



Department of
Civil Service

Glossary of Defined Terms

IFB entitled:
"Employee Benefit Card"

Affiliate means a person or organization which, through stock ownership or any other affiliation, directly, indirectly, or constructively controls another person or organization, is controlled by another person or organization, or is, along with another person or organization, under the control of a common parent.

Agreement or Contract means the Agreement entered into between the Parties resultant from this solicitation.

Authorization means access privileges granted to a user, program, or process or the act of granting those privileges.

Availability means the extent to which information is operational, accessible, functional, and usable upon demand by an authorized entity (e.g., a system or user).

Bid/Bid Submission means the submission by the Offeror in response to the solicitation.

Breach means acquiring of information by a person without valid authorization or through unauthorized acquisition.

Business Day(s) means Monday through Friday, except for those designated as Business Holidays.

Business Holiday(s) means legal Holidays observed by the State.

Calendar Year/Annual means a period of 12 months beginning with January 1 and ending with December 31.

Card Carrier means a paper, cardstock or other acceptable medium designed to function as a holder (whether the cards are spot glued or perforated as a part of the holder), and able to carry printed content, for the benefit cards.

Card/Employee Benefit Card means an employee identification card that meets the specifications of this IFB.

Cardholder means an individual covered by The Empire Plan for which an EBC has been requested to be produced or has been produced by the Contractor.

Commissioner means the Commissioner of the New York State Department of Civil Service.

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Contract means a formal and legally binding agreement.

Contractor means the successful Offeror selected as a result of the evaluation of Offerors' Proposals submitted in response to the solicitation and who executes separate Contracts with the Department to provide Plan Services.

Council on Employee Health Insurance means the council composed of the President of the Civil Service Commission, Director of the Governor's Office of Employee Relations, and the Director of the Division of Budget.

Data means any information, analytic derivatives, formula, algorithms, or other content that the Department or State may provide to the Contractor pursuant to this Contract. Data includes, but is not limited to, any of the foregoing that the Department and/or Contractor (i) uploads to a Cloud Service, and/or (ii) creates and/or modifies using a Cloud Service.

Day(s) means calendar Days unless otherwise noted.

Deductible means the amount paid by the Enrollee each Calendar Year for Covered Services under the non-network portion before a Plan payment is made.

Department or DCS means the New York State Department of Civil Service.

Plan Year means the period from January 1st to December 31st in each Plan Year, unless specified otherwise by the DCS.

Proposal or Submissions means the Contractor's Administrative Proposal, Technical Proposal, and Financial Proposal, including all responses to supplemental requests for clarification, information, or documentation, submitted during the procurement.

Solicitation means writings by the State setting forth the scope, terms, conditions, and technical specifications for a procurement of a service.

Specifications means a detailed description of Employee Benefit Card including Card Stock, Card Carrier Stock, Envelope Stock and Card Processing and Design.

State Agency or state agencies means all state departments, boards, commissions, offices, or institutions but excludes, however, for the purposes of subdivision five of section three hundred fifty-five of the education law, the state university of New York and excludes, for the purposes of subdivision a of section sixty-two hundred eighteen



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of the education law, the city university of New York. Furthermore, such term shall not include the legislature or the judiciary.

Subcontractor means any individual or legal entity (including but not limited to sole proprietor, partnership, limited liability company, firm or corporation) who has entered into a contract, express or implied, for the performance of a portion of the Contract with a Contractor.