

ATTACHMENT 10



**Department of
Civil Service**

Proposal Submission Requirements Checklist **RFP entitled:** **“New York State Vision Plan Services”**

DCS reserves the right to disqualify any bids that do not contain the **mandatory items** as specified for this Solicitation and the resulting Contract. Bidders should use the following checklist when submitting bids and include all required documents with bid proposals (*mark the box to indicate inclusion of the documents*).

ADMINISTRATIVE PROPOSAL REQUIREMENT CHECKLIST		
Requirement	Reference	Bidder's Action
☐ Standard Clauses for New York State Contracts, dated June 2023	APPENDIX A	For reference only. No action required.
☐ Standard Clauses for All Department Contracts, dated February 2025	APPENDIX B	For reference only. No action required.
☐ Information Security Requirements, dated June 2025	APPENDIX C	For reference only. No action required.
☐ Insurance Requirements	APPENDIX D	For reference only, but noted insurance forms are required.
☐ Offeror's Affirmation of Understanding & Agreement	ATTACHMENT 1	Completion, signature, and submission required.
☐ Procurement Lobbying Policy	ATTACHMENT 2	For reference only. No action required.
☐ Formal Offer Letter	ATTACHMENT 3	Signature, notarization, and submission required.
☐ Questions Template	ATTACHMENT 4	Required if there are any Offeror questions.
☐ NYS Department of Civil Service Debriefing Guidelines	ATTACHMENT 5	For reference only. No action required.
☐ Offeror's Certifications Form	ATTACHMENT 6	Signature, notarization, and submission required.
☐ Non-Material Deviations Template	ATTACHMENT 8	Required if proposing any non-material bid deviations.
☐ Key Subcontractors or Affiliates	ATTACHMENT 9	Completion and submission required.
☐ Bid Submission Requirements Checklist	ATTACHMENT 10	For reference only. No action required.
☐ Freedom of Information (FOIL) Request for Redaction Chart	ATTACHMENT 11	Completion and submission required.
☐ Glossary of Defined Terms	ATTACHMENT 13	For reference only. No action required.
☐ Vendor Responsibility Questionnaire	RFP SECTION 4.6	Completion and submission required (online preferred).
☐ NYS Tax Law Section 5-a Forms ST-220TD &/or ST-220CA	RFP SECTION 4.7	Completion, signature, and submission required.
☐ Gender-Based Violence and the Workplace Certification	RFP SECTION 4.8	Completion and submission required.

TECHNICAL PROPOSAL REQUIREMENT CHECKLIST		
Requirement	Reference	Bidder's Action
☐ Executive Summary	RFP SECTION 5.1	Completion and submission required.
☐ Biographical Sketch Form	ATTACHMENT 7, RFP SECTION 5.2	
☐ Implementation Plan	RFP SECTION 5.3	
☐ Performance Guarantees	ATTACHMENT 12, RFP SECTION 5	
☐ Offeror's Participating Provider Network Access Summary	ATTACHMENT 14, RFP SECTION 5.4	
☐ Offeror's Current Participating Provider Network File	ATTACHMENT 15, RFP SECTION 5.4	
☐ Offeror's Participating Provider Quest Analytics Report	ATTACHMENT 16, RFP SECTION 5.4	
☐ Summary of Contact Lenses Covered by the Plan	ATTACHMENT 17, RFP SECTION 5.4	
☐ Customer Service	RFP SECTION 5.5	
☐ Reporting Services	RFP SECTION 5.6	
☐ Enrollee and Provider Communication Support	RFP SECTION 5.7	
☐ Enrollment Management	RFP SECTION 5.8	
☐ Claims Processing	RFP SECTION 5.9	
☐ Occupational Vision Program	RFP SECTION 5.10	
☐ Medical Exception Program	RFP SECTION 5.11	
☐ Upgrade Program	RFP SECTION 5.12	
☐ Transition and Termination of Contract	RFP SECTION 5.13	

COST PROPOSAL REQUIREMENT CHECKLIST		
Requirement	Reference	Bidder's Action
☐ Participating Provider/Laser Vision Correction Surgery Fee Schedule and Administrative Fee Form	ATTACHMENT 18, RFP SECTION 6	Completion and submission required.