



# Corrections and Community Supervision

## INVITATION FOR BIDS (IFB) # 2025-09

### Mobile Imaging Services

Issue Date:	May 7, 2025
Bidder Questions Due:	May 28, 2025
Answers to Questions Due:	On or about June 11, 2025
Bid Due Date & Time:	June 25, 2025, by 3 p.m.
Contract Period:	3 Years (with two optional 1-year renewals)

**IMPORTANT: SEE "NOTICE TO BIDDERS" CLAUSES HEREIN**

**E-Mail or Facsimile Bid Submissions are NOT Acceptable**

#### **Designated Contact**

Name: Melanie Dumers  
Phone: (518) 486-5310  
Email: [Melanie.Dumers@doocs.ny.gov](mailto:Melanie.Dumers@doocs.ny.gov)

#### **Alternate Designated Contact**

Name: Jessica Gigante  
Phone: (518) 486-5316  
Email: [Jessica.Gigante@doocs.ny.gov](mailto:Jessica.Gigante@doocs.ny.gov)

**1220 Washington Avenue, Albany, NY 12226-2050 | [www.doocs.ny.gov](http://www.doocs.ny.gov)**

**BID SIGNATURE PAGE**

The bid must be fully and properly executed by an authorized person. By signing, you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this INVITATION FOR BIDS, Appendix A (*Standard Clauses For New York State Contracts*), Appendix B (*General Specifications*), and State Finance Law §139-j and §139-k (Procurement Lobbying), and that all information provided is complete, true and accurate. By signing, bidder affirms that it understands and agrees to comply with DOCCS procedures relative to permissible contacts as required by State Finance Law §139-j(3) and §139-j(6)(b). Bidders are requested to retain Appendix A and Appendix B for future reference.

Procurement Lobbying information may be accessed at: <https://ogs.ny.gov/acpl/>

Legal Business Name of Company Bidding:		NYS Vendor Identification Number: (See NYS vendor file registration clause)	
D/B/A – Doing Business As (if applicable):		Federal Tax Identification Number: (Do Not Use Social Security Number)	
Street	City	State	Zip County
If applicable, place an “x” in the appropriate box(es) ( <i>check all that apply</i> )			
<input type="checkbox"/> NYS Small Business # Employees _____	<input type="checkbox"/> NYS Certified Minority-Owned Business Enterprise (MBE)	<input type="checkbox"/> NYS Certified Woman-Owned Business Enterprise (WBE)	<input type="checkbox"/> NYS Certified Service-Disabled Veteran Owned Business (SDVOB)
Vendor Responsibility Questionnaire Filed Online: ____ Yes ____ No If yes, has Bidder certified or recertified the Vendor Responsibility Questionnaire no more than six (6) months prior to the bid opening date? ____ Yes ____ No  Do you understand and is your firm capable of meeting the insurance requirements to enter into a contract with New York State? ____ Yes ____ No  Does your bid proposal meet all the requirements of this solicitation? ____ Yes ____ No			
If you are not bidding, place an “x” in the box and return this page only.  <input type="checkbox"/> WE ARE NOT BIDDING AT THIS TIME BECAUSE: _____ _____			
Phone:		Toll Free Phone:	
Email Address:		Company Web Site:	
Bidder’s Signature:		Printed or Typed Name:	
Date:		Title:	

**RETURN THIS PAGE AS PART OF THE BID**

**INDIVIDUAL, CORPORATION, PARTNERSHIP, OR LLC ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_ }  
 \_\_\_\_\_ } **SS.:**  
 COUNTY OF \_\_\_\_\_ }

On the \_\_\_\_ day of \_\_\_\_\_ in the year 20 \_\_\_\_, before me personally appeared \_\_\_\_\_, known to me to be the person who executed the foregoing instrument, who, being duly sworn by me did depose and say that **he** resides at \_\_\_\_\_,  
 Town of \_\_\_\_\_,  
 County of \_\_\_\_\_, State of \_\_\_\_\_; and further that:

**[Check One]**

- If an individual):** **he** executed the foregoing instrument in his/her name and on his/her own behalf.
- If a corporation):** **he** is the \_\_\_\_\_ of \_\_\_\_\_, the corporation described in said instrument; that, by authority of the Board of Directors of said corporation, **he** is authorized to execute the foregoing instrument on behalf of the corporation for purposes set forth therein; and that, pursuant to that authority, **he** executed the foregoing instrument in the name of and on behalf of said corporation as the act and deed of said corporation.
- If a partnership):** **he** is the \_\_\_\_\_ of \_\_\_\_\_, the partnership described in said instrument; that, by the terms of said partnership, **he** is authorized to execute the foregoing instrument on behalf of the partnership for purposes set forth therein; and that, pursuant to that authority, **he** executed the foregoing instrument in the name of and on behalf of said partnership as the act and deed of said partnership.
- If a limited liability company):** **he** is a duly authorized member of \_\_\_\_\_, LLC, the limited liability company described in said instrument; that **he** is authorized to execute the foregoing instrument on behalf of the limited liability company for purposes set forth therein; and that, pursuant to that authority, **he** executed the foregoing instrument in the name of and on behalf of said limited liability company as the act and deed of said limited liability company.

**Notary Public  
Registration No.**

**CHECKLIST FOR IFB #2025-09**

All bidders must complete the checklist presented below and submit the following forms listed in the checklist as required for each bid submission.

**SUBMISSION DOCUMENTS PACKAGE (SIGNATURES REQUIRED)**

- This Checklist (**this page**)
- Completed Bid Signature Page (**Page 2**)
  - Bidder's Federal Tax Identification Number
  - NYS Vendor Identification Number
  - Bidder's Signature
- Individual, Corporation, Partnership, or LLC Acknowledgement (*must be notarized*) (**Page 3**)
- MWBE / EEO / SDVOB Forms as applicable  
Forms available at: <https://otda.ny.gov/contracts/mwbe/forms.asp>  
<https://ogs.ny.gov/veterans/forms>
- Vendor Responsibility Questionnaire – Check one of the following:
  - Paper Submission
  - OR**
  - Electronic Filing - Certified Date: \_\_\_\_\_  
*(Must be certified within the last six months)*
- Bid Cost Sheets (**Attachment 1**)
- Notes to Bidders and Questions (**Pages 36-39**)
- Procurement Lobbying Certification (**Page 40**)
- NYS Required Certifications: EO 177 & State Finance Law § 139-I (**Pages 41-42**)
- EO 16: Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia (**Page 43**)
- Vendor Assurance of No Conflict of Interest or Detrimental Effect (**Page 44**)
- Contractor Certification Forms (*Must Be Notarized*)
  - Form ST-220-CA
- Proof of Compliance with Workers' Compensation Coverage Requirements
- Proof of Compliance with Disability Benefits Coverage Requirements  
*(Note: If the above two items are not submitted with bid, a tentative awardee shall provide this documentation upon notification from DOCCS)*
- Certificate of Insurance  
*(Note: If the above item is not submitted with bid, an awardee shall provide this documentation prior to the start of work)*

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

Name of Company: \_\_\_\_\_

**RETURN THIS PAGE AS PART OF THE BID**

---

**GENERAL INFORMATION**

**IMPORTANT NOTICE TO POTENTIAL BIDDERS:** Receipt of these bid documents does not indicate that the New York State Department of Corrections and Community Supervision (DOCCS) has pre-determined your company's qualifications to receive a contract award. Such determination will be made after the bid opening and will be based on our evaluation of your bid submission compared to the specific requirements and qualifications contained in these bid documents.

**NOTICE TO BIDDERS:**

The New York State Department of Corrections and Community Supervision (DOCCS) will receive bids pursuant to the provisions of Article XI of the State Finance Law or the provisions of the State Printing and Public Documents Law. The following procedures shall be used for bid submittals:

**1. BID PREPARATION**

Prepare your bid on this form using indelible ink. Print the name of your company on each page of the bid in the block provided. One copy of the bid is required, unless otherwise specified herein.

**2. BID SUBMISSION**

When submitting your bid, please submit complete original bid package, including all bidder questions and required certifications. You are not required to return Appendix A and Appendix B to this office. You may keep those pages for your own reference.

**3. BID DELIVERY**

**Bidders assume all risks for timely, properly submitted deliveries.** Bidders are strongly encouraged to arrange for delivery of bids to New York State Department of Corrections and Community Supervision (DOCCS) prior to the date of the bid opening. **LATE BIDS may be rejected. E-mail bid submissions are not acceptable and will not be considered.**

- **Bid envelopes**

The envelope containing a bid should be clearly marked "**BID ENCLOSED**" and state the **Bid Number, Bid Opening Date, and Time**. Failure to complete all information on the bid envelope may necessitate the premature opening of the bid and may compromise confidentiality. See "Bid Submission" in Appendix B, *General Specifications*. Bids shall be delivered to:

State of New York  
Department of Corrections and Community Supervision  
Division of Support Operations/Contract Procurement Unit  
Attn: Melanie Dumers  
550 Broadway  
Menands, NY 12204  
IFB #2025-09 Mobile Imaging Services

- **FAX transmittals**

Facsimile transmittals are NOT acceptable for this solicitation.

