[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.

Exhibit I.S - Formal Offer Letter

and deed of said partnership.

Notary Public

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.

By:	
,	(signature)
	(name)
	(title)
	(phone number)
	(email address)
CORPORATE OR F STATE OF }	PARTNERSHIP ACKNOWLEDGMENT
COUNTY OF }	: SS.:in the year 2014, before me personally appeared:
say that _he resides at	, known to me to bing instrument, who, being duly sworn by me did depose and, State of, and further that:
[Check One] (If a corporation): _he is the _	of of of of of represent;
foregoing instrument on behalf of pursuant to that authority, _he ex of said corporation as the act and	Directors of said corporation, _he is authorized to execute the the corporation for purposes set forth therein; and that, executed the foregoing instrument in the name of and on behalf deed of said corporation.
(ir a partnership): _he is the _	of of of of of of

that, by the terms of said partnership, _he is authorized to execute the foregoing instrument on behalf of the partnership for the purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name and on behalf of said partnership as the act