Request for Proposals ("RFP"):	**Date:**	**October 16, 2026**
Vendor Verification Software	**RE:**	**Addendum # 1**
	# of Pages:	**10**

BPCA's RESPONSES TO SUBSTANTIVE QUESTIONS:

Below are the responses to substantive questions received by the Battery Park City Authority ("BPCA") by October 8, 2026, in connection with this RFP. Responses are provided in bold, italicized text immediately following each question. All capitalized terms have the meanings assigned to them in the RFP.

The deadline for proposal submissions remains unchanged.

Please ensure that all submissions include acknowledgment of this addendum.

By signing the line below, I am acknowledging that all pages of this Addendum #1 have been received, reviewed and understood, and will be incorporated into the Proposal submitted. This document must be attached to the Proposal for consideration.

_____ _____

Print Name Signature Date

Number of pages received: _____<fill in>

Distributed to: All prospective Proposers

The following is a list of responses to initial questions submitted by prospective respondents to the RFP for Vendor Verification Software.

Question 1: What specific business problems or outcomes are driving this RFP?

BPCA is seeking to automate and enhance vendor onboarding, validation, compliance verification, and management. The primary objectives are to improve operational efficiency, strengthen internal controls, mitigate fraud and payment risks, automate compliance screening, improve auditability, and support reliable integration with BPCA's existing and future financial systems.

Question 2: Why the need for Vendor Verification Software right now?

BPCA is seeking a solution that supports its current Dynamics GP environment while establishing a modern, scalable platform for vendor onboarding, verification, fraud prevention, and future ERP integration. The RFP reflects BPCA's objective of strengthening these capabilities through a centralized, cloud-hosted solution.

Question 3: How long has the Battery Park City Authority been looking for a solution?

BPCA has been looking for a solution since March 2026.

Question 4: What would constitute a successful POC (Proof of Concept)?

The selected solution will be expected to demonstrate its capabilities through configuration, system testing, and user acceptance testing, including validation of tax identification matching, workflow functionality, security controls, and Dynamics GP flat-file integration.

Question 5: What are the top 3–5 criteria that will ultimately differentiate the winning solution?

BPCA will evaluate proposals based on the criteria established in Section VIII.C of the RFP: demonstrated functional and compliance capabilities (30%); architecture, integration agility, and security (25%); proposer experience and public-sector track record (25%); implementation methodology and support (15%); and New York State-certified MWBE or SDVOB status (5%). Cost proposals will be evaluated separately. The award will be based on

the highest technically rated responsive proposal determined to be in BPCA's best interests, subject to the cost proposal being fair and reasonable and providing best value.

Question 6: If this RFP is successful, what will be materially better for your organization 12 months after implementation?

BPCA anticipates that the solution will improve the efficiency and consistency of vendor onboarding, strengthen tax and compliance verification, enhance controls over vendor banking information and changes, improve visibility into vendor documentation and approval status, and provide more reliable audit trails and reporting. The platform will also establish integration capabilities to support BPCA's future ERP environment.

Question 7: How many vendors are expected to participate in the RFP?

The exact composition and total number of prospective proposers submitting a proposal pursuant to this solicitation is currently undetermined.

Question 8: Will shortlisted vendors have an opportunity to review/clarify requirements after the initial submission?

BPCA reserves the right to determine whether to establish a shortlist of proposers or proceed directly to selection in accordance with the RFP. Should BPCA elect to establish a shortlist, shortlisted proposers may be afforded an opportunity to seek clarification of applicable requirements and participate in further discussions, as determined by BPCA.

Question 9: How will proposals be weighted/scored across functionality, security, pricing, implementation, etc.?

Technical proposals will be evaluated using the following criteria and weights: functional and compliance capabilities (30%); architecture, integration agility, and security (25%); proposer experience and public-sector track record (25%); implementation methodology and support (15%); and New York State-certified MWBE or SDVOB status (5%). Cost proposals will be evaluated separately in accordance with the RFP.

