

[TO BE COMPLETED ON OFFEROR'S LETTERHEAD]

Date

Ms. Linda Burk  
DEAS Procurement Manager  
Employee Benefits Division, Room 641  
NYS Department of Civil Service  
Alfred E. Smith State Office Building  
Albany, New York 12239

RE: "Dependent Eligibility Audit Services"  
Firm Offer to the State of New York

Dear Ms. Burk:

[INSERT OFFEROR NAME] hereby submits this firm and binding offer to the State of New York in response to New York State Request for Proposal, issued by the New York State (NYS) Department of Civil Service, entitled "Dependent Eligibility Audit Services" (RFP). The Proposal hereby submitted meets or exceeds all terms, conditions, and requirements set forth in the above-referenced RFP and in the manner set forth in this RFP. [INSERT OFFEROR NAME] accepts the terms and conditions as set forth in RFP, Section VII and Appendices A, B and C, and agrees to enter into a contractual agreement that shall substantially contain the terms and conditions set forth in the RFP section and appendices cited herein. [INSERT OFFEROR NAME] further agrees, if selected as a result of the RFP, to comply with 1) the provisions of Tax Law Section 5-a and Certification Regarding Sales and Compensating Use Tax; and 2) the Consultant Disclosure Requirements as set forth in Section II.B.9 of the RFP. This formal offer will remain firm and non-revocable for a minimum period of 365 days from the Proposal Due Date as set forth in RFP, § 2.01. In the event that a contract is not approved by the NYS Comptroller within the 365 day period, this offer shall remain firm and binding beyond the 365 day period and until a contract is approved by the NYS Comptroller, unless [INSERT OFFEROR NAME] delivers to the Department of Civil Service written notice of withdrawal of its Proposal.

[INSERT OFFEROR NAME]'s complete offer is set forth as follows:

Administrative Proposal: Total of ten (12) hard copy volumes [two (2) original and ten (10) copies] and one (1) electronic copy in (disk, CD Rom) format.

Technical Proposal: Total of ten (12) hard copy volumes [two (2) original and ten (10) copies] and one (1) electronic copy in (disk, CD Rom) format.

Financial Proposal: Total of ten (12) hard copy volumes [two (2) original and ten (10) copies] and one (1) electronic copy in (disk, CD Rom) format.

The undersigned affirms and swears s/he has the legal authority and capacity to sign and make this offer on behalf of, [INSERT OFFEROR NAME] and possesses the legal authority and capacity to act on behalf of [INSERT OFFEROR NAME] to execute a contract with the State of New York. The undersigned affirms and swears as to the truth and veracity of all documents included in this offer.

Date: \_\_\_\_\_

\_\_\_\_\_

Signature  
[INSERT OFFEROR NAME]  
[INSERT TITLE]  
[INSERT COMPANY NAME]