- **Hand deliveries**

Bidders must allow extra time to comply with the security procedures which may be in effect when hand delivering bids or using deliveries by independent courier services. **Bidders assume all risks for timely, properly submitted deliveries.**

**4. IMPORTANT BUILDING ACCESS PROCEDURES**

**Bidders attending bid openings must pre-register for building access by contacting DOCCS Contract Procurement Unit** at (518) 436-7886 or by email at [doccscontracts@doccs.ny.gov](mailto:doccscontracts@doccs.ny.gov) at least 24 hours prior to bid opening. To access the facility, all visitors must check in by presenting valid photo identification. Vendors who intend to deliver bids should allow extra time to comply with these procedures. Building Access procedures may change or be modified at any time.

**OVERVIEW:**

The New York State Department of Corrections and Community Supervision (“DOCCS”) is responsible for the care, custody and rehabilitation of approximately 33,594 incarcerated individuals held at 42 state correctional facilities 24 hours a day, 7 days a week. DOCCS is seeking various mobile imaging clinics at 14 of its correctional facilities. DOCCS does not guarantee clinics will be held at all 14 facilities over the life of the contract. The actual number of facilities that will need mobile imaging clinics may change during the contract period.

**KEY EVENT/DATES:**

The table below outlines the schedule for important action dates. If the State finds it necessary to change any of these dates, notification will be accomplished through an addendum to this IFB.

Invitation for Bids (IFB) Issued	May 7, 2025
Written Bidders’ Questions Deadline	May 28, 2025, by 3:00 pm EST
DOCCS Issues Answers to Questions (estimated)	On or about June 11, 2025
Bids Due to DOCCS	June 25, 2025, by 3:00 pm EST
Anticipated Contract Start Date	December 31, 2025, or upon OSC approval, whichever comes last

**NON-COLLUSIVE BIDDING CERTIFICATION:**

**(Reference: State Finance Law Section 139-d and Appendix A, Clause 7)**

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 as to its own organization, under penalty of perjury, that to the best of its knowledge and belief:

- (1) The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
- (2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
- (3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not submit a bid for the purpose of restricting competition.

In the event that the bidder is unable to certify as stated above, the bidder shall provide a signed statement which sets forth in detail the reasons why the bidder is unable to furnish the certificate as required in accordance with State Finance Law Section 139-d(1)(b).

**INQUIRIES / ISSUING OFFICE:**

All inquiries concerning this specification will be addressed to the following **Designated Contacts:**

**PRIMARY CONTACT**

Melanie Dumers  
 (518) 486-5310  
 NYS DOCCS  
 Division of Support Operations / Contract  
 Procurement Unit  
 550 Broadway, Menands, NY 12204  
 E-Mail: [Melanie.Dumers@doccs.ny.gov](mailto:Melanie.Dumers@doccs.ny.gov)

**SECONDARY CONTACT**

Jessica Gigante  
 (518) 486-5316  
 NYS DOCCS  
 Division of Support Operations / Contract  
 Procurement Unit  
 550 Broadway, Menands, NY 12204  
 E-Mail: [Jessica.Gigante@doccs.ny.gov](mailto:Jessica.Gigante@doccs.ny.gov)

**Contacting someone else may result in rejection of bid – see “Procurement Lobbying Act”**

**QUESTIONS AND CLARIFICATIONS:**

All questions should be submitted in writing no later than May 28, 2025, by 3 p.m., citing the particular bid section and paragraph number. The prospective bidder should notify the DESIGNATED CONTACT of any term, condition, etc., that precludes the vendor from submitting a compliant, responsive bid. Bidders are cautioned to read this document thoroughly to become familiar with all aspects of the bid. Prospective Bidders should note that all clarifications and exceptions including those relating to the terms and conditions of the contract are to be resolved prior to the submission of a bid. Bidders entering into a contract with the State are expected to comply with **all** the terms and conditions contained herein. Answers to all questions of a substantive nature will be given to all Prospective Bidders in the form of a formal addendum which will become part of the ensuing contract.

Official answers to all written questions will be advertised as an addendum and posted in the New York State Contract Reporter (NYSCR) (<http://www.nyscr.ny.gov/>) on or about the date listed in the Key Events/Dates table on page 6. Only answers provided by addendum are considered official. Any amendments, clarifications, responses to questions, and updates to this IFB will be posted on the NYS Contract Reporter. It is each bidder's responsibility to visit the above website prior to submitting a bid to determine if any addenda have been issued regarding this solicitation.

**PROCUREMENT LOBBYING ACT:****SUMMARY OF POLICY AND PROHIBITIONS ON PROCUREMENT LOBBYING**

Pursuant to State Finance Law §§139-j and 139-k, this solicitation includes and imposes certain restrictions on communications between NYSDOCCS and an offeror/bidder during the procurement process. An offeror/bidder is restricted from making contacts from the earliest notice of intent to solicit offers/bids through final award and approval of the Procurement Contract by NYSDOCCS, and if applicable, the Office of General Services, and/or the Office of the State Comptroller ("restricted period") to other than designated staff unless it is a contact that is included among certain statutory exceptions set forth in State Finance Law §139-j (3)(a). Designated staff, as of the date hereof, is identified on the first page of this solicitation. NYSDOCCS employees are also required to obtain certain information when contacted during the restricted period and make a determination of the responsibility of the offeror/bidder pursuant to these two statutes. Certain findings of non-responsibility can result in rejection for contract award and in the event of two findings within a four-year period, the offeror/bidder is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found on the website: <https://ogs.ny.gov/acpl/>

**PROCUREMENT LOBBYING TERMINATION:**

NYSDOCCS reserves the right to terminate this contract in the event it is found that the certification filed by the Offeror/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, NYSDOCCS may exercise its termination right by providing written notification to the Offeror/bidder in accordance with the written notification terms of this contract.

**DISPUTE RESOLUTION POLICY:**

It is the policy of the NYSDOCCS and the Office of the State Comptroller to provide vendors with an opportunity to administratively resolve disputes, complaints or inquiries related to NYS bid solicitations or contract awards. NYSDOCCS and the Office of the State Comptroller encourages vendors to seek resolution of disputes through consultation with NYSDOCCS staff. All such matters will be accorded impartial and timely consideration. Interested parties may also file formal written disputes.

**TAX LAW § 5-A:**

TAX LAW § 5-A Amended April 26, 2006 (Appendix 2):

Tax Law § 5-a, as amended on April 26, 2006, requires certain contractors who are awarded state contracts for commodities and/or services valued at more than \$100,000 (over the full term of the contract, excluding renewals) to certify to the Department of Taxation and Finance (DTF) they are registered to collect New York State (NYS) and local sales and compensating use taxes. The law applies to contracts where the total amount of the contractor's sales delivered into NYS exceed \$300,000 for the four quarterly periods immediately preceding the quarterly period when the certification is made; and with respect to any affiliates and subcontractors whose sales delivered into NYS also exceed \$300,000 in the same manner as noted above for the contractor.

This law imposes upon certain contractors the obligation to certify whether or not the contractor, its affiliates, and its subcontractors are required to register to collect state sales and compensating use tax. The contractors must certify to DTF that each affiliate and subcontractor exceeding the sales threshold is registered with DTF to collect such State and local sales and compensating use taxes. The law prohibits the Comptroller, or other approving agency, from approving a contract to a vendor who is not registered in accordance with the law.

There are two (2) Contractor certification forms, with instructions, required for this bid. **Form ST-220-TD is to be submitted directly to DTF. Submission to DTF is a one-time occurrence. If you have already submitted this form to DTF for other bidding opportunities, you do not need to submit the form attached to this bid. If, however, any certification information changes, a new ST-220-TD must be filed with DTF. Form ST-220-CA must be completed and submitted with this bid. This form certifies to the procuring agency that the contractor has filed ST-220-TD with DTF in compliance with the law.**

Bidders should complete and submit the certification forms within two business days of request (if the forms are not submitted to DTF and/or and returned with bid). Bidders shall take the necessary steps to provide properly certified forms within a timely manner to ensure compliance with the law, as failure to do so may render a bidder non-responsive and non-responsible.

Vendors may call DTF at 1-800-698-2909 for any and all questions relating to Tax Law § 5-a and relating to a company's registration status with DTF. For additional information and frequently asked questions, please refer to the DTF web site: <http://www.tax.ny.gov>

#### **TERMINATION FOR VIOLATION OF Revised Tax Law 5a:**

NYS DOCCS reserves the right to terminate this contract in the event it is found that the certification filed by the Contractor in accordance with § 5-a of the Tax Law is not timely filed during the term of the contract or the certification furnished was intentionally false or intentionally incomplete. Upon such finding, NYSDOCCS may exercise its termination right by providing written notification to the Contractor.

