

Employment and Income Verification Services RFP Amendment One

In conjunction with the amended items below, the following Questions and Answers (Q & A) will serve as Amendment One to OTDA's Employment and Income Verification Services RFP. Material in this Amendment supersedes any contradictory material in the RFP.

- Appendix G, Glossary: The definition of "Authorized User" is hereby deleted and replaced in whole with the following.

"Authorized User" – An OTDA employee, contractor, agent, or NYS agency approved by OTDA, or New York State local social service district (LSSD), or other governmental entity, organization or other person that Agency has authorized in its supervisory capacity pursuant to New York Social Services Law Section 20 to order or access the Service and who is trained on Agency's obligations under this Contract with respect to the ordering and use of the Service, and the Data provided through the same, including Agency's FCRA and other obligations with respect to the access and use of Data. A list of the "Authorized Users" permitted under this Contract is attached hereto as Appendix U, which shall be updated from time to time, as appropriate, to reflect the then current 'Authorized Users'. This update need not occur by formal written amendment and may occur by providing a mutually accepted revised Appendix U to all parties.

- Section III.A. Restrictions on the Communication during the Procurement Process: After, "The primary POC for this procurement is:"

"Nastassia Bezrutczyk" is hereby deleted and replaced with "Rocco Tozzi".

Please note that the due date for the Submission of Proposals remains unchanged.

All Proposals are due December 17th, 2025, by 3pm ET.

**Employment and Income Verification Services RFP
Questions and Answers**

#	Solicitation Section	Question	OTDA Response
1	V.Proposal Submission	We attempt to be good stewards of green initiatives and reduce negative environmental impacts using paperless proposals. Is it acceptable to utilize another form of submission via secure email or online portal?	No, OTDA is unable to accept proposals via email or online portal. The submission requirements found in the RFP remain unchanged.
2	V.Proposal Submission	The distribution of our information via electronic storage devices (CDs) and thumb drives are prohibited via our Information Security Policy. Would OTDA accept electronic files via secure email?	No, OTDA is unable to accept electronic files via email. The submission requirements found in the RFP remain unchanged.