

Exhibit I.A Proposal Submission Requirement Checklist

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 II.A.7.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 "Vision Plan 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 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 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 Attestations 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

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- ___ Exhibit I.G Equal Employment Opportunity (EEO) Obligations – Offeror Certification of Compliance
 - ___ Exhibit I.H Workforce Employment Utilization Report
 - ___ Exhibit I.I NYS 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
 - ___ Exhibit I.S Formal Offer Letter
 - ___ Exhibit I.T Offeror Attestations Form
 - ___ Exhibit I.U Key Subcontractors
 - ___ Exhibit I.V Client References
 - ___ Exhibit I.Y Participating Provider Network Access Prerequisite Worksheet
 - ___ Exhibit I.Y.1 Offeror’s Current Participating Provider Network File (CD)
- ___D. **Key Subcontractors:** The Offeror must provide a statement identifying all Key Subcontractors, if any, that the Offeror will be contracting with to provide Vision Plan Services and must, for each such key 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 Vision Plan Services, the Offeror must provide a statement to that effect.)
- ___E. **Client References:** The Offeror must list five (5) client references comprised of a combination of both current and at least one former client(s) for whom the Offeror has supplied vision services similar to those described in this RFP. For each client reference provided, the Offeror must complete and submit **Exhibit I.V “Client 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. A complete set of statements, not just excerpts, must be provided. Additionally, for each Key Subcontractor, if any, that provides any of the Vision Plan services; provide the most recent GAAP annual audited statement. 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. **Note:** If financial statements have not been prepared and/or audited, the Offeror must provide a letter from a bank reference attesting to the Offeror’s financial viability and creditworthiness as part of its Administrative Proposal.

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___ 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. **Plan Administration**

- ___ 1. **Executive Summary**
- ___ 2. **General Qualifications**

___ B. **Program Services**

- ___ 1. **Account Team**
- ___ 2. **Plan Implementation**
- ___ 3. **Customer Service**
- ___ 4. **Member Communication Support**
- ___ 5. **Enrollment Management**
- ___ 6. **Reporting**
- ___ 7. **Consulting**
- ___ 8. **Transition and Termination of Contract**
- ___ 9. **Network Management**
- ___ 10. **Claims Processing**
- ___ 11. **Frame and Lens Selections**
- ___ 12. **Contact Lens Selections**
- ___ 13. **Occupational Vision Program**
- ___ 14. **Medical Exception Program**
- ___ 15. **Upgrade Program**

___ 5. **REQUIRED CONTENT OF THE COST PROPOSAL:** The Cost Proposal evaluation will analyze the relative impact of each Offeror's financial proposal on Plan claim costs and administrative costs. Each Offeror may submit ONLY ONE cost proposal.

- ___ A. **Exhibit IV.A Participating Provider and Laser Vision Correction Surgery Fee Schedule**
- ___ B. **Exhibit IV.B Monthly Administrative Fees and Communications Fee Schedule**