

SECTION 4: ADMINISTRATIVE PROPOSAL

4.1 Formal Offer Letter

Please find attached the formal offer in the form of the *Formal Offer Letter* in the **Administrative Proposal Supporting Documents – 1.**

4.2 Offeror Attestation Form

Please find attached an executed copy of the *Offeror Attestations Form* in the **Administrative Proposal Supporting Documents – 2.**

4.3 Subcontractors or Affiliates

Please find attached *Subcontractors or Affiliates* form in the **Administrative Proposal Supporting Documents – 3.**

4.4 New York State Standard Vendor Responsibility Questionnaire

Please find attached an executed copy of the New York State Vendor Responsibility Questionnaire by MVP and executed questionnaires from the subcontractors currently serving NYSHIP through MVP. The questionnaires can be found in **Administrative Proposal Supporting Documents – 4.**

4.5 New York State Tax Law Section 5-a

Please find attached the completed and notarized Form *ST-220-CA* in the **Administrative Proposal Supporting Documents – 5.**

4.6 Compliance with New York State Workers' Compensation Law

Please find submission of the proof of workers' compensation and disability benefits insurance coverage in the **Administrative Proposal Supporting Documents – 6.**

- a. Certificate of NYS Workers' Compensation Insurance Coverage
- b. Certificate of Attestation of Exemption from NYS Worker's Compensation and/or Disability and Paid Family Leave Benefits Insurance Coverage.

4.7 Insurance Requirements

Please find proof of coverage for various required insurance in the **Administrative Proposal Supporting Documents – 7.**

Insurance Certificates Included are:

- a. Certificate of Liability Insurance for Cyber Evidence Only
- b. Certificate of Liability Insurance for Directors & Officers Evidence Only
- c. Certificate of Liability Insurance for Errors & Omissions Evidence Only