing more detail.
33	19	5. Reports	Is an opinion expected in the report? If so, please explain and provide opinion language.	No
34	12	1.9 Participation of NYS Business Enterprises	Is MWBE required for a successful bid?	No
35	13	1.10 Participation of Service Disabled Veteran Owned Businesses	Is SDVOB required for a sucessful bid?	No
36	24	3.1.2 Financial Evaluation	Which vendor(s) are currently providing the services?	Not material to the RFP.
37	24	3.1.2 Financial Evaluation	What is the total annual budget for the services?	Not material to the RFP.
38	24	3.1.2 Financial Evaluation	How much was paid to each vendor in 2023, 2024, and ytd 2025?	Not material to the RFP.
39	21	2.8. Subcontracting	Are individual 1099 auditors considered subcontractors for purposes of RFP Sec. 2.8?	No, individual 1099 auditors would not be considered subcontractors.
40	11	1.8.2 Insurance Requirements	Is the $2 million for commercial general liability insurance a requirement	Yes
41	15	2.1.3 Mandatory Requirements	We don't have physical auditors in ND and Iowa.	Per the Mandatory Requirement, Bidders must be able to provide services in all 50 states.
42	21	2.8 Subcontracting	We have many 1099 independent contractors, do you consider those subcontractors?	No, independent contractors would not be considered subcontractors.