

[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: Request for Proposals entitled:  
“Mental Health and Substance Abuse Program for the  
Empire Plan, Excelsior Plan, and Student Employee Health Plan”, #2014-MH1  
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 Request for Proposals entitled “**Mental Health and Substance Abuse Program for the Empire Plan, Excelsior Plan and Student Employee Health Plan**”, 2014MH-1 (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 RFP, Section VII and Appendices A, B, C, and D and agrees to satisfy the comprehensive programmatic duties and responsibilities outlined in this RFP in the manner set forth in this RFP.

[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 RFP, 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 RFP, 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 RFP.

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 RFP. 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 Proposal: Total of fourteen (14) hard copy volumes [two (2) original and twelve (12) copies] and one (1) electronic copy on CD.

Technical Proposal: Total of fourteen (14) hard copy volumes [two (2) original and twelve (12) copies] and one (1) electronic copy on CD.

Cost Proposal: Total of fourteen (14) hard copy volumes [two (2) original and twelve (12) copies] and one (1) electronic copy on CD.

