Please indicate by checkmark that your Proposal meets **each** of the following submission requirements:

____**1.** **TIMELY SUBMISSION:** Proposal submitted to assure receipt by the Department of Civil Service no later than 3:00 p.m. ET on the Proposal Due Date as indicated in RFP Section II.A.1.

____**2.** **FORMATTING REQUIREMENTS:** The Offeror's Proposal must be organized in three parts: Administrative Proposal; Technical Proposal and Cost Proposal and each part must each comply with the formatting requirements stated in Section II.A.7.a and.b of this RFP.

___a. Twelve (12) separately bound hardcopies -- two (2) Originals each of the Administrative Proposal, Technical Proposal and Cost Proposal containing original documents (i.e., original signatures, no photocopies) and marked and numbered (i.e., "ORIGINAL #1," "ORIGINAL #2"), ten (10) copies of each Administrative Proposal, Technical Proposal and Cost Proposal marked and numbered (i.e., "COPY #1," "COPY #2," etc.) and a separate CD for the Administrative, Technical and Cost Proposal.

___b. Proposals must be prepared in Adobe Acrobat, as applicable.

___c. Each Administrative, Technical and Cost Proposal must be separately bound and externally labeled with "Dependent Eligibility Audit Services" and Offeror's name(s). (No cost information [i.e., $ quotes] can be referenced in the Administrative or Technical Proposal.

___d. Table of Contents

___e. Index Tabs

___f. Pagination

___g. Updates/Corrections

___h. Required Content of Proposals - The Proposal shall consist of three parts: the Administrative Proposal must contain the documentation required in Section III of this RFP. The Technical Proposal must be responsive to the programmatic duties and responsibilities set forth in Section IV of this RFP. The Cost Proposal must demonstrate a commitment to perform all programmatic duties and responsibilities in accordance with Section IV of this RFP.

____**3.** **REQUIRED CONTENT OF THE ADMINISTRATIVE PROPOSAL:** The Administrative Proposal must contain the following information, in the order enumerated below:

___a. **Formal Offeror Letter**: The Offeror must submit a formal offer in the form of the "Formal Offer Letter" as set forth in RFP, Exhibit I.S in accordance with the requirements set forth in RFP, Section III.A

___b. **Minimum Mandatory Requirements**: The Offeror must submit a completed Exhibit I.T "Offeror Attestation Form" containing the representations and warranties set forth therein.

___c. **Exhibits**: The Offeror must complete and submit the Exhibits specified in Section III.C as follows:

___ Exhibit I.A Proposal Submission Requirement Checklist

___ Exhibit I.C Freedom of Information Law – Request for Redaction Chart

___ Exhibit I.D MacBride Statement and Non-Collusive Bidding Certification

___ Exhibit I.G Equal Employment Opportunity (EEO) Obligations – Offeror Certification of Compliance

___ Exhibit I.H Workforce Employment Utilization Report

___ Exhibit I.I NYS Department of Civil Service Vendor Responsibility Questionnaire

___ Exhibit I.K Offeror's Affirmation of Understanding & Agreement

___ Exhibit I.M Compliance with Public Officers Law Requirements

___ Exhibit I.N Compliance with Americans with Disabilities Act

___ Exhibit I.O Omnibus Procurement Act Statement of Acceptance

___ Exhibit I.P Certification of Compliance Pursuant to State Finance Law §139-k

___ Exhibit I.Q Article 15-A of the Executive Law

___d. **Key Subcontractors**: The Offeror must provide a statement identifying all Key Subcontractors, if any, that the Offeror will be contracting with to provide Project Services and must, for each such subcontractor identified, complete and submit Exhibit I.U "Key Subcontractors" in accordance with the requirements set forth in RFP, Section III.D. (Note: If the Offeror will not be subcontracting with any Key Subcontractor(s) to provide Project Services, the Offeror must provide a statement to that effect.)

___e. **Reference Checks**: The Offeror must list five (5) references comprised of a combination of both current and former clients for which the Offeror has supplied decision support services pertaining to medical claims similar to those required in this RFP (Project References). For each Project Reference provided the Offeror must complete and submit Exhibit I.V "Project References" in accordance with the requirements set forth in RFP, Section III.E.

___f. **Financial Statements**: The Offeror must provide a copy of the Offeror's:

___ last issued GAAP annual audited financial statement; and

___ the most recent GAAP quarterly financial statement (A complete set of statements, not just excerpts, must be provided.)

For each Key Subcontractor, if any, that provides any of the Project Services; provide

___ the most recent GAAP annual audited statement and

___ the most recent GAAP quarterly financial statement

(Note: If the Offeror, or a Key Subcontractor, is a privately held business and is unwilling to provide copies of their annual audited financial statements as part of their Proposal, the Offeror/Key Subcontractor must make arrangements for the procurement evaluation team to review the financial statements.)

____**4.** **REQUIRED CONTENT OF THE TECHNICAL PROPOSAL:** The Technical Proposal must be responsive to the duties and responsibilities and submission requirements set forth in Section IV of this RFP and it must contain the following information, in accordance with the submissions associated requirements, and in the order enumerated below:

___ A. **Project Administration**:

___1. **Executive Summary**

___2. **General Qualifications of the Offeror**

___ B. **Dependent Eligibility Audit Services**:

___1. **Project Management Team**

___2. **Project Plan**

___3. **Dependent Eligibility Audit Services**

___a. Electronic Transfer of Data

___b. Eligibility Verification

___c. Call Center Services

___d. Communication Material

___e. Reporting

____**5**. **REQUIRED CONTENT OF THE COST PROPOSAL:** The Offeror's Cost Proposal must demonstrate that it will execute the duties and responsibilities set forth in Section V of this RFP and it must contain the following information, in accordance with the submissions associated requirements below:

___A. A Single flat fee for all services required by this RFP, including first class postage costs