#### **MERCURY-ADDED CONSUMER PRODUCTS:**

Offerors are advised that effective January 1, 2005, Article 27, Title 21 of the Environmental Conservation Law bans the sale or distribution free of charge of fever thermometers containing mercury except by prescription written by a physician and bans the sale or distribution free of charge of elemental mercury other than for medical pre-encapsulated dental amalgam, research, or manufacturing purposes due to the hazardous waste concerns of mercury. The law further states that effective July 12, 2005, manufacturers are required to label mercury-added consumer products that are sold or offered for sale in New York State by a distributor or retailer. The label is intended to inform consumers of the presence of mercury in such products and of the proper disposal or recycling of mercury-added consumer products. Offerors are encouraged to contact the Department of Environmental Conservation, Bureau of Solid Waste, Reduction & Recycling at (518) 402-8706 or the Bureau of Hazardous Waste Regulation at 518-402-8652 for questions relating to the law. Offerors may also visit the Department's web site for additional information: <http://www.dec.ny.gov/chemical/8512.html>

#### **DEBRIEFING:**

Pursuant to Section 163(9)(c) of the State Finance Law, any unsuccessful Bidder may request a debriefing regarding the reasons that the Bid submitted by the Bidder was not selected for award. Requests for a debriefing must be made within 15 calendar days of notification by DOCCS that the Bid submitted by the Bidder was not selected for award. Requests should be submitted in writing to a designated contact identified in the Solicitation.

#### **APPENDIX A:**

Appendix A, *Standard Clauses For New York State Contracts*, dated June 2023, attached hereto, is hereby expressly made a part of this Bid Document as fully as if set forth at length herein. **Please retain this document for future reference.**

#### **APPENDIX B:**

Appendix B, *General Specifications*, dated August 2012, attached hereto, is hereby expressly made a part of this Bid Document as fully as if set forth at length herein and shall govern any situations not covered by this Bid Document or Appendix A. **Please retain this document for future reference.**



**CONFLICT OF TERMS AND CONDITIONS:**

Conflicts between documents shall be resolved in the following order of precedence:

- a) Appendix A
- b) Contract resulting from this Invitation for Bid
- c) This Invitation for Bid
- d) Appendix B
- e) Bidder's Bid

**CONTRACTOR REQUIREMENTS AND PROCEDURES FOR PARTICIPATION BY NEW YORK STATE CERTIFIED MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISES AND EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITY GROUP MEMBERS AND WOMEN**

New York State Law: Pursuant to New York State Executive Law Article 15-A and Parts 140-145 of Title 5 of the New York Codes, Rules and Regulations DOCCS is required to promote opportunities for the maximum feasible participation of New York State-certified Minority and Women-owned Business Enterprises ("MWBEs") and the employment of minority group members and women in the performance of DOCCS contracts.

**Business Participation Opportunities for MWBEs**

For purposes of this solicitation, DOCCS hereby establishes an overall goal of 0 percent for MWBE participation, 0 percent for New York State-certified Minority-owned Business Enterprise ("MBE") participation and 0 percent for New York State-certified Women-owned Business Enterprise ("WBE") participation (based on the current availability of MBEs and WBEs). A contractor ("Contractor") on any contract resulting from this procurement ("Contract") must document its good faith efforts to provide meaningful participation by MWBEs as subcontractors and suppliers in the performance of the Contract. To that end, by submitting a response to this IFB, the bidder agrees that DOCCS may withhold payment pursuant to any Contract awarded as a result of this IFB pending receipt of the required MWBE documentation. The directory of MWBEs can be viewed at: <https://ny.newnycontracts.com>. For guidance on how DOCCS will evaluate a Contractor's "good faith efforts," refer to 5 NYCRR § 142.8.

The bidder understands that only sums paid to MWBEs for the performance of a commercially useful function, as that term is defined in 5 NYCRR § 140.1, may be applied towards the achievement of the applicable MWBE participation goal.

The portion of a contract with an MWBE serving as a broker that shall be deemed to represent the commercially useful function performed by the MWBE shall be 25 percent of the total value of the contract.

In accordance with 5 NYCRR § 142.13, the bidder further acknowledges that if it is found to have willfully and intentionally failed to comply with the MWBE participation goals set forth in a Contract resulting from this solicitation, such finding constitutes a breach of contract and DOCCS may withhold payment as liquidated damages.

Such liquidated damages shall be calculated as an amount equaling the difference between: (1) all sums identified for payment to MWBEs had the Contractor achieved the contractual MWBE goals; and (2) all sums actually paid to MWBEs for work performed or materials supplied under the Contract.

By submitting a bid or proposal, a bidder agrees to demonstrate its good faith efforts to achieve the applicable MWBE participation goals by submitting evidence thereof through the New York State Contract System ("NYSCS"), which can be viewed at <https://ny.newnycontracts.com>, provided, however, that a bidder may arrange to provide such evidence via a non-electronic method by contacting the designated contact(s) for this procurement. Additionally, a bidder will be required to submit the following documents and information as evidence of compliance with the foregoing:

1. An MWBE Utilization Plan with their bid or proposal. Any modifications or changes to an accepted MWBE Utilization Plan after the Contract award and during the term of the Contract must be reported on a revised MWBE Utilization Plan and submitted to DOCCS for review and approval.

DOCCS will review the submitted MWBE Utilization Plan and advise the bidder of DOCCS acceptance or issue a notice of deficiency within 30 days of receipt.

2. If a Notice of Deficiency is issued, the bidder will be required to respond to the Notice of Deficiency within seven (7) business days of receipt by submitting to DOCCS, a written remedy in response to the notice of deficiency. If the written remedy that is submitted is not timely or is found by DOCCS to be inadequate, DOCCS shall notify the bidder and direct the bidder to submit, within five (5) business days, a request for a partial or total waiver of MWBE participation goals. Failure to file the waiver form in a timely manner may be grounds for disqualification of the bid or proposal.

DOCCS may disqualify a bidder as being non-responsive under the following circumstances:

- a) If a bidder fails to submit an MWBE Utilization Plan;
- b) If a bidder fails to submit a written remedy to a notice of deficiency;
- c) If a bidder fails to submit a request for waiver; or
- d) If DOCCS determines that the bidder has failed to document good faith efforts.

The successful bidder will be required to attempt to utilize, in good faith, any MBE or WBE identified within its MWBE Utilization Plan, during the performance of the Contract. Requests for a partial or total waiver of established goal requirements made subsequent to Contract Award may be made at any time during the term of the Contract to DOCCS but must be made no later than prior to the submission of a request for final payment on the Contract.

The successful bidder will be required to submit a quarterly M/WBE Contractor Compliance & Subcontractor Payment Report to DOCCS, by the 10<sup>th</sup> day following each end of quarter as applicable over the term of the Contract documenting the progress made toward achievement of the MWBE goals of the Contract.

#### **Equal Employment Opportunity Requirements**

By submission of a bid or proposal in response to this solicitation, the bidder agrees with all of the terms and conditions of Appendix A – *Standard Clauses for All New York State Contracts* including Clause 12 - Equal Employment Opportunities for Minorities and Women. The bidder is required to ensure that it and any subcontractors awarded a subcontract for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work"), except where the Work is for the beneficial use of the bidder, undertake or continue programs to ensure that minority group members and women are afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status. For these purposes, equal opportunity shall apply in the areas of recruitment, employment, job assignment, promotion, upgrading, demotion, transfer, layoff, termination, and rates of pay or other forms of compensation. This requirement does not apply to: (i) work, goods, or services unrelated to the Contract; or (ii) employment outside New York State.

The bidder will be required to submit a Minority and Women-owned Business Enterprise and Equal Employment Opportunity Policy Statement to DOCCS with its bid or proposal.

If awarded a Contract, bidder shall submit a Workforce Utilization Report and shall require each of its Subcontractors to submit a Workforce Utilization Report, in such format as shall be required by DOCCS on a quarterly basis as required during the term of the Contract.

Pursuant to Executive Order #162, contractors and subcontractors will also be required to report the gross wages paid to each of their employees for the work performed by such employees on the contract utilizing the Workforce Utilization Report on a quarterly basis.

Further, pursuant to Article 15 of the Executive Law (the "Human Rights Law"), all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor and sub-contractors will not discriminate against any employee or applicant for employment because of race, creed (religion), color, sex, national origin, sexual orientation, military status, age, disability, predisposing genetic characteristic, marital status or domestic violence victim status and shall also follow the requirements of the Human Rights Law with regard to non-discrimination on the basis of prior criminal conviction and prior arrest.

**Please Note: Failure to comply with the foregoing requirements may result in a finding of non-responsiveness, non-responsibility and/or a breach of the Contract, leading to the withholding of funds, suspension or termination of the Contract or such other actions or enforcement proceedings as allowed by the Contract.**

### **PARTICIPATION OPPORTUNITIES FOR NEW YORK STATE CERTIFIED SERVICE-DISABLED VETERAN-OWNED BUSINESSES**

Veterans Services Law Article 3 of the New York State Executive Law provides for more meaningful participation in public procurement by certified Service-Disabled Veteran-Owned Businesses ("SDVOBs"), thereby further integrating such businesses into New York State's economy. DOCCS recognizes the need to promote the employment of service-disabled veterans and to ensure that certified service-disabled veteran-owned businesses have opportunities for maximum feasible participation in the performance of DOCCS contracts.

