
Section VIII: Glossary of Terms

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 means the contract that results from this IFB between the Department and the Contractor.

Bid means the submission by the Offeror in response to the IFB.

Business Day(s) means every Monday through Friday, except for days designated as Business Holidays by the State.

Business Holiday(s) means legal holidays observed by the State. including New Year's Day; Martin Luther King, Jr. Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veteran's Day; Thanksgiving Day; Christmas Day.

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.

Contractor means (TBD), the successful Offeror selected as a result of the evaluation of Offerors' Proposals submitted in response to this IFB and the Contractor who executes a Contract with the Department to provide Program Services.

Day(s) means calendar days unless otherwise noted.

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

Defective EBC(s), Card Carrier(s) and/or Envelopes means an EBC, Card Carrier and or Envelope that does not meet the Program specifications set forth in the IFB, or, if after having been mailed, it is determined that the EBC was not properly matched with its associated Card Carrier. An EBC is defective if the Cardholder information contained in the EBC Data File is not properly displayed on the EBC. A Card Carrier is defective if the Cardholder information contained in the EBC Data File is not properly displayed on the Card Carrier. An Envelope is defective if it does not contain the correct logo and text.

Dependent means the spouse, domestic partner, and children under twenty-six (26) years of age of an Enrollee. Young adult dependent children age twenty-six (26) or over are also eligible if they are incapable of supporting themselves due to mental or physical disability acquired before termination of their eligibility for coverage under the New York State Health Insurance Program.

EBC Data File means the electronic file transmitted by the Department to the Contractor containing the information, as set forth in Exhibit II.B, necessary to produce and distribute EBCs.

EBC Program/ Program/ Program Services or Services means the entire scope of services to be provided by the Contractor pursuant to the terms and conditions of the Agreement.

The Empire Plan means the self-insured comprehensive health benefit program administered by the New York State Department of Civil Service.

Employee means "Employee" as defined in 4 NYCRR Part 73, as amended, or as modified by collective bargaining agreement.

Employee Benefit Card(s) or EBC means benefit cards that meet the specifications of this IFB #EBC-2014-1.

Employee Benefits Division means the functional unit within the Department of Civil Service which has responsibility for administering various employee benefit programs.

Employer means “Employer” as defined in 4 NYCRR Part 73, as amended.

Enrollee means a State, PE, or PA employee, former State, PE or PA employee, or other individual determined by the DCS to be eligible to enroll as the result of law, regulation, rules and/or collective bargaining, who is enrolled in the Empire Plan.

Envelope means a flat paper container with windows and a sealable flap, used to enclose the card carrier and employee benefit card(s).

ET means prevailing Eastern Time.

HIPAA means Health Insurance Portability and Accountability Act of 1996.

Implementation Period means the 60-day period of time subsequent to the Office of the State Comptroller’s approval of the Agreement that results from this IFB.

IFB or Procurement means the Invitation For Bid #EBC-2014-1 entitled “The Empire Plan Employee Benefit Card” dated October 1, 2014, Exhibit B to this Agreement, including all clarifications and supplemental requests for information made subsequent to the release of the IFB.

Key Subcontractor(s) means those vendor(s) with whom the Contractor subcontracts to provide Program Services and incorporated as a part of the Contractor’s Program Team.

NYS means New York State.

NYSHIP means the New York State Health Insurance Program.

Offeror means a person or entity that submits a Proposal in response to this IFB.

OSC means the New York State Office of the State Comptroller.

Participating Agency (PA) means any unit of local government such as school districts, special districts and district or municipal corporations which elects, with the approval of the President of the Civil Service Commission, to participate in the New York State Health Insurance Program.

Participating Employer (PE) means a public authority, public benefit corporation, or other public agency, subdivision, or quasi-public organization of the State which elects, with the approval of the President of the Civil Service Commission, to participate in the New York State Health Insurance Program.

President means the President of the Civil Service Commission who is also the Commissioner of the Department of Civil Service.

Production Cycle means the time period that elapses from when the Department, or its agent, makes the EBC Data File available to the Contractor until the Contractor presents the associated EBCs to the U.S. Postal Service for delivery to the Cardholder, exclusive of any time period where EBCs are stored by the Contractor prior to mailing at the Department' direction.

Proposal means the Contractor's Administrative Section, Technical Section, and Cost Section, including all responses to supplemental requests for clarification, information, or documentation, submitted during the course of the Procurement.

Regulations of the President of the New York State Civil Service Commission means those regulations promulgated by the President of the Civil Service Commission under the authority of Civil Service Law, Article XI, as amended, and including, but not limited to those regulations to be promulgated as 4 New York Code of Rules and Regulations (NYCRR) Part 73.

Retiree means any person defined as a Retiree pursuant to the terms of 4 NYCRR Part 73, as amended.

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

State means New York State as a whole.