

Common Benefit Identification Card (CBIC) RFP

Amendment 3

The following will serve as Amendment 3 to OTDA's Division of Employment and Income Support Programs (EISP) Common Benefit Identification Card (CBIC) RFP #2024-15.

- Appendix P – Pricing Schedule has been revised. Bidders must submit their pricing on the revised Appendix P. The following language in “Appendix P – Pricing Schedule – Revised” hereby replaces the language in the original version.
 - Original language in the “card costs” tab:
 - (row 47) “****Per Card Price For Replacement of 4 Million Cards”; and
 - (row 53) “****Submit the price per card for the replacement of 4 million cards.”
 - Revised language in the “card costs” tab:
 - (row 47) “****Per Card Price For Replacement of **2** Million Cards”; and
 - (row 53) “****Submit the price per card for the replacement of **2** million cards.”
 - Revised language in the “card costs” tab: Cell D6 changed from “300,000 - 499,999” to “300,000 - 449,999”.
- Language in Appendix W §III.F.1.b is hereby modified as follows.
 - Original Language: “Should circumstances require the replacement of the existing production cards, the Contractor must be able to acquire the plastic, print and mail an additional volume, above otherwise required volumes, of 4,000,000 cards in a period of time not to exceed four (4) months. (Reasons for such issuance may include required changes to the graphics of the cards, replacement of Hi-Co cards with IC (integrated circuit), NFC cards, or Tap (contactless payment – radio-frequency identification) style cards, and other requirements as deemed appropriate by OTDA, DOH; or OTDA’s establishment of a new group of recipients needing cards). Contractor is free to subcontract to meet the additional card production volumes of this section. OTDA must approve such proposed Subcontractor. Contractor is required to build all necessary interfaces with the Subcontractor and make mutual arrangements for the supply of all needed consumables if needed.” ... “In the event that the need to produce both the 4,000,000 cards, as well as 2,000,000 emergency cards occurs simultaneously, OTDA may, at its sole discretion,

put the 4,000,000 card order on hold until the emergency order is completed.”

- Replacement Language: “Should circumstances require the replacement of the existing production cards, the Contractor must be able to acquire the plastic, print and mail an additional volume, above otherwise required volumes, of **approximately 2,000,000** cards in a period of time not to exceed four (4) months. (Reasons for such issuance may include required changes to the graphics of the cards, replacement of Hi-Co cards with IC (integrated circuit), NFC cards, or Tap (contactless payment – radio-frequency identification) style cards, and other requirements as deemed appropriate by OTDA, DOH; or OTDA’s establishment of a new group of recipients needing cards). Contractor is free to subcontract to meet the additional card production volumes of this section. OTDA must approve such proposed Subcontractor. Contractor is required to build all necessary interfaces with the Subcontractor and make mutual arrangements for the supply of all needed consumables if needed.”... “In the event that the need to produce both the **2,000,000** cards, as well as 2,000,000 emergency cards occurs simultaneously, OTDA may, at its sole discretion, put the **original 2,000,000** card order on hold until the emergency order is completed.
- The below attached form, Gender-Based Violence and the Workplace Certification, is hereby revised as follows:
 - Original language: “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.”
 - Revised language: “By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing gender-based violence and the workplace and has provided such policy to all of its employees, directors and board members. Such policy shall, at a minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.”

Material in this Amendment supersedes any contradictory material in the RFP.

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 bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid 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 and has provided such policy to all of its employees, directors and board members. Such policy shall, at minimum, meet the requirements of subdivision 11 of section five hundred seventy-five of the executive law.

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 an attached statement with their bid detailing the reasons therefor.