[TO BE COMPLETED ON OFFEROR'S LETTERHEAD]

Date

Ms. Linda Burk Procurement Manager Employee Benefits Division – Room 1106 NYS Department of Civil Service Albany, NY 12239

> RE: Invitation for Bids # EBC-2014-1 entitled: "The Empire Plan Employee Benefit Card," Firm Offer to the State of New York

[INSERT OFFEROR NAME] hereby submits this firm and binding offer to the State of New York in response to the Department's Invitation for Bids # EBC-2014-1, entitled "The Empire Plan Employee Benefit Card," (IFB). The Proposal hereby submitted meets or exceeds all terms, conditions, and requirements set forth in the above-referenced IFB and in the manner set forth in this IFB.

[INSERT OFFEROR NAME] accepts the terms and conditions as set forth in IFB, Section VII and Appendices A, B, C, and D and agrees to satisfy the comprehensive programmatic duties and responsibilities outlined in this IFB in the manner set forth in this IFB.

[INSERT OFFEROR NAME] agrees to execute a contractual agreement composed substantially of the terms and conditions set forth in the draft contract included in the IFB, and accepts as non-negotiable the terms and conditions set forth in Appendices A, B, C and D to the draft contract.

[INSERT OFFEROR NAME] further agrees, if selected as a result of the IFB, 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 II.B.7 of the IFB.

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 IFB. 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 and until a contract is approved by the NYS Comptroller, unless [INSERT OFFEROR NAME] delivers to the Department of Civil Service written notice of withdrawal of its Proposal.

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

Administrative and Total of eight (8) hard copy volumes [two (2) original and six (6) copies]

Technical Sections: and one (1) electronic copy on CD.

Cost Section: Total of eight (8) hard copy volumes [two (2) original and six (6) copies] and

one (1) electronic copy on CD.

Exhibit I.S - Formal Offer Letter

Date:

The undersigned affirms and swears s/he has the legal authority and capacity to sign and make this offer on behalf of, [INSERT OFFEROR NAME] and possesses the legal authority and capacity to act on behalf of [INSERT OFFEROR NAME] to execute a contract with the State of New York.

[INSERT OFFEROR NAME]

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

(signature)

By:

	(name)	
	(title)	
	(phone number)	
	(email address)	
CORPORATE OR PARTNERSHIP ACKNOWLEDGMENT		
STATE OF }	: SS.:	
COUNTY OF }		
On the day of		
who executed the foregoing instrument, resides at		epose and say that _he
County of, St	; atate of; a	nd further that:
by authority of the Board of Directo instrument on behalf of the corporat authority, _he executed the foregoin the act and deed of said corporation. (If a partnership): _he is the	rs of said corporation, _he is authorized to execute the foregoin, the partnership described authorized to execute the foregoin, the therein; and that, pursuant to that	of in said instrument; that, rized to execute the foregoing and that, pursuant to that a behalf of said corporation as of in said instrument; that, by g instrument on behalf of the authority, _he executed the
Notary Public		