



9/29/2025

The following Q&A, updated Appendix Z, amended language, and addition of Appendix K will serve as Amendment #2 to NYSIF's Request for Proposals (RFP) for Security Consultation Services - Statewide, bid number RFP 2025-24-ADM. Material in this Amendment supersedes any contradictory material in the RFP.

RFP Section 2.1 is hereby replaced with the following language:

Bidders proposals must demonstrate how each of the following mandatory requirements are met AND/OR attest to their ability to meet the mandatory requirement. Each proposal response should cite the particular RFP section and paragraph number being addressed.

- A. Bidding firm must have at least five (5) years of experience providing security consulting services specifically for the review of security guards and associated procedures for office building environments similar to NYSIF's locations.
- B. Bidding firm must provide at least three (3) examples of similar engagements where firm has provided services comparable to those outlined in Section 2, Technical Specifications. Information regarding these prior engagements is to be outlined in Appendix I, Bidder References.
- C. Bidding firm must provide resumes of the proposed staff that will be providing the services as outlined in Section 2, Technical Specifications.
- D. Bidding firm must be able to provide the services as outlined in Section 2, Technical Specifications at all locations outlined in Attachment 3, NYSIF Location Information.
- E. Bidding firm must be a NYS Certified Service-Disabled Veteran-Owned Business (SDVOB) pursuant to Article 3 of the New York State Veterans' Services Law.

RFP Section 2.4 is hereby replaced with the following language:

Bidder is to submit a single blended hourly rate for the consultation services outlined above in Section 2.2, Services to be Provided. The hourly rate submitted must be "all inclusive" and include all direct and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, system maintenance, system trouble shooting and modifications, all documents, reports, forms, reproduction and any other costs.



NYSIF uses electronic funds transfer for payments to contractors and vendors, consistent with the NYS Taxpayer Accountability Office initiative to reduce payment processing costs. NYSIF's EFT policy and Vendor Authorization form are located on [NYSIF's website](#).

A. TRAVEL

Travel expenses may be billed separately when Vendor is required to travel to a NYSIF office located farther than 50 miles from Vendor's main place of business. Travel expenses must be pre-approved by NYSIF and are subject to reimbursement in accordance with the New York State Office of State Comptroller's (OSC) travel policy. A copy of this policy can be found at: [Traveler's Guide](#). Reimbursement for travel costs shall be at the state rate or actual final cost, whichever is less.

B. ESCALATION

If NYSIF chooses to exercise the two 1-year optional extensions, the Contractor may request an increase in bid rate not to exceed 4% or CPI, whichever is less, effective on the contract's anniversary date. The Contractor must submit their request, in writing, at least 60 days prior to the contract anniversary date.

CPI means the annual rate of increase in the US City Average Index for all urban consumers (CPI-U) for the category of all items before seasonal adjustments, as reported by the [U.S. Department of Labor, Bureau of Statistics](#). CPI increase will be determined by using the most recently released index as of 60 days prior to the contract anniversary date, compared to the same month's index from the prior year, as written in the "Consumer Price Index Summary".

RFP Section 2.5 is hereby amended to include the following language:

The Bidder must detail their company structure to indicate whether its staff are direct employees or 1099 consultants. If consultants performing services under this RFP are being issued a Form 1099 with an FEIN, they will be considered subcontractors for the purpose of this RFP and will be required to be included on the Bidder's Appendix Y and will be subject to Vendor Responsibility Checks.

RFP Section 4.2.8 is hereby amended to include Appendix K, Gender-Based Violence and the Workplace Certification.

Please note that the due date for the submission of bids **has been extended**.

All bids are due 10/14/25, by 2:00 p.m.(eastern).

Sincerely,



Carly Zanotta

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Contract Management Specialist

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Security Consultation Services - Statewide

