



15 COMPUTER DRIVE WEST; ALBANY, NY 12205  
518.437.4360 | [nysif.com](http://nysif.com)

8/6/2020

The following (Q&A) will serve as Amendment #1 to NYSIF's Request for Proposals (RFP) for Pay-As-You-Go, bid number 2020-73-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 8/13/20, by 2:00 p.m.(eastern).

Sincerely,

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

Vincent Ginardi  
Contract Management Specialist 2

**Pay-As-You-Go  
RFP #2020-73-IT  
Amendment 1**

Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	General	General	Will you be providing a list of potential payroll vendors for this engagement associated with Scope 2?	No
2	General	General	Is there an estimate on the number of payroll companies in NY that will participate in the electronic filing process?	No
3	General	General	Is there an estimate on the number of incoming systems we would need to interface to?	No
4	General	General	Is there a projected acceptance rate of NY based insureds willing to utilize the PAYG offering?	No
5		Additional Requirements - All 14 Sections, subsection 4.e)	"Detailed Payroll and Payroll Employ Information (see Exhibit attached)" Can you please clarify and/or provide the exhibit this question is referring to?	Exhibit is included with this amendment
6		27 4.2 Bid Format	Can you please describe what the Administrative proposal should include? We are assuming the Technical proposal should include the answers to Section 2 - Technical Requirements, and that Cost Proposals will include the response to Appendix Z - Fee Schedule Proposal. Please clarify to best understand what three electronic files you are expecting to receive.	The electronic submissions should be Administrative (completed appendices), Technical (addressing requirements) and Cost.
7		98 Appendix F, NYS Certifications	The form requires the signature of a notary. However, if we are submitting only electronically, can this requirement be waived?	A completed Appendix F, including a notarization, should be submitted with your proposal.

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
8	15	Scope 1	Is the expectation that NYSIF will send the Payroll Provider with the NB Transaction?	NYSIF will provide payroll classification and exposure with the declaration package.
9	15	Scope 1, Section 2.3, 1.g.	States - Payroll company contracts and interfaces to be handled by SAAS provider. Is the expectation, that the SAAS provider will identify and contract with the payroll vendors on behalf of NYSIF or will they be identified as part of Scope 2 of this RFP, selected by NYSIF and then managed by the SAAS provider? Could you elaborate on what the expectation is for this requirement?	We expect scope 1 SAAS vendor to have their own list of approved payroll companies; and the ability to enroll new payroll companies
10	19	Scope 2	Is the expectation that the Payroll Provider will underwrite, classify and price the quote? If so, will there be underwriting guideline provided or will there just be a link to NYSIF to process the quote based on their system?	No, Pay go quote is processed by an underwriter after verifying the eligibility requirements for the program.
11	19	Scope 2	Once the policy is issued, will all policy maintenance items be handled by NYSIF (i.e., endorsements, cancellations, reinstatements, etc.) and transmitted to the payroll vendor/provider?	All policy maintenance related items are handled by NYSIF.
12	16	Scope 1, Section 2.4, 3a	What specific regulatory framework is being referred to?	this is a general question, vendor can elaborate on their compliance framework
13	16	Scope 1, Section 2.4, 3b	Can you provide examples of the audit reports NYSIF may require?	there is no specific format
14	17	Scope 1, Section 2.4, 5b	Can you provide a sample of NYSIF Policy Data Layout?	Exhibit is included with this amendment
15	17	Scope 1, Section 2.4, 5c	Can you provide a list of data elements that need to be covered under PII protection for payroll?	FEIN, UI , SSN

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Question #	RFP Page #	RFP Section and Sub-Section Reference #/Heading	Question	NYSIF Response
16	Appendix Z	Fee Schedule Proposal-SAAS Scope 1	Please describe the various "Premium Types" listed.	Premium with No Differential - standard premium; no addition, credits or discounts
17	Appendix Z	Fee Schedule Proposal-SAAS Scope 1	What is the definition of the term "Differential"?	Additional surcharge over the standard rate
18	Page 8 of 35	Section 1.4 Purpose Of This RFP	Will the conversion of existing NYSIF Pay As You Go accounts be included in the program?	At the end of the policy year a policyholder will have the option to switch SAAS provider.
19	Page 8 of 35	Section 1.4 Purpose Of This RFP	Approximately how many of the current 155,000 NYSIF accounts are on Pay As You Go billing?	3000

# Payroll Information

Exhibit - Detailed Payroll and  
Payroll Employee Information

[Print](#) | [View Payroll File](#) | SYSTEM 1/8/2019

Processed On	Provider	Begin Date	End Date	Check Date
1/8/2019	-	12/31/2018	1/6/2019	1/11/2019

