



**Department of
Civil Service**

**Formal Offer Letter
RFP entitled:
“Actuarial and Benefits Management
Consulting Services”**

[TO BE COMPLETED ON OFFEROR’S LETTERHEAD]

AMBC Services Procurement Manager
NYS Department of Civil Service
Attn: Office of Financial Administration,
Empire State Plaza, Swan Street Building – Core 1
Albany, New York 12239

Date:

**RE: RFP entitled “Actuarial and Benefits Management Consulting Services”
Firm Offer to the State of New York**

[INSERT OFFEROR NAME] hereby submits this firm and binding offer (“Proposal”) to the State of New York in response to New York State Department of Civil Service RFP entitled; “Actuarial and Benefits Management Consulting 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 this RFP, *Standard Clauses for New York State Contracts* (Appendix A), *Standard Clauses for All Department Contracts* (Appendix B), *Information Security Requirements* (Appendix C-AI), and *Insurance Requirements* (Appendix D).

[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), *Information Security Requirements* (Appendix C-AI), and *Insurance Requirements* (Appendix D), 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 the provisions of 1) the Tax Law Section 5-a, Certification Regarding Sales and Compensating Use Tax; and 2) Sections 57 and 220 of the New York State Workers’ Compensation Law.

This formal offer will remain firm and non-revocable for a minimum period of 180-days from the Proposal Due Date and Time as set forth in the RFP. In the event that a Contract is not approved by the NYS Comptroller within the 180-day period, this offer shall remain firm and binding beyond the 180-day period until a Contract is approved by the NYS Comptroller, unless **[INSERT OFFEROR NAME]** serves the New York State Department of Civil Service “Department” with written notice of its Proposal withdrawal.

Legal Business Name of Company Bidding: _____
D/B/A - Doing Business As (if applicable): _____
Address Street City State Zip: _____
NYS Vendor Identification Number (see NYS vendor file registration clause): _____
Federal Tax Identification Number (do not use social security number): _____

If applicable, place an “X” next to each that apply:

NYS Small Business: _____
Vendor Responsibility Questionnaire Filed Online: Yes _____ No _____
Minority-owned Business Enterprise (MBE): _____
Woman-owned Business Enterprise (WBE): _____
Service-Disabled Veteran-Owned Business (SDVOB): _____

The undersigned affirms and swears as to the truth and veracity of all documents included in the bid submission.

Signature: _____ **Title:** _____

PRINT SIGNATORY'S NAME: _____ **Date:** _____

INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT
STATE OF }

Sworn Statement:

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 maintains an office at Town of _____ County of _____, State of _____; and further that:

_____(If an individual): _he executed the foregoing instrument in his/her name and on his/her own behalf.

_____(If a corporation): _he is the _____ of _____, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, _he is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.

_____(If a partnership): _he is the _____ 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 purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.

_____(If a limited liability company): _he is a duly authorized member of _____, LLC, the limited liability company described in said instrument; that, _he is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

Notary Public _____ Date: _____