RFP #2025-24-ADM

Amendment 2

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
1	14	2.1 (Mandatory Requirements), A	"I have people on my team that have that [5 years] experience, but [Vendor Name] has not been the company providing the services."	Per Section 2.1, A of the RFP, the <i>bidding firm</i> must have at least five (5) years experience providing security consulting services specifically for the review of security guards and associated procedures for office building environments similar to NYSIF's locations.
2	14	2.1 (Mandatory Requirements), B	"As stated above, I have people on the team who can get references, but [Vendor Name] was not the company providing the service."	Per Section 2.1, B of the RFP, <i>bidding firm</i> must provide at least three (3) examples of similar engagements where firm has provided services comparable to those outlined in the RFP.
3	16	2.5 (Subcontracting)	"Would you consider members of the team who are 1099 security consultants as subcontractors and would I be required to submit Appendix Y, 'Subcontractor Utilization'?"	If a 1099 Security Consultant is an employee and is being issued their 1099 utilizing their SSN, they would not be considered a subcontractor and would not be required to submit Appendix Y. However, if they are being issued 1099s under a FEIN, they will be considered a separate business entity and therefore will be subcontractors and required to submit Appendix Y and be subject to the Vendor Responsibility Checks.
4	14, 16	2.1 (Mandatory Requirements), E 2.5 (Subcontracting)	"I am a recent SBA SDVOB and under final review for NYS OGS SDVOB. I would like to remit a bid to this contract in joint venture with a watchguard provider that is VOSB. Can you advise if this would be allowed?"	NYSIF does not accept joint ventures. A single prime bidder would need to submit the proposal with the other associated firm as the subcontractor. At the time of proposal submission, the primary bidder must be a NYS Certified Service-Disabled Veteran Owned Business (SDVOB) pursuant to Article 3 of the New York State Veterans' Service Law.

Security Consultation Services - Statewide

RFP #2025-24-ADM

Amendment 2

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
5	15	2.2 (Services to Be Provided),A (Scope of Services), #11	"Respond to emergency service requests within 24 hours of notification. What does this mean exactly? What are the specifics on what an emergency service request is? Can the response be in person, via phone, video conference or other?"	Should NYSIF encounter a security event, we may require the consultant's review and assessment (response) on an immediate basis. The response must meet the specific need which may be in person, video conference or other means to appropriately address the situation.
6	15	2.2 (Services to Be Provided),A (Scope of Services), #7	"Are the vulnerability assessments conducted one time over the three-year period or one time at each of the 11 sites, yearly?"	Vulnerability assessments will be conducted one time at each of the 11 locations. Additional assessments may be requested for any of the locations based on need.
7	15	2.3 (Term)	"The anticipated term is a three (3) year contract with two (2) option 1-year extensions. For clarification purposes, are the requirements under 2.2 A-Scope of Services to be completed within the three year term? Can these be completed earlier or to be spread over three years? Also, the pricing on the proposal/RFQ will be for the 3-year term, what about pricing for option years? How is that calculated?"	<p>The services outlined in Section 2.2A, Scope of Work, are to be completed during the three year term. Services for the additional two years would include training (onboarding training, annual training, and drill protocols as outlined in Section 2.2) and as-needed consultation services. NYSIF may require additional vulnerability assessments during these two years as needed.</p> <p>The hourly rate will be unvarying for Years 1-3 of the contract. In the event that NYSIF chooses to exercise the two 1-year optional extensions, the Contractor may request an increase in bid rate not to exceed 4% or CPI - whichever is less - effective on the contract's anniversary date. The Contractor must submit their request, in writing, at least 60 days prior to the contract anniversary date.</p>

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RFP #2025-24-ADM

Amendment 2

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
8	16	2.4 (Cost/Invoicing)	"To meet the requirements of this RFP, extensive travel will need to be factored in. Following full compliance with Office of the State Comptroller - Travel Manual, how is the cost of the travel reimbursed or calculated in the RFP? Are these costs outside of the single 'blended hourly rate' and not factored in the RFP response?"	Travel expenses may be billed separately when the Vendor is required to travel to a NYSIF office located farther than 50 miles from Vendor's main place of business. Travel expenses must be pre-approved by NYSIF and are subject to reimbursement in accordance with the New York State Office of State Comptroller's travel policy. Please see Section 2.6 of the RFP for additional information.
9	15	2.2 (Services to Be Provided), A (Scope of Services), #9	"Can NYSIF clarify whether this requirement is limited to physical security consultation, or if it also includes any digital security elements (e.g., basic cyber posture reviews, incident response planning, and cyber threat considerations)? If digital/cybersecurity is in scope, please indicate the expected level of detail and deliverables."	The Scope of Services in this RFP is limited to solely physical security.
10	15	2.2 (Services to Be Provided), A (Scope of Services), #6	"Can NYSIF clarify whether this requirement applies only to physical threats and workplace safety concerns, or if bidders are also expected to advise on digital threats such as phishing, social engineering, or cyber incidents? If digital/cyber threats are in scope, what level of advisory support (e.g., incident response planning and/or staff training) is expected?"	See response to Question #9

