

NYS Department of Corrections and Community Supervision
RFP 2024-17 Statewide Utilization Management Program

Attachment 1 - Application Cover Sheet

Applicant Legal Name: _____

Contact Person: _____

Business Address: _____

Phone: _____ Email Address: _____

Fax: _____ Website Address: _____

Federal ID #: _____ NYS Vendor ID #: _____

Submitted By:

Name of Authorized Official: _____

Title of Authorized Official: _____

Signature of Authorized Official: _____

Date: _____

NOTE: Signature binds applicant to a firm offer for a 90-day period from the date of the submission.

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Attachment 2 – Bid Submission Checklist

All bidders should complete the checklist presented below and submit the following items listed in the checklist.
>Please reference RFP Section 7.0 – Proposal Submission for the appropriate format and quantities for each proposal.
>Ensure items that require it have a signature and/or notarization.

Administrative Proposal - Submit each component outlined in RFP Section 6.1:

- Attachment 1 – Application Cover Sheet
- Attachment 2 – Bid Submission Checklist
- Attachment 3 – Bidder’s Certified Statements
- Any Addenda to this solicitation, including the Questions and Answers document
- Freedom of Information Law (FOIL) – Proposal Redactions (*as applicable*)
- Vendor Responsibility Questionnaire (*must be certified within the last six (6) months*)
 - Paper Submission **OR** Electronic Filing
- Certified Date: _____
- Attachment 4 – References; + signed letters on official letterhead
- Attachment 8 – Procurement Lobbying Certification
- Attachment 9 – Consultant Disclosure Reporting Requirements
- Attachment 10 – Vendor Assurance of No Conflict of Interest
- Attachment 11 – Encouraging Use of NYS Businesses
- Attachment 12 – MWBE or Small Business Enterprise Certification
- Attachment 13 – MWBE / EEO Policy Statement
- Attachment 14 – EEO100 Staffing Plan
- Attachment 15 – EO 177 Certification
- Attachment 16 – EO 16: Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia
- Attachment 17 – State Finance Law §139-I Certification / Sexual Harassment Prevention Policy Certification

Technical Proposal – Submit the content requested in RFP Section 6.2:

- Title Page
- Table of Contents
- Narrative, including:
 - Documentation that provides sufficient evidence of meeting the Minimum Qualifications (*mandatory per RFP Section 6.2(C.1)*)
 - Documentation that provides sufficient evidence of meeting the Preferred Qualifications

Diversity Practices Questionnaire

- Attachment 5 – Diversity Practices Questionnaire

Cost Proposal

- Attachment 6 – Cost Proposal Form

Additional Items to Include/Complete at Time of Submission:

- Contractor Certification Form ST-220-CA (*must be notarized*) available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf
- Certificate(s) of Insurance
- Proof of Compliance with Workers’ Compensation Coverage Requirements
- Proof of Compliance with Disability Benefits Coverage Requirements

Bidder Company Name: _____

Signature: _____

Print Name: _____

Date: _____

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Attachment 3 – Bidder’s Certified Statements

To be completed, signed, and included in the proposal.

1. Information regarding the bidder

A. Provide the Bidder’s contact information and identification numbers.

Name:
Organization:
Address:
City, State, Zip Code:
Telephone Number (include area code):
Email Address:
Fax Number (include area code):
Taxpayer Identification Number:
NYS Vendor Identification Number (if available):

B. Provide the contact information of the Bidder’s Primary Contact with DOCCS regarding this proposal.

Name:
Title:
Address:
City, State, Zip Code:
Telephone Number (include area code):
Email Address:

2. By submitting a bid, the Bidder acknowledges and agrees to all of the following:

[Please note: alteration of any language contained in this section may render your proposal non-responsive.]

- The Bidder certifies that it has the fiscal integrity and organizational structure to support this undertaking.
- The Bidder certifies that it can and will provide and make available, at a minimum, all services as described in the RFP if selected for award.
- Bidder accepts, without any added conditions, qualifications or exceptions, the contract terms and conditions contained in this RFP including any addenda, exhibits, and attachments.
- Bidder acknowledges that, should any alternative proposals or extraneous terms be submitted with the proposal, such alternate proposals or extraneous terms will not be evaluated by DOCCS.
- The bidder is either registered to do business in NYS, or if formed or incorporated in another jurisdiction than NYS, can provide a Certificate of Good Standing from the applicable jurisdiction or provide an explanation, subject to the sole satisfaction of the Department, if a Certificate of Good Standing is not available, and if selected, the vendor will register to do

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business in NYS.

