

ADDENDUM No. 02

Date: 12/02/2022

DORMITORY AUTHORITY - STATE OF NEW YORK Underwriting Services Solicitation 7590

This **ADDENDUM** is hereby included in and made part of the Contract whether or not attached thereto. All requirements of the original Request for Proposal shall remain in force except as noted by this **ADDENDUM No. 02**. The purpose of Addendum No. 2 is to revise Section 1C – Key Events and Dates and Section 6, Submission of Proposals.

Section 1. General Information

C. Key Events/Dates

Provided below is the schedule for milestones in this RFP process, listed in order of occurrence. DASNY reserves the right to change any or all of these dates as it deems necessary or convenient in its discretion. **Proposing firms are responsible for periodically checking the DASNY website for updates, clarifications and other important information concerning this RFP.**

Issuance of RFP	October 28, 2022
RFP Question Deadline	November 4, 2022 (3:00pm)
RFP Question Response	November 10, 2022
Proposal Due By	December 2, 2022 , December 6, 2022 (3:00pm)

Please note – any proposer that has previously submitted and intends to update or resubmit their proposal must reach out to Dave Fenichel at DownstateRFPCoordinator@dasny.org. on or before 12:00pm EST Monday, December 5th, as proposals that have previously been submitted into the Portal cannot be updated without internal assistance.

Section 6. Submission of Proposals

Firms must submit proposals through DASNY's RFP Portal (link found below) before ~~3:00pm~~ 3:00pm EST on ~~December 2, 2022~~ December 6, 2022. Proposals received after the due date will not be accepted. **It is strongly encouraged to request access to the site before the due date. DASNY may not be able to assist proposers with troubleshooting errors if submissions are not made in a timely manner. Please create an account at least 48 hours in advance to ensure the site is working correctly.**

[DASNY RFP Portal](#)

After clicking on the link above, please either create a **DASNY Portal Account** or sign-in to the account you previously created. DASNY requires Multifactor Authentication (MFA) to meet our security needs and keep your account safe. Upon initial account creation, you will be prompted to enter a phone number. Be sure to enter a number you will have access to when signing into your account at all times as DASNY will require MFA each time you login to the Portal.

DASNY allows proposers to submit a response and continue to make edits (if necessary) until the RFP deadline. Once you have started a response, be sure to EDIT that response and not begin a new one. DASNY will only score a single response, multiple submissions may be grounds for rejection. If your response is in draft mode, you will be able to see it in the list when you select to edit an existing response on the Portal. Your response is not complete and DASNY cannot provide a score until you submit a final package prior to the deadline.

If there are any issues associated with the link above or if you have technical issues with DASNY's RFP Portal, please contact the email below:

Email: DownstateRFPCoordinator@dasny.org

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