

ATTACHMENT 12



Department of  
Civil Service

**Non-Material Deviations Template  
IFB entitled: "Employee Benefit Card"**

**Offeror Name:** \_\_\_\_\_

An Offeror is required to use this Non-Material Deviations Template when submitting any proposed non-material deviations and/or alternates. Offeror's proposed deviations must be submitted with its Proposal. Each proposed deviation (addition, deletion, counter-offer or modification) must be specifically enumerated, in a writing, which is not part of a pre-printed form. The writing must identify the specific Solicitation requirement (if any) the Offeror rejects or proposes to modify by inclusion of deviation. The Offeror must enumerate the proposed deviation (addition, deletion, counter-offer or modification) from the Solicitation, and the reasons. **Note:** Every column of the template must be completed.

Deviation Number	IFB Page #	Section Reference	Proposed Deviation with Detailed Explanation