

Project: **Banking Services**

Date: **March 21, 2014**

RE: **Addenda #1**

of Pages: **2**

The following revisions and/or clarifications are to be made to the proposal documents for "Banking Services" Request for Proposals.

Questions & Answers : (answers to all question are shown in Italics immediately after the question):

1. If needed, can the ten (10) page limit in the proposal section of the RFP be exceeded?

A: BPCA has removed the ten (10) page proposal limit.

2. Please confirm if the ten (10) copies include the original or do vendors need to submit ten (10) paper copies plus one (1) original for both the technical and cost response. Also, advise if the technical and cost proposal can be in the same sealed package or does it need to be separately sealed?

A: The ten (10) copies will include the one (1) original for both the technical and cost response. The technical and cost proposal can be in the same sealed package.

3. Can we provide an electronic copy or a link to our financial statements as a substitution to the required hardcopies?

A: An electronic copy , via CD-rom submission, or a "hard" copy is required.

4. On the Average Monthly Banking Activity, Non-relationship Customer Check Cashing has a volume of one. Is this to cover a specific employee who cashes their check on a monthly basis at the bank or instances where employees are cashing their checks on a regular basis.

A: The activity refers to checks drawn on our business account by employees that does not have an account with the bank.

5. On page 11 of the RFP, it is stated that average daily balance will range from approximately \$1 million to \$1.5 million; however, when backing into the unit calculation for the Deposit Insurance – Bank Assessment, yields an average monthly balance of \$2.4 million. Is the \$2.4 million a true estimate of the average monthly balance versus the stated average daily balance range?

A: Average monthly balances fluctuate based on various factors. Please use \$2 million in your proposal as the average daily balance.

6. Will a proposal be rejected as non-responsive if the proposer includes with its response limitations or clarifications on its ability to comply with some of the requirements provided in Exhibit B?

A: No.

7. Under Section V. General Requirements, Mandatory Forms - please specify where the forms listed in numbers 2) through 5) should be included in our proposal. Do they go in an appendix in each of the proposal volumes (10 copies and CD-ROM), or submitted with the unbound Vendor Responsibility Questionnaire (1 copy) with, but not in, our proposal?

A: Please submit with the Vendor Responsibility Questionnaire and on the CD-ROM.

8. Under Section X - Encouraging the use of New York State Businesses in contract performance - What type of information does the organization require us to attach to properly identify the New York State business used in the performance of the contract? For example, are you asking for the firm name and address or something more formal?

A: Please identify the firm and a short description of the services provided.

9. Exhibit B - Please confirm that the overall goal of "N/A%" means that the requirement for MBE/WBE participation in our solution is waived, and that Proposers are not required to submit a Staffing Plan, Utilization Plan or "good faith efforts" documentation with our proposal.

A: Yes, that is what it means.

10. In Exhibit A, please clarify the purpose of the following services: CPO Wire Payee Advising, CPO Online Subscription and CPO Prem. IR Maintenance.

A: CPO Wire Payee Advising - represents the advises we receive from the bank for external wires. CPO Online Subscription is the cost to use the banks online system. CPO Prem. IR Maintenance is the cost for the "premium" or expanded reporting ability in the banks online system.

END OF ADDENDUM #1

By signing the line below, I am acknowledging that all pages of the addenda has been received reviewed and understood, and will be incorporated into the bid price submitted. This document must be attached to the proposal for consideration.

Print Name

Signature

Date

Number of pages received: _____