In recognition of the service and sacrifices made by service-disabled veterans and in recognition of their economic activity in doing business in New York State, Bidders/Contractors are strongly encouraged and expected to consider SDVOBs in the fulfillment of the requirements of the Contract. Such participation may be as subcontractors or suppliers, as protégés, or in other partnering or supporting roles.

For purposes of this procurement, DOCCS conducted a comprehensive search and determined that the Contract does not offer sufficient opportunities to set specific goals for participation by SDVOBs as subcontractors, service providers, and suppliers to Contractor. Nevertheless, Bidder/Contractor is encouraged to make good faith efforts to promote and assist in the participation of SDVOBs on the Contract for the provision of services and materials. The directory of New York State Certified SDVOBs can be viewed at: <https://ogs.ny.gov/veterans/>

Bidder/Contractor is encouraged to contact the Office of General Services' Division of Service-Disabled Veteran's Business Development at 518-474-2015 or [VeteransDevelopment@ogs.ny.gov](mailto:VeteransDevelopment@ogs.ny.gov) to discuss methods of maximizing participation by SDVOBs on the Contract.

### **EXECUTIVE ORDER NUMBER 177**

Bidders must review Executive Order 177 prior to submitting bids. You may access the executive order on the Governor's website: <https://www.governor.ny.gov/sites/governor.ny.gov/files/atoms/files/EO177.pdf>

Bidders shall complete the EO177 Certification form located within this IFB as evidence of compliance with the foregoing and submit with bid.

### **EXECUTIVE ORDER NUMBER 16**

Bidders must review Executive Order 16 prior to submitting bids. You may access the executive order on the Governor's website: <https://www.governor.ny.gov/executive-order/no-16-prohibiting-state-agencies-and-authorities-contracting-businesses-conducting>

Pursuant to Executive Order 16, all Bidders responding to this solicitation shall complete the Certification form located within this IFB certifying the status of their business operations in Russia, if any.

### **SEXUAL HARASSMENT PREVENTION**

Pursuant to New York State Finance Law § 139-I, every bid made on or after January 1, 2019 to the State or any public department or agency thereof, where competitive bidding is required by statute, rule or regulation, for work or services performed or to be performed or goods sold or to be sold, and where otherwise required by such public department or agency, shall contain a certification 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 New York State Labor Law § 201-g: <https://www.nysenate.gov/legislation/laws/LAB/201-G>

New York State Labor Law § 201-g provides requirements for such policy and training and directs the Department of Labor, in consultation with the Division of Human Rights, to create and publish a model sexual harassment prevention guidance document, sexual harassment prevention policy and sexual harassment prevention training program that employers may utilize to meet the requirements of New York State Labor Law § 201-g. The model sexual harassment prevention policy, model sexual harassment training materials, and further guidance for

employers, can be found online at the following URL: <https://www.ny.gov/combating-sexual-harassment-workplace/employers>

Pursuant to New York State Finance Law § 139-I, any bid by a corporate bidder containing the certification required above shall be deemed to have been authorized by the board of directors of such bidder, and such authorization shall be deemed to include the signing and submission of such bid and the inclusion therein of such statement as the act and deed of the bidder.

If the Bidder cannot make the required certification, such Bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the Bidder cannot make the certification. After review and consideration of such statement, DOCCS may reject the bid or may decide that there are sufficient reasons to accept the bid without such certification.

### **FREEDOM OF INFORMATION LAW / TRADE SECRETS**

During the evaluation process, the content of each bid will be held in confidence and details of any bid will not be revealed (except as may be required under the Freedom of Information Law or other State law). The Freedom of Information Law provides for an exemption from disclosure for trade secrets or information the disclosure of which would cause injury to the competitive position of commercial enterprises. This exemption would be effective both during and after the evaluation process.

Should you feel your firm's bid contains any such trade secrets or other confidential or proprietary information, you must submit a request to exempt such information from disclosure. Such request must be in writing, must state the reasons why the information should be exempt from disclosure and must be provided at the time of submission of the subject information. Upon notification from DOCCS, Bidders/Contractors must provide a redacted version of the records they wish to be exempted from release.

Requests for exemption of the entire contents of a bid from disclosure have generally not been found to be meritorious and are discouraged. Kindly limit any requests for exemption of information from disclosure to bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of your firm.

### **NEW YORK STATE VENDOR FILE REGISTRATION**

Prior to being awarded a contract pursuant to this Solicitation, the Bidder(s) and any designated authorized resellers who accept payment directly from the State, must be registered in the New York State Vendor File (Vendor File) administered by the Office of the State Comptroller (OSC). This is a central registry for all vendors who do business with New York State Agencies and the registration must be initiated by a State Agency. Following the initial registration, unique New York State ten-digit vendor identification numbers will be assigned to your company and to each of your authorized resellers (if any) for usage on all future transactions with New York State. Additionally, the Vendor File enables vendors to use the Vendor Self-Service application to manage all vendor information in one central location for all transactions related to the State of New York. If Bidder is already registered in the New York State Vendor File, list the ten-digit vendor ID number on the Bid Signature Page. Authorized resellers already registered should list the ten-digit vendor ID number along with the authorized reseller information.

If the Bidder is not currently registered in the Vendor File and is recommended for award, DOCCS shall request completion of OSC Substitute W-9 Form. A fillable form with instructions can be found at the link below. In addition, if authorized resellers are to be used, an OSC Substitute W-9 form should be completed by each of the designated authorized resellers and submitted to the Office of General Services Business Services Center. The Office of General Services Business Services Center will initiate the vendor registration process for all Bidders recommended for Contract Award and their authorized resellers.

Once the process is initiated, registrants will receive an email from OSC that includes the unique ten-digit vendor identification number assigned to the company and instructions on how to enroll in the online Vendor Self-Service application. For more information on the vendor file please visit the following website: [http://www.osc.state.ny.us/vendor\\_management](http://www.osc.state.ny.us/vendor_management).  
Form to be completed: [https://www.osc.state.ny.us/vendors/forms/ac3237s\\_fe.pdf](https://www.osc.state.ny.us/vendors/forms/ac3237s_fe.pdf)

**NYS VENDOR RESPONSIBILITY QUESTIONNAIRE**

DOCCS conducts a review of prospective contractors ("Bidders") to provide reasonable assurances that the Bidder is responsive and responsible. A Questionnaire is used for non-construction contracts and is designed to provide information to assess a Bidder's responsibility to conduct business in New York based upon financial and organizational capacity, legal authority, business integrity, and past performance history. By submitting a bid, Bidder agrees to fully and accurately complete the "Questionnaire." The Bidder acknowledges that the State's execution of the Contract will be contingent upon the State's determination that the Bidder is responsible, and that the State will be relying upon the Bidder's responses to the Questionnaire when making its responsibility determination.

DOCCS recommends each Bidder file the required Questionnaire online via the New York State VendRep System. To enroll in and use the VendRep System, please refer to the VendRep System Welcome Package for Vendors available at the Office of the State Comptroller's (OSC) website:

[http://www.osc.state.ny.us/vendrep/documents/system/welcome\\_package.pdf](http://www.osc.state.ny.us/vendrep/documents/system/welcome_package.pdf) or go directly to the VendRep System online at <https://www.osc.state.ny.us/state-vendors>

OSC provides direct support for the VendRep System through user assistance, documents, online help, and a help desk. The OSC Help Desk contact information is located at:

<http://www.osc.state.ny.us/portal/contactbuss.htm>. Bidders opting to complete the paper questionnaire can access this form and associated definitions via the OSC website at: [http://www.osc.state.ny.us/vendrep/forms\\_vendor.htm](http://www.osc.state.ny.us/vendrep/forms_vendor.htm).

The Contractor must remain a responsible vendor throughout the duration of the contract and, if at any time the Contractor is found to be not responsible or there is a question as to the vendor's responsibility, any activities pursuant to the contract may be suspended. Finally, the contract may be terminated following a finding of non-responsibility.

To assist the State in determining the responsibility of the Bidder, the Bidder should complete and certify (or recertify) the Questionnaire no more than six (6) months prior to the bid due date.

A Bidder's Questionnaire cannot be viewed by DOCCS until the Bidder has certified the Questionnaire. It is recommended that all Bidders become familiar with all of the requirements of the Questionnaire in advance of the bid opening to provide sufficient time to complete the Questionnaire.

The Bidder agrees that if it is found by the State that the Bidder's responses to the Questionnaire were intentionally false or intentionally incomplete, on such finding, DOCCS may terminate the Contract. In no case shall such termination of the Contract by the State be deemed a breach thereof, nor shall the State be liable for any damages for lost profits or otherwise, which may be sustained by the Contractor as a result of such termination.

The Contractor shall at all times during the Contract term remain responsible. The Contractor agrees, if requested by the Commissioner of DOCCS or his designee, to present evidence of its continuing legal authority to do business in New York State, integrity, experience, ability, prior performance, and organizational and financial capacity.

The DOCCS Commissioner or his designee, in his or her sole discretion, reserves the right to suspend any or all activities under this Contract, at any time, when he or she discovers information that calls into question the responsibility of the Contractor. In the event of such suspension, the Contractor will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Contractor must comply with the terms of the suspension order. Contract activity may resume at such time as the DOCCS Commissioner or his designee issues a written notice authorizing a resumption of performance under the Contract.

**CONFLICT OF INTEREST:**

Bidder must disclose any existing or contemplated relationship with any other person or entity, including relationships with any member, shareholders of 5% or more, parent, subsidiary, or affiliated firm, which would constitute an actual or potential conflict of interest or appearance of impropriety, relating to other clients/customers of the Respondent or former officers and employees of the Agencies and their Affiliates, in connection with your rendering services enumerated in this IFB. If a conflict does or might exist, please describe how your Staffing Firm would eliminate or prevent it. Indicate what procedures will be followed to detect, notify the Agencies of, and resolve any such conflicts.

Bidder must disclose whether it, or any of its members, shareholders of 5% or more, parents, affiliates, or subsidiaries, have been the subject of any investigation or disciplinary action by the New York State Commission on Public Integrity or its predecessor State entities (collectively, "Commission"), and if so, a brief description must be included indicating how any matter before the Commission was resolved or whether it remains unresolved.

Additionally, a bidder will be required to submit the ***Vendor Assurance of No Conflict of Interest or Detrimental Effect*** form located within this IFB as evidence of compliance with the foregoing.

**PUBLIC OFFICERS LAW:**

Contractors, consultants, vendors, and subcontractors may hire former State Agency or Authority employees. However, as a general rule and in accordance with New York Public Officers Law, former employees of the State Agency or Authority may neither appear nor practice before the State Agency or Authority, nor receive compensation for services rendered on a matter before the State Agency or Authority, for a period of two years following their separation from State Agency or Authority service.

In addition, former State Agency or Authority employees are subject to a "lifetime bar" from appearing before the State Agency or Authority or receiving compensation for services regarding any transaction in which they personally participated or which was under their active consideration during their tenure with the State Agency or Authority.

**ETHICS REQUIREMENTS:**

The Contractor and its Subcontractors shall not engage any person who is, or has been at any time, in the employ of the State to perform services in violation of the provisions of the New York Public Officers Law, other laws applicable to the service of State employees, and the rules, regulations, opinions, guidelines or policies promulgated or issued by the New York State Joint Commission on Public Ethics, or its predecessors (collectively, the "Ethics Requirements"). The Contractor certifies that all of its employees and those of its Subcontractors who are former employees of the State and who are assigned to perform services under this Contract shall be assigned in accordance with all Ethics Requirements. During the Term, no person who is employed by the Contractor or its Subcontractors and who is disqualified from providing services under this Contract pursuant to any Ethics Requirements may share in any net revenues of the Contractor or its Subcontractors derived from this Contract. The Contractor shall identify and provide the State with notice of those employees of the Contractor and its Subcontractors who are former employees of the State that will be assigned to perform services under this Contract, and make sure that such employees comply with all applicable laws and prohibitions. The State may request that the Contractor provide it with whatever information the State deems appropriate about each such person's engagement, work cooperatively with the State to solicit advice from the New York State Joint Commission on Public Ethics, and, if deemed appropriate by the State, instruct any such person to seek the opinion of the New York State Joint Commission on Public Ethics. The State shall have the right to withdraw or withhold approval of any Subcontractor if utilizing such Subcontractor for any work performed hereunder would be in conflict with any of the Ethics Requirements. The State shall have the right to terminate this Contract at any time if any work performed hereunder is in conflict with any of the Ethics Requirements.

**STATE FINANCE LAW CONSULTANT DISCLOSURE PROVISIONS**

In accordance with New York State Finance Law Section 163(4)(g), State agencies must require all contractors, including subcontractors, that provide consulting services for State purposes pursuant to a contract to submit an annual employment report for each such contract.

The successful bidder for procurements involving consultant services must complete a "State Consultant Services Form A, Contractor's Planned Employment from Contract Start Date through End of Contract Term" in order to be eligible for a contract.

The successful bidder must also agree to complete a "State Consultant Services Form B, Contractor's Annual Employment Report" for each state fiscal year included in the resulting contract. This report must be submitted annually to the Department of Health, the Office of the State Comptroller, and Department of Civil Service.

State Consultant Services Form A Contractor's Planned Employment and Form B Contractor's Annual Employment Report may be accessed electronically at: <http://www.osc.state.ny.us/agencies/forms/ac3271s.doc> and <http://www.osc.state.ny.us/agencies/forms/ac3272s.doc>

**SUBCONTRACTING:**

The Contractor agrees not to subcontract any of its services, unless as indicated in its bid, without the prior written approval of the DOCCS. Approval shall not be unreasonably withheld upon receipt of written request to subcontract.

The Contractor may arrange for a portion/s of its responsibilities to be subcontracted to qualified, responsible subcontractors, subject to approval of the DOCCS. If the Contractor determines to subcontract a portion of the services, the subcontractors must be clearly identified and the nature and extent of its involvement in and/or proposed performance must be fully explained by the Contractor to the DOCCS. As part of this explanation, the subcontractor must submit to the DOCCS a completed *Vendor Assurance of No Conflict of Interest or Detrimental Effect* form, as required by the Contractor prior to execution of a contract.

The Contractor retains ultimate responsibility for all services performed under a contract.

All subcontracts shall be in writing and shall contain provisions, which are functionally identical to, and consistent with, the provisions of this IFB. Unless waived in writing by DOCCS, all subcontracts between the Contractor and subcontractors shall expressly name DOCCS as the sole intended third party beneficiary of such subcontract. DOCCS reserves the right to review and approve or reject any subcontract, as well as any amendment to said subcontract(s), and this right shall not make DOCCS a party to any subcontract or create any right, claim, or interest in the subcontractor or proposed subcontractor against DOCCS.

DOCCS reserves the right, at any time during the contract term to verify that the written subcontract between the Contractor and subcontractors is in compliance with all of the provisions of this Section and any subcontract provisions contained in this IFB.

The Contractor shall give DOCCS immediate notice in writing of the initiation of any legal action or suit which relates in any way to a subcontract with a subcontractor or which may affect the performance of the Contractor's duties under a contract. Any subcontract shall not relieve the Contractor in any way of any responsibility, duty and/or obligation of a contract.

If at any time during performance under the contract the total compensation to a subcontractor exceeds or is expected to exceed \$100,000, that subcontractor shall be required to submit and certify a Vendor Responsibility Questionnaire.

**PRICE:**

**Clinic Fee** shall be inclusive of all costs of providing mobile imaging services, including but not be limited to interpretation, labor, materials, shipping, parts, supplies, transportation, travel, training, licenses, insurance, administrative, profit, ancillary costs, handling, issuance of finding reports, CD copies of images/x-rays, background checks and miscellaneous charges such as any applicable taxes or fees, mailing costs, and services not explicitly stated in these specifications, but necessarily attendant thereto. Awarded bidders will be paid the established per Clinic Fee as well as straight Medicaid for each service provided to incarcerated individuals. (See Attachment #1 – Bid Cost Sheet).

**COST SHEET INSTRUCTIONS:**

Bidder must provide a single **Per Clinic Fee** on Attachment #1 – Bid Cost Sheets for each Correctional Facility within an **ITEM SERVICE** within each **LOT** being bid on.

Bidder must enter their single Per Clinic Fee on Attachment #1 – Bid Cost Sheets for each Correctional Facility with an **ITEM SERVICE** electronically within the excel spreadsheet, print the completed Cost Sheet for each **LOT** being bid on, and provide a **Wet Signature** as your official bid. See Attachment 2 for Clinic Information.

If Bidder does not intend to bid on an **ITEM SERVICE**, Bidder should leave the **ITEM SERVICE** blank or enter 'N/A'. \* Note, if there is nothing in the **ITEM SERVICE**, it will be considered a no bid for that **ITEM SERVICE**.

Bidder must not make modifications or exceptions within the Cost Sheets.

**PLEASE NOTE:**

1. CT and MRI procedures that require contrast, the Vendor must supply their own Physician Assistant (PA).
2. **Prices must be rounded to the nearest cent.**
3. Clinic Fee must **NOT** include Medicaid costs.

**MINIMUM ORDER:**

There shall be no minimum order.

**METHOD OF AWARD:**

One award will be made to the responsive and responsible bidder with the lowest **GRAND TOTAL** per **ITEM SERVICE** within each **LOT**.

**EQUAL LOW BIDS (TIE BIDS):**

(a) DOCCS shall resolve a tie bid in the following order of priority when two or more low bids are equal in all respects:

1. Certified New York State Minority or Woman Owned Business Enterprise (MWBE)
2. Certified New York State Service Disabled Veteran Owned Business (SDVOB)
3. Certified New York State Disadvantaged Business Enterprise (DBE)
4. Small New York State Business
5. New York State Vendor
6. Small Business (other than located in New York State)
7. Previous Vendor

(b) If two or more bidders still remain equally eligible after application of paragraph (a) of this section, award shall be made through a drawing limited to those bidders. The drawing shall be witnessed by at least three persons, and the contract file shall contain the names and addresses of the witnesses and the person supervising the drawing.

**PRODUCT OFFERINGS MADE BY BIDDER (Alternate Bids):**

Bidder shall make no more than one offering (i.e., a single stock number) per item per bid. Bids which have more than one product offering per item may not be considered.

If a bidder wants to make more than one product offering, such offering(s) are to be made on separate sheets and are to be listed as "alternate" bids. "Alternate" bids are to show complete information (pricing, brand, model, stock number, etc.), and will be evaluated as separate bids.

**MINOR DEVIATION(S)/MINOR TECHNICALITY:**

DOCCS reserves the right to have the flexibility to consider bids with minor deviations or technicalities and to waive minor deviations or technicalities that may be consistent with the intent and scope of the solicitation. The flexibility may permit a reasonable outcome in cases where the results of a fair, competitive process are clear, but the award of a contract is threatened due to a minor technicality or a minor deviation.

**“OR EQUAL”:**

The State reserves the right to determine if a product/service is 'equal' to bid specifications. Bids with minor deviations or technicalities may be waived if consistent with the intent and scope of the solicitation. The flexibility may permit a reasonable outcome in cases where the results of a fair, competitive process are clear but the award of a contract is threatened due to a minor technicality or a minor deviation.

**CONTRACT PAYMENTS:**

Contractor shall provide complete and accurate billing invoices to the Agency in order to receive payment. Billing invoices submitted to the Agency must contain all information and supporting documentation required by the Contract, the Agency and the State Comptroller. Payment for invoices submitted by the Contractor shall only be rendered electronically unless payment by paper check is expressly authorized by the Commissioner, in the Commissioner's sole discretion, due to extenuating circumstances. Such electronic payment shall be made in



accordance with ordinary State procedures and practices. The Contractor shall comply with the State Comptroller's procedures to authorize electric payments. Authorization forms are available at the State Comptroller's website at <http://osc.state.ny.us/vendors/epayments.htm>, by email at [ePayments@osc.state.ny.us](mailto:ePayments@osc.state.ny.us), or by telephone at (518) 408-4672. Contractor acknowledges that it will not receive payment on any invoices submitted under this Contract if it does not comply with the State Comptroller's electronic payment procedures, except where the Commissioner has expressly authorized payment by paper check as set forth above.

Please note that in conjunction with New York State's implementation of a Statewide Financial System (SFS), the Office of the State Comptroller requires all vendors doing business with New York State agencies to complete a substitute W-9 form. Vendors registering for electronic payment can complete the W-9 form when they register. Vendors already registered for electronic payment are requested to go to the above website and complete the Substitute W-9 form and submit following the instructions provided.

**BILLING:**

Payment will be based on an invoice used in the supplier's normal course of business. Each company invoice must be itemized and include the following information:

1. A unique invoice number
2. NYS Contract Number
3. Contractor's New York State Supplier (Vendor) ID
4. Purchase Order Number
5. PO Line Number and Description

Invoices without the above stated information will be returned to Contractor to be completed as required in the paragraph above. Payment will not be issued and will not be due and owing until a corrected invoice is received and approved by DOCCS.

All Invoices are to be submitted for payment to:  
**Business Service Center Accounts Payable -or- [accountspayable@ogs.ny.gov](mailto:accountspayable@ogs.ny.gov)**  
**1220 Washington Ave., Building 5, 5th Floor**  
**Albany, NY 12226**

**INTEREST:**

Interest on late payment is governed by State Finance Law, Section 179-M.

**ESTIMATED/SPECIFIC QUANTITIES:**

The quantities or dollar values listed are estimated only. See "Estimated/Specific Quantity Contracts" in Appendix B, *General Specifications*.

**CONTRACT PERIOD AND RENEWALS:**

It is the intention of the State to enter into a contract for a period of three (3) years with two (2) optional 1-year renewals as stated on the Invitation for Bids except that the commencement and termination dates appearing on the Invitation for Bids may be adjusted forward unilaterally by the State for any resulting contract for up to two calendar months, by indicating such change on the Contract Award Notification.

The contract dates may be adjusted forward beyond two months only with the approval of the successful bidder. If, however, the bidder is not willing to accept an adjustment of the contract dates beyond the two-month period, the State reserves the right to proceed with an award to another bidder.

**If mutually agreed between the Department of Corrections and Community Supervision and the contractor, the contract may be renewed under the same terms and conditions for additional period(s) not to exceed a total contract term of five (5) years.**

**REJECTION:**

The State reserves the right to reject an obviously unbalanced bid or to make "NO AWARD" on individual listings or sub-items if individual bid prices are deemed to be unbalanced or excessive or if an error in the solicitation becomes evident. In such case, ranking and evaluation of bids may be made on remaining items. Award would be made on the remaining items. The determination of an unbalanced bid shall be at the sole discretion of the State. Options contained in this paragraph shall also be at the State's sole discretion.

**PRICE ADJUSTMENT FOR CLINIC RATE ONLY:**

Price for Clinic Fee shall remain firm for the first year. Thirty days prior to each anniversary date of the award, the Contractor may request a Clinic rate change (increase or decrease) based upon fluctuations in the latest published copy of the Consumer Price Index for all urban consumers as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington, D.C. 20212. (**Medical Care Services CPI: CUUR0100SAM2**). No adjustment shall exceed five (5) percent. The index is also available through the Internet at the US Bureau of Labor Statistics web site at [www.bls.gov](http://www.bls.gov).

If during the time the Price Adjustment is requested, and the above series ID is discontinued or not available, the State reserves the right to implement another applicable index.

Price adjustments using the CPI involve changing the base payment by the percent change in the level of the CPI between the reference period and a subsequent time period. This is calculated by first determining the index point change between the two periods and then the percent change. The price adjustment shall be calculated as follows. Take the CPI for the 3<sup>rd</sup> month prior to the month of the start date of the awarded contract and subtract this figure from the CPI value for the 3<sup>rd</sup> month prior to the anniversary date of the awarded contract. (e.g.: If contract begins in June, use the March CPI) That sum is then divided by the CPI value for the original 3<sup>rd</sup> month prior to start date and this result is then multiplied by 100 to equal the percent change which is the price adjustment value. This percentage of increase or decrease shall be applied to the next contract year, effective on the anniversary date of the contract.

The following example illustrates the computation of percent change:

<i>Example (fictitious):</i>	
CPI for current period	136.0
Less CPI for previous period	129.9
Equals index point change	6.1
Divided by previous period CPI	129.9
Equals	0.047
Result multiplied by 100	0.047 x 100
Equals percent change	4.7

The Contractor has the sole responsibility to submit invoices at the adjusted rate on the applicable anniversary date and shall provide a copy of the index and other supporting documentation necessary to support the increase or decrease to the Authorized User, as appropriate. Should the Contractor fail to submit adjusted invoices and/or supporting documentation within three (3) months after the applicable anniversary date, the Contractor shall be deemed to have waived its right to any increase in price for that year, but the State shall not be barred from making the appropriate adjustment in the case of a decrease determined in accordance with the above methodology.

**TERMINATION:**

Mutual Consent: All or any part of this Agreement may be terminated by mutual written agreement of the contracting parties.

Cause: All or any part of this Agreement may be terminated immediately by the State, upon written notice of termination to the Contractor, if the Contractor fails to comply with any of the terms and conditions of the Agreement and/or with any laws, rules, regulations, policies, or procedures that are applicable to the Agreement.

Convenience: This Agreement may be terminated if the State deems that termination would be in the best interest of the State provided that the State shall give written notice to the Contractor not less than thirty (30) days prior to the date upon which termination shall become effective.

Lack of Funds: If for any reason the State or the Federal government terminates or reduces its appropriation or fails to pay the full amount of the allocation for the operation of one or more programs funded under this Agreement, the Agreements may be terminated or reduced at DOCCS discretion, provided that no such reduction or termination shall apply to allowable costs already incurred by the Contractor where funds are available to the State for payment of such costs.

Upon termination or reduction of the Agreement, all remaining funds paid to the Contractor that are not subject to allowable costs already incurred by the Contractor shall be returned to the State. In any event, no liability shall be incurred by the State beyond monies available for the purposes of the Agreement. The Contractor acknowledges that any funds due to the State because of disallowed expenditures after audit shall be the Contractor's responsibility.

