



New York State Insurance Fund
Procurement Unit

December 11, 2019

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Pay-As-You-Go Services, bid number 2019-33-INS. Material in this Amendment supersedes any contradictory material in the RFP.

Please note that Section 2.1.2 Mandatory Requirement has been amended as follows:

"Bidder must have minimum net worth of \$5 million. Bidder must provide most recently audited financial statements."

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

All bids are due 12/19/19, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink, appearing to read "V. Ginardi", is written over a faint, circular official stamp.

Vincent Ginardi

Contract Management Specialist 2

Pay-As-You-Go Services

RFP #2019-33-INS

Amendment 1

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	14	2.1 Mandatory Requirements	Is the Bidder required to provide audited financial statements or can they just attest to being able to provide audited financial statements on or before the go live date?	Yes, per the RFP, provide audited financial statements .
2	14	2.1 Mandatory Requirements	Is a Bidder immediately disqualified if they do not have a net worth of \$25 Million?	The requirement is hereby amended to: Bidder must have minimum net worth of \$5 million. Bidder must provide most recently audited financial statements.
3	14	Mandatory Requirements	In advance of submitting our RFP response, our Security team has provided the below justification and docs attached to my email in lieu of the NYSIF specific Appendix T, Vendor Security Survey. Prior to submitting, please confirm this is acceptable for our response specifically to the requested vendor security information.	Per the RFP, the Bidder must complete the Appendix T and submit it with its proposal.
4	29	Appendices - Appendix V	I'm unable to find the Vendor Assurance of No Conflict of Interest or Detrimental Effect, Appendix V; that is listed as required in the RFP response.	Appendix V is attached to this Amendment.
5	N/A	N/A	Is this RFP soliciting a payroll provider to process NYSIF's payroll in addition to the Workers Comp Pay-As-You-Go piece of the RFP?	Per Section 1.4 of the RFP, the RFP consists of two scopes of Services. Scope 1 - Software as a Service and Scope 2 - Payroll Providers. Please refer to Section 1.4 for more information.
6	8	1.4 Purpose of RFP	For Scope 1, is NYSIF replacing the current pay-as-you-go solution? Or, do you plan to run multiple solutions simultaneously?	Not material to this RFP.

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7	8	1.4 Purpose of RFP	For Scope 1, what is the total number of policyholders using pay-as-you-go billing with your current solution? How many with Paychex? How many with InsurePay?	Around 1500 each
8	5	Appendix V - no conflict of interest	Appendix V is missing from the RFP document	See question 4.
9	132	Appendix Z- Fee Schedule	Your framework for completing the Fee Schedule seems to assume that we charge based on premium however our typical model is to charge based on active policy count at the end of each month. Can we attached a separate document to present our price model and the discounted tiering we offer? Would you be able to provide estimated policy counts for estimating costs? Or, do you require that we base the cost on premium?	In Appendix Z bidder can provide either a rate per premium dollar or a rate per policy. You must complete Appendix Z but you can attach a separate note with further details. Estimated policies 3000.
10	14	2.2 Add'l Requirements 3.e.	What 'Exhibit' is being referenced? Are you looking for a report that provides a summary of reported payroll and employee information?	Exhibit will be published with this amendment.
11	15	2.3, Scope 1 - SAAS Mandatory Requirements 2.h	Our contractual relationship is with the insurance carrier, what is the contract with the policyholder? Do you have a sample? Do you have minimum requirements in the contract?	Our understanding is that the SAAS will communicate with the policyholder.
12	14	2.2 Mandatory Requirements 3	What is NYSIF's timeframe for transmitting to NYSIF the premium that has been collected? (some ACH providers require a 3 day hold for funds to clear)	the expectation is 2 to 3 business days

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13	14	2.2 Mandatory Requirements 3	Does NYSIF plan to use their own ACH provider or would you be willing to consider using our ACH provider?	NYSIF preference is for the vendor to aggregate the payments and send one payment to NYSIF per cycle
14	16	2.4 Scope 1 - SaaS Technical Specifications 5b	Does NYSIF anticipate that we will map NYSIF's policy format to TRUPAY?	Yes, we expect the vendor to map to NYSIF format
15	16	2.4 Scope 1 - SaaS Technical Specifications 5c	Please clarify what is meant by "receiving payroll for excluded locations"?	An excluded location is a jobsite specifically excluded from coverage by policy endorsement. The excluded location payroll should be captured and separated out since WC premium may not be applicable on the NYSIF policy.
16	16	2.4 Scope 1 - SaaS Technical Specifications 4.b	Will we be required to have the two step authentication enabled for all users?	Vendors should describe their authentication method.
17	18	2.5 Scope 1 - SaaS Services to be Provided	Are you asking for a narrative description within this section of how we will provide our solution? Or are you instructing us to provide a narrative description for the questions that follow?	The questions which follow.
18	17	2.4 Scope 1 - SaaS Technical Specifications 5.h	Please clarify what you mean by 'billing reports'. Is this in reference to any standard reports we offer?	Yes, reports which provide information about the transactions.
19	N/A	N/A	Do you need the NDA or any other documentation back now, or do we just supply when we provide final response?	The NDA can be provided by the winning vendors upon contract execution.
20		Pre-Proposal Conference	Is there any pre-proposal conference for this bid?	No.
21		Incumbent	Is there any incumbent for this project or is this for a new project? Please could you share the details?	Not material to this RFP.