Question 10: What features have you already seen that are especially interesting or compelling?

BPCA is seeking proposals that address the functionality, compliance, integration, fraud prevention, reporting, and security requirements outlined in Exhibit A.

Question 11: Are you currently using a solution provider that has the ability to provide any of the capabilities outlined in your RFP?

BPCA does not currently utilize a third-party solution provider offering the vendor onboarding, verification, and compliance management capabilities contemplated under this RFP.

Question 12: Which companies are you looking at?

BPCA does not identify prospective or participating proposers during the solicitation process. All prospective proposers are encouraged to submit proposals in accordance with the requirements of the RFP.

Question 13: Clarify whether the RFP permits a qualified teaming structure for functions such as vendor identity / tax validation, sanctions screening, bank-account verification, cybersecurity assurance, or ERP integration when those capabilities are supplied by documented specialist partners?

BPCA may consider proposals involving qualified subcontractors or teaming arrangements, provided that all applicable minimum qualifications and other requirements of Section IV.A are satisfied. Proposers shall clearly identify the proposed roles and responsibilities of each participating entity. The submission of a teaming proposal shall not, in itself, constitute satisfaction of the minimum qualifications.

Question 14: Section IV.A sets minimum qualifications of three consecutive years providing a SaaS vendor onboarding and compliance verification platform and three comparable implementations. Our product is the document verification layer of such a system: it reads W-9s, certificates of insurance, licenses and bank letters, extracts and checks the fields, and flags mismatches with a written reason. May a firm propose as a subcontractor or teaming partner to a vendor-management platform provider that meets Section IV.A, with the minimum qualifications applied to the prime?

Yes. A firm may participate as a subcontractor or teaming partner to prime contractor that independently satisfies the minimum qualifications set forth in Section IV.A of the RFP. The prime contractor must demonstrate compliance with all applicable minimum qualifications and shall remain responsible for the performance of all contractual obligations, including services performed by its subcontractors or teaming partners. Proposers shall clearly identify all participating entities and their respective roles and responsibilities in their proposals

Question 15: If a Proposer meets the three-year and three-implementation requirements through a teaming partner, does BPCA want the partner's SOC 2 Type II report in addition to the Proposer's?

Section IV.A requires a valid, current SOC 2 Type II report covering the proposed solution and applicable hosting environment, or equivalent, together with demonstrated compliance with New York State Information Security Policies. Exhibit A also requires disclosure of material subprocessors and third-party services and appropriate independent security assurance. Where a teaming partner provides a material component of the proposed solution or processes BPCA data, the proposer should identify the partner and provide applicable security assurance documentation.

Question 16: How many active vendors are in Dynamics GP today? About how many new vendors does BPCA add each year, and how many vendor record changes (address, banking, name) happen each month?

BPCA currently maintains approximately 5,100 vendor records in Microsoft Dynamics GP, of which approximately 1,400 are active. Approximately 160 new vendors were added annually in both 2024 and 2025. Information on the monthly volume of vendor record changes is not readily available.

Question 17: Does BPCA onboard any foreign vendors, meaning W-8 filers or vendors with non-U.S. bank accounts? If so, about how many and which countries?

The RFP requires the platform to support W-8 documentation in addition to W-9 forms. BPCA anticipates full capability and no limitation on the number, although the vast majority of the vendors are US based.

Question 18: What percentage of BPCA's vendors are located in each country (for example, 95% United States, 3% Canada, 2% other)?

The percentage breakdown of BPCA's vendor population by country is not readily available. However, the substantial majority of BPCA's vendors are based in the United States. Please refer to the response to Question 17 for additional information regarding foreign vendor requirements.

Question 19: What is the budget for this project?

Proposers are expected to submit their best technical and cost proposal in accordance with the requirements set forth in the RFP.

Question 20: Could BPCA describe or share its current vendor onboarding process, including who starts a vendor request, who approves it, and who enters the vendor into Dynamics GP?

BPCA's current vendor onboarding process is administered through its existing internal procedures and Microsoft Dynamics GP environment. Additional information regarding the initiation of vendor requests, approval responsibilities, and vendor record creation will be reviewed with the selected proposer during the implementation planning and requirements-gathering phase.

Question 21: Is vendor onboarding owned by Procurement, Accounts Payable, Finance, or several groups? Is there a formal approval workflow today?

BPCA's Accounts Payable function is responsible for administering the vendor onboarding process. The selected solution is expected to support appropriate approval workflows, internal controls, and segregation of duties in accordance with the requirements outlined in the RFP. Specific workflow configurations and approval requirements will be established during implementation.

Question 22: Apart from Dynamics GP, what other systems hold or use vendor data? Will data need to be transferred from these systems?

Microsoft Dynamics GP serves as BPCA's current financial management system and primary system of record for vendor information. The proposed solution must support integration with Dynamics GP as specified in Exhibit A of the RFP. Any applicable data migration, synchronization, and integration requirements will be further defined during implementation planning.

Question 23: About how many vendors must submit certificates of insurance, and how are COIs tracked today?

This procurement relates solely to vendor payment data. Certificates of Insurance could be a future use but does not relate to the current procurement.

Question 24: Has BPCA chosen its future ERP, or set a timeline for Phase II (the future ERP environment in Exhibit A, Section 4)? If a platform is under consideration, which one?

BPCA has not selected its future ERP system or established a definitive implementation timeline for Phase II. Proposers shall refer to Exhibit A for the applicable future integration requirements.

Question 25: For the Phase I flat-file integration, what tools does BPCA use today to import data into Dynamics GP?

BPCA currently utilizes Microsoft Dynamics GP as its financial management system. The proposed solution shall support the Phase I flat-file integration requirements specified in Exhibit A of the RFP. Specific import utilities, file-processing procedures, and related technical configurations will be reviewed with the selected proposer during implementation planning.

Question 26: Please provide the approximate number of active vendors currently maintained in BPCA's vendor master, the approximate number of new vendors onboarded annually, and BPCA's approximate annual accounts payable spend associated with the vendor population expected to be managed through the proposed solution. If available, please also provide the approximate annual volume of vendor profile and/or banking information changes.

In FY2026, BPCA spent approximately $500 million across more than 500 vendors.

Question 27: Please provide the approximate number or percentage of BPCA vendors that are non-U.S. entities and, if available, identify the countries representing the majority of BPCA's international vendor population. For BPCA's non-U.S. vendor population, please clarify whether BPCA requires international bank account ownership verification and, if so, identify the countries for which BPCA currently maintains or anticipates maintaining vendor banking information.

BPCA currently has 5 international vendors.

Question 28: Please identify the anticipated business data flows between the selected vendor verification solution and BPCA's future ERP, including the information BPCA expects to flow from the vendor verification solution to the ERP and the information, statuses, or transactions BPCA expects to flow from the ERP back to the vendor verification solution.

BPCA has not yet selected its future enterprise resource planning (ERP) system. Accordingly, the specific data flows, integration specifications, and synchronization requirements associated with the future ERP environment have not been finalized. Proposers shall demonstrate their solution's ability to support future integration through the APIs, webhooks, and bidirectional data exchange capabilities described in Exhibit A of the RFP. Detailed integration requirements will be established once BPCA determines its future ERP environment.

Question 29: Exhibit A requires screening against applicable federal and New York State sanctions, exclusion, and debarment sources, including SAM.gov, the New York State debarment list, and OFAC datasets. Please identify the specific New York State list or lists BPCA considers mandatory for purposes of this requirement, including the issuing agency or source where applicable.

BPCA issues numerous contracts to a wide variety of vendors covering all manner of products and services. Proposals should specify how the Proposer's software will account for the different requirements for differing vendor and contract types, as the individual sources listed may not apply directly to each type of contract issued by BPCA.