State Finance Law § 139-k: DOCCS reserves the right to terminate this Agreement in the event it is found that the certification filed by the Contractor in accordance with New York State Finance Law § 139-k was intentionally false or intentionally incomplete. Upon such finding, DOCCS may exercise its termination right by providing written notification to the Contractor in accordance with the written notification terms of this contract.

Bankruptcy: This Agreement may be deemed terminated immediately at the option of the State upon the filing of a petition in bankruptcy or insolvency, by or against the Contractor. Such termination shall be immediate and complete, without termination costs or further obligations by the State to the Contractor.

In the event of termination, the Contractor shall be entitled to compensation for Services performed through the date of termination which are acceptable to DOCCS, in DOCCS sole discretion. In the event that a part of this agreement is terminated, the Contractor shall be entitled to compensation for non-terminated Services which are acceptable to DOCCS, in its sole discretion.

**WARRANTIES:**

See "Warranties" in Appendix B, *General Specifications*.

At time of bid opening, product offered must meet all requirements of this solicitation including full commercial/retail availability. Product literature and specification must also be available.

**QUALIFICATION OF BIDDER:**

Bidder must meet the following qualifications:

1. Bidder shall provide evidence that it has maintained an organization capable of performing the work described in this IFB, in continuous operation for at least two (2) complete years and interpreting results within the last 5 years;
2. Bidder must be registered or licensed with NYS DOH BERP (Bureau of Environmental Radiation Protection) and comply with 10 NYCRR 16, NYS PHL Article 35 and 10 NYCRR 89;
3. Bidders that perform mammography services shall be ACR Accredited, certified by the USFDA and comply with 21 CFR 900 (Mammography Quality Standards Act).

DOCCS reserves the right to investigate or make any inquiry into the capabilities of any bidder to properly perform under any resultant contract. See "Performance Qualifications," "Disqualification for Past Performance" and "Employees/Subcontractors/Agents" in Appendix B, *General Specifications*.

For the purposes of this IFB, a Contractor is defined as one who has the contract with the owner of a project or job and has full responsibility for its completion. A Contractor undertakes to perform a complete contract and may employ (and manage) one or more subcontractors to carry out specific parts of the contract.

**INDEMNIFICATION:**

The Contractor shall assume all risks of liability for its performance, or that of any of its officers, employees, subcontractors or agents, of any contract resulting from this solicitation and shall be solely responsible and liable for all liabilities, losses, damages, costs or expenses, including attorney's fees, arising from any claim, action or proceeding relating to or in any way connected with the performance of this Agreement and covenants and agrees to indemnify and hold harmless the State of New York, its agents, officers and employees, from any and all

claims, suits, causes of action and losses of whatever kind and nature, arising out of or in connection with its performance of any contract resulting from this solicitation, including negligence, active or passive or improper conduct of the Contractor, its officers, agents, subcontractors or employees, or the failure by the Contractor, its officers, agents, subcontractors or employees to perform any obligations or commitments to the State or third parties arising out of or resulting from any contract resulting from this solicitation. The Contractor's duty to indemnify shall cover direct, indirect, special, and consequential damages. Such indemnity shall not be limited to the insurance coverage herein prescribed.

**CONTRACTOR INSURANCE REQUIREMENTS:**

Prior to the commencement of the work to be performed by the Contractor hereunder, the Contractor shall file with The People of the State of New York, DOCCS Certificates of Insurance (hereinafter referred to as "Certificates"), evidencing compliance with all requirements. Such Certificates shall be of a form and substance acceptable to DOCCS.

Certificate acceptance and/or approval by DOCCS does not and shall not be construed to relieve Contractor of any obligations, responsibilities or liabilities under the Contract.

Contractors shall be required to procure, at their sole cost and expense, and shall maintain in force at all times during the term of any Contract resulting from this Solicitation, policies of insurance as required by this Section. All insurance required by this Section shall be written by companies that have an A.M. Best Company rating of "A-," Class "VII" or better. In addition, companies writing insurance intended to comply with the requirements of this Section should be licensed or authorized by the New York State Department of Financial Services to issue insurance in the State of New York. DOCCS may, in its sole discretion, accept policies of insurance written by a non-authorized carrier or carriers when certificates and/or other policy documents are accompanied by a completed Excess Lines Association of New York (ELANY) affidavit or other documents demonstrating the company's strong financial rating. If, during the term of a policy, the carrier's A.M. Best rating falls below "A-," Class "VII," the insurance must be replaced, on or before the renewal date of the policy, with insurance that meets the requirements above.

Bidders and Contractors shall deliver to DOCCS evidence of the insurance required by this Solicitation and any Contract resulting from this Solicitation in a form satisfactory to DOCCS. Policies must be written in accordance with the requirements of the paragraphs below, as applicable. While acceptance of insurance documentation shall not be unreasonably withheld, conditioned or delayed, acceptance and/or approval by DOCCS does not, and shall not be construed to, relieve Bidders or Contractors of any obligations, responsibilities or liabilities under this Solicitation or any Contract resulting from this Solicitation.

The Contractor shall not take any action or omit to take any action that would suspend or invalidate any of the required coverages during the term of the Contract.

**A. General Conditions Applicable to Insurance**

All policies of insurance required by this Solicitation or any Contract resulting from this Solicitation shall comply with the following requirements:

1. Coverage Types and Policy Limits. The types of coverage and policy limits required from Bidders and Contractors are specified in Paragraph B Insurance Requirements below.
2. Policy Forms. Except as otherwise specifically provided herein or agreed to in the Contract resulting from this Solicitation, all policies of insurance required by this Section shall be written on an occurrence basis.
3. Certificates of Insurance/Notices. Bidders and Contractors shall provide DOCCS with a Certificate or Certificates of Insurance, in a form satisfactory to DOCCS as detailed below, and pursuant to the timelines set forth in Section B below. Certificates shall reference the Solicitation or award number and shall name The New York State Department of Corrections and Community Supervision, Harriman Campus, 1220 Washington Avenue, Albany, New York 12226-2050, as the certificate holder.

**Certificates of Insurance shall**

1. Be in the form acceptable to DOCCS and in accordance with the New York State Insurance Law (e.g., an ACORD certificate);
2. Disclose any deductible, self-insured retention, aggregate limit or exclusion to the policy that materially changes the coverage required by this Solicitation or any Contract resulting from this Solicitation;
3. Refer to this Solicitation and any Contract resulting from this Solicitation by award number;
4. Be signed by an authorized representative of the referenced insurance carriers; and
5. Contain the following language in the Description of Operations / Locations / Vehicles section: Additional insured protection afforded is on a primary and non-contributory basis. A waiver of subrogation is granted in favor of the additional insureds.

Only original documents (certificates of insurance and any endorsements and other attachments) or electronic versions of the same that can be directly traced back to the insurer, agent or broker via e-mail distribution or similar means will be accepted.

DOCCS generally requires Contractors to submit only certificates of insurance and additional insured endorsements, although DOCCS reserves the right to request other proof of insurance. Contractors should refrain from submitting entire insurance policies, unless specifically requested by DOCCS. If an entire insurance policy is submitted but not requested, DOCCS shall not be obligated to review and shall not be chargeable with knowledge of its contents. In addition, submission of an entire insurance policy not requested by DOCCS does not constitute proof of compliance with the insurance requirements and does not discharge Contractors from submitting the requested insurance documentation.

1. **Primary Coverage.** All liability insurance policies shall provide that the required coverage shall be primary and non-contributory to other insurance available to the People of the State of New York, the New York State Department of Corrections and Community Supervision, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees. Any other insurance maintained by the People of the State of New York, the New York State Department of Corrections and Community Supervision, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees shall be excess of all applicable Contractor's insurance, including any umbrella and/or excess policies, and shall not contribute with the Bidder/Contractor's insurance.
5. **Breach for Lack of Proof of Coverage.** The failure to comply with the requirements of this Section at any time during the term of the Contract shall be considered a breach of the terms of the Contract and shall allow the People of the State of New York, the New York State Department of Corrections and Community Supervision, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees to avail themselves of all remedies available under the Contract or at law or in equity.
6. **Self-Insured Retention/Deductibles.** Certificates of Insurance must indicate the applicable deductibles/self-insured retentions for each listed policy. Deductibles or self-insured retentions above \$100,000.00 are subject to approval from DOCCS. Such approval shall not be unreasonably withheld, conditioned or delayed. Bidders and Contractors shall be solely responsible for all claim expenses and loss payments within the deductibles or self-insured retentions. If the Bidder/Contractor is providing the required insurance through self-insurance, evidence of the financial capacity to support the self-insurance program along with a description of that program, including, but not limited to, information regarding the use of a third-party administrator shall be provided upon request. If the Contractor is unable to meet their obligation under any deductible, self-insured retention or self-insurance, neither the People of the State of New York nor DOCCS will be obligated to drop down to cover those amounts.
7. **Subcontractors.** Prior to the commencement of any work by a Subcontractor, the Contractor shall require such Subcontractor to procure policies of insurance as required by this Section and maintain the same in force during the term of any work performed by that Subcontractor.

