

ATTACHMENT 3



Department of
Civil Service

Formal Offer Letter
RFP entitled: "Mental Health and Substance Use
(MHSU) Disorder Program"

[TO BE COMPLETED ON OFFEROR'S LETTERHEAD]

Date:

NYS Department of Civil Service
Agency Building #1, 17th Floor
Empire State Plaza
Albany, New York 12239

**RE: Firm Offer to the State of New York
RFP entitled: "Mental Health and Substance Use (MHSU) Disorder Program"**

[INSERT OFFEROR NAME] hereby submits this firm and binding offer to the State of New York in response to the Department's Request for Proposals (RFP), entitled "Mental Health and Substance Use (MHSU) Disorder Program". 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 and *Standard Clauses for New York State Contracts* (Appendix A), *Standard Clauses for All Department Contracts* (Appendix B), and the *Information Security Requirements* (Appendix C), as modified by the Department and Offeror's negotiations in response to the *Non-Material Deviations Template* (Attachment 8) and agrees to satisfy the comprehensive programmatic duties and responsibilities outlined in this RFP in the manner set forth in this RFP.

[INSERT OFFEROR NAME] agrees to execute a Contract that includes the terms and conditions set forth in the RFP and accepts as non-negotiable the terms and conditions set forth in *Standard Clauses for New York State Contracts* (Appendix A), *Standard Clauses for All Department Contracts* (Appendix B), and the *Information Security Requirements* (Appendix C), except as modified by the Department and Offeror's negotiations in response to the *Non-Material Deviations Template* (Attachment 8).

[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, Certification Regarding Sales and Compensating Use Tax; and 2) the Workers' Compensation Law as set forth in Section 4.6 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 the RFP. 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 until a contract is approved by the NYS Comptroller, unless **[INSERT OFFEROR NAME]** delivers to the Department of Civil Service written notice withdrawing its Proposal.

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

Administrative and Technical Proposal:

Total of sixteen electronic copies on a USB drive that each contain the Administrative and Technical Proposal and six hard copy versions, including one ORIGINAL hard copy.

Financial Proposal:

Six hard copy versions, including one ORIGINAL hard copy.

Complete Electronic Master Proposal:

One (1) USB drive containing all three sections (Administrative, Technical AND Financial) of the Offeror's Proposal and electronic copies of all materials and documents present in the Original hard copies.

Offeror's Senior Officer Responsible for Account contact information

Name:

Address:

Phone number:

Email address:

By signing, the undersigned individual affirms and represents that he has the legal authority and capacity to sign and make this offer on behalf of, and has signed using that authority to legally bind **[INSERT OFFEROR NAME]** to the offer, and possesses the legal capacity to act on behalf of Offeror to execute a Contract with the State of New York. The aforementioned legal authority and capacity of the undersigned individual is affirmed by the enclosed Resolution of the Corporate Board of Directors of **[INSERT OFFEROR NAME]**.

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

(Remainder of this page intentionally left blank)

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CORPORATE ACKNOWLEDGMENT

STATE OF }
: ss.:
COUNTY OF }

On the _____ day of _____ in the year 20 __ , before me personally came:

_____ , to me known, who, being by me duly sworn, did
depose and say that he/she/they reside(s) in _____ ; that
he/she/they is (are) _____ (the President or other officer or director or attorney in
fact duly appointed) of _____ , the corporation
.....described in and which executed the above instrument; and that he/she/they signed his/her/their name(s) thereto by
authority of the board of directors of said corporation.

Signature and Office of Person Taking Acknowledgment

PARTNERSHIP ACKNOWLEDGMENT

STATE OF }
: ss.:
COUNTY OF }

On the _____ day of _____ in the year 200__ , before me personally came:

_____ to me known, who, being by me duly sworn, did depose and say that he reside(s) in
_____ ; that he is
_____ (the General/Managing Partner or other officer or attorney in fact duly
appointed) of _____ , the partnership described in said instrument; that, by the
terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for the purposes set forth
therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name and on behalf of said partnership as
the act and deed of said partnership.

Signature and Office of Person Taking Acknowledgment

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF }
: ss.:
COUNTY OF }

On the ____ day of _____ in the year 20 __ , before me personally appeared:

_____ , known to me to be the person who executed the foregoing
instrument, who, being duly sworn by me did depose and say that _he resides at
_____, Town of _____,
County of _____ , State of _____ ; and that _he executed the foregoing instrument in his/her
name and on his/her own behalf.

Notary Public