

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 "NYSHIP Decision Support System" 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 V 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 A in accordance with the requirements set forth in RFP, Section III.A
- \_\_\_ b. **Minimum Mandatory Requirements:** The Offeror must submit a completed Exhibit B "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 C - Proposal Submission Requirement Checklist
- \_\_\_\_\_ Exhibit D - Freedom of Information Law – Request for Redaction Chart
- \_\_\_\_\_ Exhibit E - MacBride Statement and Non-Collusive Bidding Certification
- \_\_\_\_\_ Exhibit F - Equal Employment Opportunity (EEO) Obligations – Offeror Certification of Compliance
- \_\_\_\_\_ Exhibit G - Workforce Employment Utilization Report
- \_\_\_\_\_ Exhibit H - NYS Department of Civil Service Vendor Responsibility Questionnaire
- \_\_\_\_\_ Exhibit I - Compliance with Public Officers Law Requirements
- \_\_\_\_\_ Exhibit J - Compliance with Americans with Disabilities Act
- \_\_\_\_\_ Exhibit K - Omnibus Procurement Act Statement of Acceptance
- \_\_\_\_\_ Exhibit L - Certification of Compliance Pursuant to State Finance Law §139-k
- \_\_\_\_\_ Exhibit M - 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 N “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 O “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. For each Key Subcontractor, if any, that provides any of the Project Services provide the most recent GAAP annual audited 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.)

**Amended 7-29-10**

\_\_\_\_\_ g. **Conflict of Interest:** The Offeror must list and describe all Conflicts of Interest. For each Conflict of Interest identified, the Offeror must describe what Firewalls and/or other controls, policies and procedures which a reasonable person would expect to provide corrective or mitigating action to adequately safeguard or protect the Department against any Conflict of Interest which have been or will be implemented by the Offeror.

\_\_\_ 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. **Administrative Services:**

\_\_\_ 1. **Executive Summary**

\_\_\_ 2. **Project Team Management**

\_\_\_ 3. **General Qualifications of the Offeror:**

\_\_\_ B. **Implementation, Operation, and Support Services:**

\_\_\_ 1. Implementation

\_\_\_ 2. Data Management

\_\_\_ 3. User Requirements

\_\_\_ 4. Analytic Capabilities

\_\_\_ 5. Query and Reporting Capabilities

\_\_\_ 6. Consulting Support Services

\_\_\_ 7. DSS Soution Operational Requirements

\_\_\_ 8. Security

\_\_\_ C. **Transition and Termination of Contract**

\_\_\_ 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, and in the order enumerated below:

\_\_\_ a. DSS Implementation Total Not-To-Exceed Amount

\_\_\_ b. Ongoing Operations Monthly Fee

\_\_\_ c. Incremental Ongoing Training Rates

\_\_\_ d. Data Provider Start-up Fee

\_\_\_ e. Additional User Fees

\_\_\_ f. Additional Consulting Support Services Fees

\_\_\_ g. Other Assumptions, Terms and Payment Provisions