Question 30: BPCA identifies December 2026 as the anticipated Contract start date. Please confirm BPCA's target production go-live date for the vendor verification solution and identify any fiscal year, audit, ERP, procurement, or other business deadlines that should be considered when establishing the implementation schedule.

Proposers are required to provide a detailed implementation schedule covering project planning, configuration, integration, data migration, testing, user acceptance, training, deployment, and 30 days of post-implementation aftercare.

Question 31: What are the expected numbers of registered vendors and internal BPCA users?

See response to question 16 for expected vendors; internal users are potentially up to 15, depending on cost.

Question 32: May the platform use integrated third-party services for TIN matching, sanctions screening, and bank account verification?

The RFP requires the specified tax identification, sanctions-screening, and banking-verification capabilities. Proposers must disclose material subcontractors, subprocessors, and third-party services, identify their respective functions, and describe the applicable security and risk-management controls. TIN validation must use IRS TIN Matching or an equivalent IRS-authorized validation capability, and banking verification must use NACHA-compliant or equivalent industry-standard methods.

Question 33: Can BPCA provide the insurance validation rules that the platform must apply to vendor Certificates of Insurance?

See response to question 23.

Question 34: Can BPCA provide the required Dynamics GP import and export file layouts?

Available Dynamics GP import/export layouts will be provided during implementation, subject to confidentiality and security requirements. BPCA may provide representative, sanitized layouts during procurement where available and necessary for proposal preparation. Any such materials will be distributed consistently to all proposers through the procurement process.

Question 35: Must the future ERP integration be implemented under this contract, or is providing APIs and webhooks sufficient until the ERP is selected?

Exhibit A requires the platform to support both Phase I integration with Dynamics GP and Phase II integration capabilities for BPCA's future ERP. For Phase II, the platform must provide documented RESTful APIs and webhooks capable of supporting bidirectional real-time or near-real-time synchronization without material re-architecture.

Question 36: How many existing vendor records must be migrated?

See response to question 16.

Question 37: What retention periods must apply to vendor records and audit logs?

Our minimum retention is six (6) years unless related to a contract in which case it would be six years from the contract termination and close out date.

Question 38: What disaster recovery targets does BPCA require for recovery time and acceptable data loss?

The RFP requires secure backup, business-continuity, and disaster-recovery capabilities, including documented recovery objectives and periodic testing. Proposers should document their available recovery objectives, backup frequency, redundancy, failover capabilities, and testing practices.

Question 39: What minimum service levels does BPCA require for availability, incident response, and issue resolution?

The RFP requires service-level commitments for system availability, incident response, and issue resolution, as well as help-desk support, escalation procedures, monitoring, maintenance, and security remediation. Proposers should submit their standard service-level agreement or equivalent documentation for evaluation.

Question 40: Will enterprise SaaS experience and comparable implementations for established corporate clients in regulated industries satisfy the experience requirements in Sections IV.A.2 and IV.A.3?

Section IV.A requires at least three consecutive years of experience developing, hosting, and supporting enterprise SaaS vendor onboarding and compliance verification platforms and at least three successful implementations for comparable client organizations. At least one implementation must be for a public-sector, governmental, quasi-governmental, or similarly regulated organization. Corporate clients in regulated industries may be relevant to the experience assessment; however, the proposer must demonstrate that its experience and implementations satisfy all stated minimum qualifications.

Question 41: May an out-of-state proposer complete New York State business registration before contract execution if selected for award?

This is subject to BPCA approval but may be considered.

Question 42: What independent security certifications or assessments will BPCA accept as equivalent to SOC 2 Type II for the proposed solution and hosting environment?

BPCA may consider ISO/IEC 27001 certification supported by independent audit evidence, or a comparable independent security assessment, as an alternative to SOC 2 Type II. Proposers must demonstrate coverage of the proposed service and provide evidence addressing control effectiveness, findings, and remediation. Acceptance will be determined by BPCA following review; no alternative is automatically deemed equivalent.