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Amendment 2

Question #	RFQ Page #	RFQ Section and Sub-Section Reference #/Heading	Question	NYSIF Response
11	15	2.2 (Services to Be Provided),A (Scope of Services), #4	Are the guards certified by NYS DCJS and will this training be DCJS training? Will the consulting company be required to be DCJS instructors?	The security officers are employed through a third party NYS OGS contract vendor and may or may not have DCJS training. However, they must meet the requirements of the Department of State Licensure. No, the consulting firm will not be required to be DCJS instructors.
12	15	2.2 (Services to Be Provided),A (Scope of Services), #5	Will this training be required to be in-person on location or virtual.	The drill protocols will be conducted in-person at each of the locations.
13	16	2.4 (Cost/Invoicing)	Clarification is needed on the travel policy. Verbiage in the State of New York, Office of the State Comptroller Travel Manual appears to reference state employees, paid or unpaid. There is no reference to contracted parties. As a bidder on this proposal, does our company and/or subcontractor, act in accordance with the policy set forth in the travel policy?	Yes, the vendor will be subject to the policies set forth in the NYS OSC Travel Policy when seeking reimbursement for travel expenses. Please see Section 2.6 of the RFP for more information.



APPENDIX Z(Revised)
FEE SCHEDULE PROPOSAL
SECURITY CONSULTATION SERVICES - STATEWIDE
BID # RFP 2025-24-ADM

Bidder	_____	Contact	_____
DBA, if any	_____	Title	_____
Federal ID #	_____	Email Address	_____
Type of Firm	_____	Telephone #	_____
Address	_____	Fax #	_____
	_____	Web Address	_____

Bidder is to submit a single blended hourly rate for consultation services as outlined in Section 2, Technical Specifications. The hourly rate submitted must be "all inclusive" and include all direct and indirect costs, including, but not limited to, direct labor costs, overhead, fee or profit, clerical support, equipment, materials, supplies, managerial (administrative) support, system maintenance, system trouble shooting and modifications, all documents, reports, forms, reproduction and any other costs.

Travel expenses may be reimbursed when Vendor is required to travel to a NYSIF office located farther than 50 miles from Vendor's main place of business. Travel expenses must be pre-approved by NYSIF and are subject to reimbursement in accordance with the New York State Office of State Comptroller's (OSC) travel policy. A copy of this policy can be found at: <http://osc.state.ny.us/agencies/travel/manual.pdf>. Reimbursement for travel costs shall be at the state rate or actual final cost, whichever is less.

Hourly Rate

\$ _____

The above hourly rate will be unvarying for Years 1-3 of the contract. If NYSIF chooses to exercise the two 1-year optional extensions, the Contractor may request an increase in bid rate not to exceed 4% or CPI, whichever is less, effective on the contract's anniversary date. The Contractor must submit their request, in writing, at least 60 days prior to the contract anniversary date. See Section 2.4 Cost/ Invoicing for more information.

Signature: _____ Title: _____

Typed Name: _____ Date: _____

APPENDIX K

Gender-Based Violence and the Workplace Certification

New York State Finance Law §139-M requires bidders on competitive state procurements to certify that they have a written policy addressing gender-based violence and the workplace and that such policy meets the following minimum requirements:

- **Share Information:** Employers must provide information regarding gender-based violence where employees can see and access it, including displaying the NYS Domestic and Sexual Violence Hotline information and a gender-based violence and the workplace poster.
- **Refer Employee-Survivors to Services:** The policy must require that the employer refer employees who disclose current or past victim status to the NYS Domestic and Sexual Violence Hotline and/or a local service provider. For bidders outside of New York State, referrals should be made to a local provider or statewide hotline. While referrals are required to be provided by the employer, it is not required for the employee to access services.
- **Prohibit Retaliation:** The policy must clearly state that discrimination or retaliation against employees who identify as victims or survivors of gender-based violence is prohibited.
- **Comply with Laws:** Ensure your policy follows State law. For employers based in New York State, this means that the policy must follow the SAFE Leave Act, New York State Human Rights Law, and any other relevant laws and regulations.
- **Offer Implementation Support:** OPDV is able to assist employers in developing and implementing this policy. Employers must provide information to supervisors and human resources, where available, about this technical assistance from OPDV. OPDV can be contacted at workplace@opdv.ny.gov.

By submission of this certification, each person signing on behalf of any organization certifies, and in the case of a joint submission each party thereto certifies its own organization, under penalty of perjury, that they have and have implemented a written policy addressing gender-based violence and the workplace.

Organization's signature below certifies its compliance with State Finance Law §139-M.

Organization: _____

By (signature): _____

Name (Please Print): _____

Title: _____

Date: _____

This form must be signed by an authorized executive or legal representative.

If the organization cannot make the above certification, they must provide a statement with their bid detailing the reasons therefor:

