

RFP 2020-14
ADDENDUM #2
March 24, 2020

QUESTION 1: As we are putting our materials together, we noticed the requirement for notary public's signature on forms. In light of the COVID19 pandemic, we are all working from home, and not sure if we will return before April 10. We have has a notary public on staff, but if we are unable to meet in person we won't be able to properly fill out the forms is that something that can be submitted at a follow up time if needed?

ANSWER 1: Please consider using these notary acknowledgements (annexed hereto) during this time as notary acknowledgements can be completed by audio-visual technology provided that the following conditions are met (pursuant to Gov. Cuomo's Executive Order No. 202.7):

- (a) if not personally known to the notary, the person seeking notarial services must present a valid photo identification during the video conference, and not before or after the video conference;
- (b) the video conference must allow for the direct interaction between the person and the notary (Gov. Cuomo's Order explicitly excludes "pre-recorded videos of the person signing);
- (c) the person seeking the notarial services must affirmatively represent that he/she/they is physically situated in New York State;
- (d) the person seeking notarial services must transmit by fax or electronic means a legible copy of the signed document directly to the notary on the same date that it was signed; and
- (e) the original signed document must be received by the notary within 30 days of the notarization of the electronic copy, and the notary is then required to repeat the notarization of the original signed document.

The first document is a proposed notary acknowledgement of the electronic copy (which shall be completed during the video conference between the notary and the person seeking the notarial services); and the second document is a proposed notary acknowledgement of the original signed document when subsequently received by the notary.

NOTARY ACKNOWLEDGEMENT

STATE OF NEW YORK)

COUNTY OF _____) SS:

On this ___ day of _____, 2020, before me did appear _____ during a conference conducted by and through audio-video technology, as authorized by Governor Andrew M. Cuomo’s Executive Order 202.7, and personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) are subscribed to the within instrument and acknowledged to me that they executed the same in their capacity(ies), and that by their signatures on the instrument, the individual(s), or the person(s) upon behalf of which the individual(s) acted, executed the instrument.

Notary Public

NOTARY ACKNOWLEDGEMENT

STATE OF NEW YORK)

COUNTY OF _____) SS:

On this ___ day of _____, 2020, I received the original _____, executed by _____, and notarized remotely on _____, 2020 pursuant to Governor Andrew M. Cuomo’s Executive Order 202.7 and in accordance with the criteria of said Executive Order, and at the time of remote notary, _____ being personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) are subscribed to the within instrument and acknowledged to me that they executed the same in their capacity(ies), and that by their signatures on the instrument, the individuals, or the person(s) upon behalf of which the individual(s) acted, executed the instrument.

Notary Public