



**NEW YORK STATE DEPARTMENT OF CIVIL SERVICE**

**REQUEST FOR PROPOSALS #PFL-2017-1**

**“PAID FAMILY LEAVE PROGRAM”**

**RELEASE DATE: December 26, 2017**

**PROPOSAL DUE DATE: June 15, 2018**

**IMPORTANT NOTICE:** A Restricted Period under the Procurement Lobbying Law is currently in effect for this Procurement and will remain in effect until State Comptroller approval of the resultant contract. During the Restricted Period for this Procurement ALL communications must be directed, in writing, solely to the Procurement Manager as listed below and shall be in compliance with the Procurement Lobbying Law and the NYS Department of Civil Service “*Rules Governing Conduct of Competitive Procurement Process*” (refer to RFP, Section II: Procurement Protocol and Process).

**Department of Civil Service Contact for  
Inquiries and Submissions for this Solicitation:**

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**Lola Brabham  
Acting Commissioner  
New York State Department of Civil Service**

**James DeWan  
Acting Director  
New York State Department of Civil Service  
Employee Benefits Division**

**SECTION I: INTRODUCTION****A. Purpose**

The purpose of this Request for Proposals (RFP or Procurement), entitled “Paid Family Leave Program” is to secure the services of a qualified Offeror to administer and insure a stand-alone Paid Family Leave (PFL) Program for employees of the State of New York. The PFL benefits shall be reflective of and compliant with the PFL Program introduced in the State Fiscal Year 2016-17 enacted budget and promulgated in Article 9 of the Workers’ Compensation Law. For additional information on the PFL Program, visit <https://www.ny.gov/programs/new-york-state-paid-family-leave>.

The Department of Civil Service (Department) intends to enter into a contract (Agreement) with one (1) Offeror selected as a result of this RFP. Upon approval by the New York State Comptroller, the term of the Contract shall be for the implementation period plus five (5) years. The implementation period shall be completed by January 1, 2019.

If the Offeror’s Proposal includes Key Subcontractors or Affiliates, the Offeror will be considered the Prime Contractor, and the Offeror shall assume full responsibility for the fulfillment of all of the Contractor responsibilities under the Agreement. This RFP and other relevant information may be reviewed at: [www.cs.ny.gov/PFL2017RFP/index.cfm](http://www.cs.ny.gov/PFL2017RFP/index.cfm)

**Note:** Refer to Section VII: Glossary of Terms, for definitions of terms used throughout this RFP.

**B. Overview of the New York State Paid Family Leave Program**

The New York State PFL Program is designed to provide wage replacement and job protection to employees who need time away from their job to:

- Bond with a newly born, adopted or fostered child (up to the first 12 months following birth or placement);
- Care for a Family Member with a serious health condition; or
- Assist loved ones when a Family Member is deployed abroad on active military duty.

Employees with a regular schedule of 20 or more hours per week are eligible for PFL after 26 weeks of employment. Employees with a regular schedule of less than 20 hours per

week are eligible after 175 days worked. Employees do not have to exhaust sick and/or vacation leave before using PFL. Leave can be taken weekly or daily and can be intermittent.

The Department will oversee the administration of the New York State PFL Program for New York State employees and the Offeror selected through this RFP will be responsible for providing PFL coverage for up to 250,000 employees.

The New York State PFL Program is solely funded through employee contributions. The maximum employee contribution in 2018 is 0.126 percent of an employee's weekly wage capped at 0.126% of the annualized New York State Average Weekly Wage (NYSAWW), currently at \$1,305.92. The chart below outlines the duration of benefits in weeks, the percentage of weekly wages paid, and the weekly benefit maximums available under the PFL program.

<b>Date</b>	<b>PFL Weeks Available</b>	<b>Benefit as a % of Weekly Wages</b>	<b>Maximum Weekly Benefit</b>
January 1, 2018	8	50%	50% of NYSAWW
January 1, 2019	10	55%	55% of NYSAWW
January 1, 2020	10	60%	60% of NYSAWW
January 1, 2021	12	67%	67% of NYSAWW

While the Department shall hold the contract and administer certain elements of program operations, other agencies have administrative responsibilities pertaining to this Program. There are over 400 separate NYS agencies. These agencies provide certain functions such as hiring employees, administering payroll, approving use of accruals and approving leave in accordance with the Federal Family and Medical Leave Act (FMLA) and other tasks. If not performed by the agency, some tasks are performed by the Business Service Center (BSC) of the NYS Office of General Services. To perform their responsibilities, each agency must have access to various PFL claim reports for their specific employees.

The NYS Office of the State Comptroller will be responsible for calculating PFL premiums and taking associated payroll deductions for the employees covered under this contract. There are two biweekly payrolls administered by OSC. Each pay period begins on a Thursday and ends fourteen days later. Payrolls alternate every week between Administrative and Institutional. Premium deductions from each payroll shall be transmitted from OSC to the contracted vendor.