Employees (Rows)	Payroll	Subject	Exempt	Premium
45	\$27,121.24	\$19,334.70	\$7,786.54	\$445.26

## Class Codes

CLASS CODE	PHRASEOLOGY	STATE	EMPLOYEES	PAYROLL	SUBJECT	EXEMPT	RATE	PREMIUM
9071	RESTAURANTS-FULL SERVICE	NY	45	\$27,121.24	\$19,334.70	\$7,786.54	2.3029	\$445.26

## Employees

	EMPLOYEE #	FIRST NAME	LAST NAME	CLASS CODE	STATE	PAYROLL	SUBJECT	EXEMPT	RATE	PREMIUM
<a href="#">View</a>	1605	{Redacted]	{Redacted]	9071	NY	\$1,115.00	\$615.00	\$500.00	2.3029	\$14.16
<a href="#">View</a>	1657			9071	NY	\$928.00	\$288.00	\$640.00	2.3029	\$6.63
<a href="#">View</a>	1346			9071	NY	\$920.78	\$899.36	\$21.42	2.3029	\$20.71
<a href="#">View</a>	001526			9071	NY	\$352.00	\$252.00	\$100.00	2.3029	\$5.80
<a href="#">View</a>	001001			9071	NY	\$400.00	\$400.00	\$0.00	2.3029	\$9.21
<a href="#">View</a>	1640			9071	NY	\$197.40	\$197.40	\$0.00	2.3029	\$4.55
<a href="#">View</a>	1662			9071	NY	\$576.00	\$136.00	\$440.00	2.3029	\$3.13
<a href="#">View</a>	001524			9071	NY	\$470.00	\$120.00	\$350.00	2.3029	\$2.76
<a href="#">View</a>	1621			9071	NY	\$238.00	\$238.00	\$0.00	2.3029	\$5.48
<a href="#">View</a>	1370			9071	NY	\$606.13	\$595.67	\$10.46	2.3029	\$13.72
<a href="#">View</a>	1658			9071	NY	\$831.76	\$813.12	\$18.64	2.3029	\$18.73

	EMPLOYEE #	FIRST NAME	LAST NAME	CLASS CODE	STATE	PAYROLL	SUBJECT	EXEMPT	RATE	PREMIUM
<a href="#">View</a>	1664			9071	NY	\$1,238.66	\$858.66	\$380.00	2.3029	\$19.77
<a href="#">View</a>	001205			9071	NY	\$1,750.00	\$1,750.00	\$0.00	2.3029	\$40.30
<a href="#">View</a>	1672			9071	NY	\$532.00	\$144.00	\$388.00	2.3029	\$3.32
<a href="#">View</a>	1648			9071	NY	\$853.28	\$842.03	\$11.25	2.3029	\$19.39
<a href="#">View</a>	1613			9071	NY	\$693.06	\$670.72	\$22.34	2.3029	\$15.45
<a href="#">View</a>	1334			9071	NY	\$1,960.00	\$1,960.00	\$0.00	2.3029	\$45.14
<a href="#">View</a>	001547			9071	NY	\$94.08	\$94.08	\$0.00	2.3029	\$2.17
<a href="#">View</a>	1092			9071	NY	\$1,100.00	\$1,100.00	\$0.00	2.3029	\$25.33
<a href="#">View</a>	1600			9071	NY	\$82.00	\$32.00	\$50.00	2.3029	\$0.74
<a href="#">View</a>	1490			9071	NY	\$750.00	\$160.00	\$590.00	2.3029	\$3.68
<a href="#">View</a>	1652			9071	NY	\$528.00	\$128.00	\$400.00	2.3029	\$2.95
<a href="#">View</a>	1626			9071	NY	\$240.00	\$240.00	\$0.00	2.3029	\$5.53
<a href="#">View</a>	1306			9071	NY	\$274.00	\$74.00	\$200.00	2.3029	\$1.70
<a href="#">View</a>	1651			9071	NY	\$48.00	\$40.00	\$8.00	2.3029	\$0.92
<a href="#">View</a>	1618			9071	NY	\$60.00	\$60.00	\$0.00	2.3029	\$1.38
<a href="#">View</a>	1665			9071	NY	\$48.00	\$40.00	\$8.00	2.3029	\$0.92
<a href="#">View</a>	001531			9071	NY	\$418.00	\$88.00	\$330.00	2.3029	\$2.03
<a href="#">View</a>	001590			9071	NY	\$970.56	\$549.24	\$421.32	2.3029	\$12.65
<a href="#">View</a>	1447			9071	NY	\$720.19	\$701.95	\$18.24	2.3029	\$16.17
<a href="#">View</a>	001268			9071	NY	\$1,219.67	\$1,179.47	\$40.20	2.3029	\$27.16
<a href="#">View</a>	1622			9071	NY	\$461.40	\$461.40	\$0.00	2.3029	\$10.63
<a href="#">View</a>	1659			9071	NY	\$498.00	\$496.00	\$2.00	2.3029	\$11.42
<a href="#">View</a>	1606			9071	NY	\$1,052.27	\$452.27	\$600.00	2.3029	\$10.42
<a href="#">View</a>	1649			9071	NY	\$464.00	\$104.00	\$360.00	2.3029	\$2.40
<a href="#">View</a>	1601			9071	NY	\$549.00	\$549.00	\$0.00	2.3029	\$12.64
<a href="#">View</a>	001542			9071	NY	\$394.00	\$112.00	\$282.00	2.3029	\$2.58
<a href="#">View</a>	001392			9071	NY	\$1,000.00	\$400.00	\$600.00	2.3029	\$9.21
<a href="#">View</a>	001107			9071	NY	\$833.00	\$789.33	\$43.67	2.3029	\$18.18
<a href="#">View</a>	1620			9071	NY	\$184.00	\$44.00	\$140.00	2.3029	\$1.01
<a href="#">View</a>	1673			9071	NY	\$300.00	\$60.00	\$240.00	2.3029	\$1.38