- By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies its own organization, under penalty of perjury, that the bidder has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of section 201-g of the labor law.
- Bidders will adhere to all State and Federal laws and regulations in connection with the contract;
- Bidder will notify DOCCS of any changes in the legal status or principal ownership of the firm, no less than 45 days in advance of said change;
- That in any contract resulting from this RFP, the bidder shall be completely responsible for its work, including any damages or breakdowns caused by its failure to take appropriate action;
- That any contract resulting from this RFP may not be assigned, transferred, conveyed or the work subcontracted without the prior written consent of the Commissioner of DOCCS or his/her designee;
- That for reasons of safety and public policy, in any contract resulting from this RFP, the use of illegal drugs and/or alcoholic beverages by the bidder or its personnel shall not be permitted while performing any phase of the work herein specified;
- That for purposes of any contract resulting from this RFP, the State will not be liable for any expense incurred by the Contractor for any parking fees or as a consequence of any traffic infraction or parking violations attributable to employees of the Contractor;
- That the Commissioner's interpretation of specifications shall be final and binding upon the Contractor;
- That the Commissioner of DOCCS will make no allowance or concession to the bidder for any alleged misunderstanding because of quantity, quality, character, location, or other conditions;
- That should it appear that there is a real or apparent discrepancy between different Sections of specifications concerning the nature, quality, or extent of work to be furnished, it shall be assumed that the bidder has based its bid on the more expensive option. Final decision will rest with the Commissioner of DOCCS;
- That it is the Contractor's responsibility to maintain the equipment and materials provided for the work consistent with applicable safety, security, and health codes;
- That DOCCS reserves the right to reject and bar from performing the Scope of Work, any employee hired by the Contractor.
- **Inspection** – For purposes of any contract resulting from this RFP, the quality of service is subject to inspection and may be made at any reasonable time by the State of New York. Should it be found that quality of services being performed is not satisfactory and that the requirements of the specifications are not being met, the Commissioner of DOCCS may terminate the contract and employ another contractor to fulfill the requirements of the contract. The existing Contractor shall be liable to the State of New York for costs incurred on account thereof.
- **Stop Work Order** - The Commissioner of DOCCS reserves the right to stop the work covered by this RFP and any contract(s) resulting therefrom at any time that it is deemed the successful

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Bidder is unable or incapable of performing the work to the state's satisfaction. In the event of such stopping, DOCCS shall have the right to arrange for the completion of the work in such manner as it may deem advisable and if the cost thereof exceeds the amount of the bid, the successful Bidder shall be liable to the State of New York for any such costs on account thereof. In the event that DOCCS issues a stop work order for the work as provided herein, the Contractor shall have ten (10) working days to respond thereto before any such stop work order shall become effective.

3. The Bidder is (check as applicable):

- A New York State Certified Minority-owned Business Enterprise
- A New York State Certified Woman-owned Business Enterprise
- A New York State Certified Minority- and Woman-owned Business Enterprise (Dual Certified)
- None of the above

4. Provide the name, title, address, telephone number, and email address of the person authorized to receive Notices regarding the contract entered into as a result of this procurement.

Name: _____

Address: _____

City, State, Zip Code: _____

Telephone Number (including area code): _____

Email Address: _____

5. By my signature on this Attachment, I certify to the statements made above in Section 2 and that I am authorized to bind the Bidder contractually. Furthermore, I certify that all information provided in connection with its proposal is true and accurate.

(Printed Name)

(Title/Position)

(Signature)

(Date)

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Attachment 4 – References

Submit a total of **THREE** references using this form.

Bidder: _____

Provide the following information for each reference submitted.

Reference Company #1:	
Contact Person:	
Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	
Number of years Bidder provided services to this entity:	
Brief description of the services provided:	

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Reference Company #2:	
Contact Person:	
Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	
Number of years Bidder provided services to this entity:	
Brief description of the services provided:	

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Reference Company #3:	
Contact Person:	
Address:	
City, State, Zip:	
Telephone Number:	
Email Address:	
Number of years Bidder provided services to this entity:	
Brief description of the services provided:	