



New York State Insurance Fund
Procurement Unit

January 2, 2020

The following Q&A will serve as Amendment #2 to NYSIF's Request for Proposals (RFP) for Transitional Manager Services, bid number 2019-34-INV. Material in this Amendment supersedes any contradictory material in the RFP.

Note: Attachment #4 – Historical Performance Spreadsheet has been posted on NYSIF's website (www.nysif.com/procurement). Bidders should use this spreadsheet to answer Attachment 3, Transitional Manager Technical Questionnaire, Question #44.

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

All bids are due 1/16/20, by 2:00 p.m.(eastern).

Sincerely,

A handwritten signature in black ink that reads "Alexandria Romano".

Alexandria Romano
Contract Management Specialist 2

Transitional Manager Services

RFP # 2019-34-INV

Amendment 2

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	2019-34-INV	Appendix M forms 101/102/103/104/105	To what extent do these forms need to be filled out with submission of this RFP. Many of the items requested on these forms cannot be estimated unless the scope of the work performed by the contractor is known, which at this time is not. Please provide more guidance on which forms need to be filled out and to what extent. For transition management assignments our firm typically utilizes un-affiliated M/WBE broker-dealers registered in the state to satisfy NYSIF's requirement. Is that acceptable?	Bidders are required to complete the forms contained within Appendix M and submit those with the bid proposal. Failure to properly complete and provide these documents may result in rejection of the bid. Per Section 4.2.5. Appendix M requires Bidders to submit (i) Form 101; (ii) Form 103 or a copy of bidders current NYSDDED MWBE certification; and (iii) Form 106 or a copy of bidders EEO policy. Should your firm request a waiver from MWBE goals, you should complete Form 104 in lieu of Form 103.
2	#44	Historical Performance and Reporting	I do not see any attached tables to be filled in nor do I see it in website.	The spreadsheet has now been included as Attachment #4 on NYSIF's website (www.nysif.com/procurement).
3	General	PDF overview of Insurance	Any clarification as to insurance reqts specific to transition managers	Section 1.8 of the RFP outline the insurance requirements required upon award.