



KATHY HOCHUL  
Governor

RUTHANNE VISNAUSKAS  
Commissioner/CEO

**ADDENDA**  
**Request for Proposals (“RFP”) for Managed Security Services**  
**Updated as of December 7, 2023**

Addenda No. 1 - Issued on November 9, 2023

**Amendment 1**

The “Calendar of Events and Milestones” table in Section 4 of the RFP is hereby amended by deleting the table and replacing it with the following table:

<b>Event</b>	<b>Date</b>
Issuance of RFP	October 20, 2023
<b>Deadline for RFP Questions</b>	<b>November 21, 2023 12PM Eastern Standard Time (“EST”)</b>
Deadline for Responses to RFP Questions	November 27, 2023
<b>Proposal Submission Deadline</b>	<b>December 6, 2023, 12PM EST</b>
Notification for Interview to Selected Proposers (if needed)	To Be Determined
Interview for Selected Proposers (if needed)	To Be Determined
Anticipated Notification of Tentative Selection*	To Be Determined
Anticipated Date for Approval of Contract by Board*	January 2024
Anticipated Date for execution of Contract	February 2024

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## **Amendment 2**

Section 9.1.2 of the RFP titled “Cover Letter with Executive Summary” is amended to include the addition of letter G to read as follows:

- G. *The Proposer has read the draft MSA and either (i) has no edits at this time or (ii) has provided a list of suggested edits as part of its proposal submission.*

## **Amendment 3:**

Section 9.4 of the RFP titled “Administrative Proposal” is amended by adding the following provision as the third paragraph in this section:

*If Proposer intends to recommend edits to the **Master Services Agreement** (“MSA”) for the Agency’s consideration, MSA attached hereto as **Attachment IV**, Proposer must submit a list of proposed edits on **List of Exceptions to MSA**, attached hereto as **Attachment V**, in the following format: (a) section, page number and current language; (b) suggested revised language; and (c) justification for proposed edits.*

## **Amendment 4:**

Section 9.4.2 of the RFP titled “Licenses, Certifications and other Credentials” is amended to include the following bullets regarding edits to the MSA as indicated below:

- *The Master Services Agreement (“MSA”) shall include an exclusive, transferrable, perpetual license, in favor of HFA to use the Website and other deliverables, including Pre-Existing Materials incorporated on the Website (as discussed below), if applicable, and any related documentation.*
- *To the extent that the successful Proposer incorporates on the Website any pre-existing computer code or other materials it owns (“Pre-Existing Materials”) including photos or other graphics, tools, routines, subroutines, techniques and other programs and materials, if applicable, the successful Proposer shall grant to HFA in the MSA a perpetual license to permit HFA to use such Pre-Existing Materials on the Website.*
- *To the extent that the successful Proposer incorporates on the Website any materials owned by a third party (“Third Party Materials”) including photos or other graphics, tools, routines, subroutines, techniques and other programs and materials, if applicable, the successful Proposer shall be obligated in the MSA to obtain for the*



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*benefit of HFA a perpetual license to use and incorporate such Third Party Materials on the Website.*

- *The successful Proposer shall represent and warrant to HFA that:*
  - *the successful Proposer has full right and every lawful power and authority, without the consent of any other party, to create the website, if applicable and to license the same to HFA and to grant the licenses in the source code as contemplated by this section;*
  - *except to the extent of any matter for which HFA is providing to the successful Proposer a representation, website, if applicable, does not and shall not infringe the rights of any other party; and*
  - *The successful Proposer shall provide an indemnity in the MSA with respect to any infringement of third-party intellectual property rights.*

## **Amendment 5:**

Section 9.4.3 of the RFP titled “Insurance Requirements” is amended to include the following provision related to the MSA:

*Upon policy renewal/expiration, evidence of renewal or replacement of coverage that complies with the insurance requirements set forth in the MSA shall be delivered to HFA. If, at any time during the term of the Contract(s), the coverage provisions and limits of the policies required herein do not meet the provisions and limits set forth in this Contract(s), or proof thereof is not provided to HFA, the Contractor shall immediately cease work. The Contractor shall not resume work until authorized to do so by HFA.*

## **Amendment 6:**

Section 10 of the RFP titled “Proposal Submission Instructions” is amended to include Attachment V in the first paragraph of this section to read as follows:

*A complete proposal for this RFP is comprised of five (5) separate tabs: (i) Tab One: Application Coversheet, Cover Letter and Proposal Certification (includes completion of Attachment I); (ii) Tab Two: Proposal Narrative (includes completion of Attachment II); (iii) Tab Three: Cost Proposal (includes completion of Attachment III); (iv) Tab Four: Administrative Proposal (includes completion of Attachment V, if applicable) and (v) Tab Five: Diversity and SDVOB Proposal.*



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## **Amendment 7:**

Section 12.3.1 of the RFP titled “Evaluation Criteria” is amended to include the following criteria:

- *Requested changes to the MSA included in Attachment V.*

## **Amendment 8:**

Section 14 of the RFP titled “Contract Award” is amended to delete the third and last paragraph in this section, replacing it with the following paragraph:

*The successful Proposer will be required to execute a Master Services Agreement, attached hereto as **Attachment IV**, that incorporates (i) HFA’s [Standard Clauses for Contracts](#), hyperlinked herein as an Appendix I (ii) HFA’s [Requirements and procedures for Participation by Minority Group Members and Women](#), hyperlinked herein as an Appendix II (iii) Confidentiality Pledge, in the Master Services Agreement (**Attachment IV**), signed by the successful Proposer(s), its subcontractor (s) (if any), and each individual of the Proposer and its subcontractor(s), if any, assigned to work on this Project. Any proposed deviations in the form of the MSA listed in **Attachment V** will be factored into the selection process. The MSA may be downloaded from HCR’s website at: <https://hcr.ny.gov/procurement-opportunities>.*

## **Amendment 9:**

The RFP was amended to include Attachments IV, the Master Services Agreement, and Attachment V, *List of Exceptions to MSA*.

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Addenda No. 2 - Issued on December 5, 2023

## Amendment 10

The "Calendar of Events and Milestones" table in Section 4 of the RFP is hereby amended by deleting the table and replacing it with the following table:

<b>Event</b>	<b>Date</b>
Issuance of RFP	October 20, 2023
<b>Deadline for RFP Questions</b>	<b>January 16, 2024</b> <del>November 21, 2023</del> 12PM Eastern Standard Time ("EST")
Deadline for Responses to RFP Questions	<b>January 22, 2024</b> <del>November 27, 2023</del>
<b>Proposal Submission Deadline</b>	<b>January 31, 2024</b> <del>December 6, 2023</del> , 12PM EST
Notification for Interview to Selected Proposers (if needed)	To Be Determined
Interview for Selected Proposers (if needed)	To Be Determined
Anticipated Notification of Tentative Selection*	To Be Determined
Anticipated Date for Approval of Contract by Board*	January 2024
Anticipated Date for execution of Contract	February 2024

The RFP is being amended with amendments anticipated to be posted to HCR's website the week of December 11, 2023. Please check HCR's website frequently for RFP amendments and other possible updates to the RFP.

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Addenda No. 3 - Issued on December 7, 2023

## Amendment 11

The "Calendar of Events and Milestones" table in Section 4 of the RFP is hereby amended by deleting the table and replacing it with the following table:

<b>Event</b>	<b>Date</b>
Issuance of RFP	October 20, 2023
<b>Deadline for RFP Questions</b>	<b>November 21, 2023 <del>January 16, 2024</del> 12PM Eastern Standard Time ("EST")</b>
Deadline for Responses to RFP Questions	<b>November 27, 2023 <del>January 22, 2024</del></b>
<b>Proposal Submission Deadline</b>	<b>December 20, 2023 <del>January 31, 2024</del>, 12PM EST</b>
Notification for Interview to Selected Proposers (if needed)	To Be Determined
Interview for Selected Proposers (if needed)	To Be Determined
Anticipated Notification of Tentative Selection*	To Be Determined
Anticipated Date for Approval of Contract by Board*	January 2024
Anticipated Date for execution of Contract	February 2024

On December 6, 2023, this addenda included a 10th amendment that stated that the RFP is being amended and that amendments are anticipated to be posted to this webpage the week of December 11, 2023. The Agency has determined that no further amendments are required for this RFP. Proposal Submission Deadline for this RFP is December 20, 2023, 12PM, Eastern Standard Time, as stated in the above revised table of Calendar of Events and Milestones.