	EMPLOYEE #	FIRST NAME	LAST NAME	CLASS CODE	STATE	PAYROLL	SUBJECT	EXEMPT	RATE	PREMIUM
<a href="#">View</a>	001541			9071	NY	\$66.00	\$24.00	\$42.00	2.3029	\$0.55
<a href="#">View</a>	001562			9071	NY	\$189.00	\$40.00	\$149.00	2.3029	\$0.92
<a href="#">View</a>	001400			9071	NY	\$408.00	\$408.00	\$0.00	2.3029	\$9.40
<a href="#">View</a>	1674			9071	NY	\$508.00	\$128.00	\$380.00	2.3029	\$2.95

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## Employee Information

Unique ID	First Name	Last Name	Class Code	State
1662	[Redacted]	[Redacted]	9071	NY

## Payroll Dates and Totals

Provider	Processed On	Begin Date	End Date	Check Date
-	1/8/2019	12/31/2018	1/6/2019	1/11/2019

GrossPay	Subject	Exempt	Rate	Premium
\$576.00	\$136.00	\$440.00	2.3	\$3.13

## Pay Types

		Included Pay Types	Excluded Pay Types
Wages	\$136.00	Commission	\$0.00
Bonus	\$0.00	Overtime	\$0.00
Shift Differential	\$0.00	Sick	\$0.00
Vacation	\$0.00	Pension	\$0.00
Profit Sharing	\$0.00	Incentive Plan	\$0.00
Tool Allowance	\$0.00	Housing	\$0.00
Overtime Meal	\$0.00	Gift Equitant	\$0.00



<b>Section 125</b>	<b>\$0.00</b>	<b>Davis Bacon</b>	<b>\$0.00</b>
<b>Expense Non-Business</b>	<b>\$0.00</b>	<b>Expense Business</b>	<b>\$0.00</b>
<b>Tips</b>	<b>\$440.00</b>	<b>Severance</b>	<b>\$0.00</b>
<b>Employee Discount</b>	<b>\$0.00</b>	<b>Uniform Reimburse</b>	<b>\$0.00</b>
<b>Sick TPA</b>	<b>\$0.00</b>	<b>Third Party Trust</b>	<b>\$0.00</b>
<b>Salary Reduction</b>	<b>\$0.00</b>	<b>Employee Savings</b>	<b>\$0.00</b>
<b>Retirement</b>	<b>\$0.00</b>	<b>Cafeteria</b>	<b>\$0.00</b>
<b>Holiday</b>	<b>\$0.00</b>	<b>Piecework</b>	<b>\$0.00</b>
<b>Regular Meal</b>	<b>\$0.00</b>	<b>Annuity Plan</b>	<b>\$0.00</b>
<b>Deferred Compensation</b>	<b>\$0.00</b>	<b>Military Pay</b>	<b>\$0.00</b>
<b>Group Insurance Pension</b>	<b>\$0.00</b>	<b>Stock Purchase</b>	<b>\$0.00</b>
<b>Fringe Benefit</b>	<b>\$0.00</b>	<b>Travel Time</b>	<b>\$0.00</b>
<b>Jury Duty</b>	<b>\$0.00</b>		

## Min/Max Rules Applied to Employee YTD

<b>Officer Min/Max</b>	<b>Owner Min/Max</b>	<b>Const Officer Min/Max</b>	<b>Unincorp Assoc Officer Min/Max</b>
\$35,100.00 - \$106,600.00	\$35,100.00 - \$106,600.00	\$0.00 - \$70,570.00	\$18,200.00 - \$70,570.00