- 
8. **Waiver of Subrogation.** For all liability policies and the workers' compensation insurance required below, the Bidder/Contractor shall cause to be included in its policies insuring against loss, damage or destruction by fire or other insured casualty a waiver of the insurer's right of subrogation against The People of the State of New York, the New York State Department of Corrections and Community Supervision, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees, or, if such waiver is unobtainable (i) an express agreement that such policy shall not be invalidated if the Contractor waives or has waived before the casualty, the right of recovery against The People of the State of New York, the New York State Department of Corrections and Community Supervision, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees or (ii) any other form of permission for the release of The People of the State of New York, the New York State Department of Corrections and Community Supervision, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees. A Waiver of Subrogation Endorsement shall be provided upon request. A blanket Waiver of Subrogation Endorsement evidencing such coverage is also acceptable.
9. **Additional Insured.** The Contractor shall cause to be included in each of the liability policies required below, ISO form CG 20 10 11 85 (or a form or forms that provide equivalent coverage, such as the combination of CG 20 10 04 13 and CG 20 37 04 13) and form CA 20 48 10 13 (or a form or forms that provide equivalent coverage), naming as additional insureds: The People of the State of New York, the New York State Department of Corrections and Community Supervision, any entity authorized by law or regulation to use the Contract and their officers, agents, and employees. An Additional Insured Endorsement evidencing such coverage shall be provided to DOCCS pursuant to the timelines set forth in Section B below. A blanket Additional Insured Endorsement evidencing such coverage is also acceptable. For Contractors who are self-insured, the Contractor shall be obligated to defend and indemnify the above-named additional insureds with respect to Commercial General Liability and Business Automobile Liability, in the same manner that the Contractor would have been required to pursuant to this Section had the Contractor obtained such insurance policies.
10. **Excess/Umbrella Liability Policies.** Required insurance coverage limits may be provided through a combination of primary and excess/umbrella liability policies; however, a minimum of one million dollars (\$1,000,000.00) must be primary coverage for general liability and auto liability. All Contractor's applicable insurance policies, including umbrella and excess insurance, will be primary to any insurance, self-insurance, deductible or self-insured retention of The People of the State of New York, the New York State Department of Corrections and Community Supervision, or any entity authorized by law or regulation to use the Contract and their officers, agents, and employees. If coverage limits are provided through excess/umbrella liability policies, then a Schedule of underlying insurance listing policy information for all underlying insurance policies (insurer, policy number, policy term, coverage and limits of insurance), including proof that the excess/umbrella insurance follows form must be provided upon request.
11. **Notice of Cancellation or Non-Renewal.** Policies shall be written so as to include the requirements for notice of cancellation or non-renewal in accordance with the New York State Insurance Law. Within five (5) business days of receipt of any notice of cancellation or non-renewal of insurance, the Contractor shall provide DOCCS with a copy of any such notice received from an insurer together with proof of replacement coverage that complies with the insurance requirements of this Solicitation and any Contract resulting from this Solicitation.
12. **Policy Renewal/Expiration** Upon policy renewal/expiration, evidence of renewal or replacement of coverage that complies with the insurance requirements set forth in this Solicitation and any Contract resulting from this Solicitation shall be delivered to DOCCS. If, at any time during the term of any Contract resulting from this Solicitation, the coverage provisions and limits of the policies required herein do not meet the provisions and limits set forth in this Solicitation or any Contract resulting from this Solicitation, or proof thereof is not provided to DOCCS, the Contractor shall immediately cease work. The Contractor shall not resume work until authorized to do so by DOCCS.

13. **Deadlines for Providing Insurance Documents after Renewal or Upon Request.** As set forth herein, certain insurance documents must be provided to the DOCCS Procurement Services contact identified in the Contract Award Notice after renewal or upon request. This requirement means that the Contractor shall provide the applicable insurance document to DOCCS as soon as possible but in no event later than the following time periods:

- For certificates of insurance: 5 business days
- For information on self-insurance or self-retention programs: 15 calendar days
- For other requested documentation evidencing coverage: 15 calendar days
- For additional insured and waiver of subrogation endorsements: 30 calendar days Notwithstanding the foregoing, if the Contractor shall have promptly requested the insurance documents from its broker or insurer and shall have thereafter diligently taken all steps necessary to obtain such documents from its insurer and submit them to DOCCS, DOCCS shall extend the time period for a reasonable period under the circumstances, but in no event, shall the extension exceed 30 calendar days.

**B. Insurance Requirements:**

Bidders and Contractors shall obtain and maintain in full force and effect, throughout the term of any Contract resulting from this Solicitation, at their own expense, the following insurance with limits not less than those described below and as required by the terms of any Contract resulting from this Solicitation, or as required by law, whichever is greater:

<b>Insurance Type</b>		<b>Proof of Coverage is Due</b>
<b>Commercial General Liability</b>	Not less than \$1,000,000 each occurrence	Prior to the start of the resulting contract and updated in accordance with the Contract.
General Aggregate	\$3,000,000	
Products – Completed Operations Aggregate	\$5,000,000	
Personal and Advertising Injury	\$1,000,000	
Medical Expenses Limit	\$5,000	
<b>Business Automobile Liability Insurance</b>	Not less than \$1,000,000 each occurrence	
<b>Professional Errors and Omissions/Malpractice Insurance</b>	Not less than \$1,000,000 each occurrence/Not less than \$3,000,000 each occurrence	
<b>Date Breach/Cyber Liability</b>	Not less than \$1,000,000 each occurrence	Upon tentative award and updated in accordance with Contract
<b>Workers’ Compensation</b>	C-105.2, SI-12, U26.3 or GSI-105.2 (acceptable forms)	
<b>Disability Benefits</b>	DB-120.1, DB-120.2 or DB-155 (acceptable forms)	

1. **Commercial General Liability Insurance:** Such liability shall be written on the current edition of ISO occurrence form **CG 00 01**, or a substitute form providing equivalent coverage and shall cover liability arising from premises operations, independent contractors, products-completed operations, broad form property damage, personal & advertising injury, cross liability coverage, liability assumed in a contract (including the tort liability of another assumed in a contract) [and explosion, collapse & underground coverage].

Policy shall include bodily injury, property damage and broad form contractual liability coverage.

- General Aggregate
- Products – Completed Operations Aggregate
- Personal and Advertising Injury
- Each Occurrence

Coverage shall include, but not be limited to, the following:

- Premises liability;
- Independent contractors;
- Blanket contractual liability, including tort liability of another assumed in a contract;
- Defense and/or indemnification obligations, including obligations assumed under the Contract;
- Cross liability for additional insureds;
- Products/completed operations for a term of no less than three [1-3] years, commencing upon acceptance of the work, as required by the Contract;
- Explosion, collapse and underground hazards; and
- Contractor means and methods.

3. **Business Automobile Liability Insurance:** Such insurance shall cover liability arising out of any automobile used in connection with performance under the Contract, including owned, leased, hired and non-owned automobiles bearing or, under the circumstances under which they are being used, required by the Motor Vehicles Laws of the State of New York to bear, license plates.

In the event that the Contractor does not own, lease or hire any automobiles used in connection with performance under the Contract, the Contractor does not need to obtain Business Automobile Liability Insurance, but must attest to the fact that the Contractor does not own, lease or hire any automobiles used in connection with performance under the Contract on a form provided by DOCCS. If, however, during the term of the Contract, the Contractor acquires, leases or hires any automobiles that will be used in connection with performance under the Contract, the Contractor must obtain Business Automobile Liability Insurance that meets all of the requirements of this section and provide proof of such coverage to DOCCS in accordance with the insurance requirements of any Contract resulting from this Solicitation.

In the event that the Contractor does not own or lease any automobiles used in connection with performance under the Contract, but the Contractor does subcontract, hire and/or utilize non-owned automobiles in connection with performance under the Contract, the Contractor, subcontractor or owner of the automobile(s) must: (i) obtain Business Automobile Liability Insurance as required by this Solicitation or any Contract resulting from this Solicitation, except that such insurance may be limited to liability arising out of hired and/or non-owned automobiles, as applicable; and (ii) attest to the fact that the Contractor does not own or lease any automobiles used in connection with performance under the Contract, on a form provided by DOCCS. If, however, during the term of the Contract, the Contractor acquires or leases any automobiles that will be used in connection with performance under the Contract, the Contractor must obtain Business Automobile Liability Insurance that meets all of the requirements of this Section and provide proof of such coverage to DOCCS in accordance with the insurance requirements of any Contract resulting from this Solicitation.

4. **Professional Errors and Omissions:**

If providing professional occupation job titles, the Contractor shall maintain Professional Liability insurance.

- a) Such insurance shall apply to professional errors, acts, or omissions arising out of the scope of services.
- b) If coverage is written on a claims-made policy, the Contractor warrants that any applicable retroactive date precedes the start of work; and that continuous coverage will be maintained, or an extended discovery period exercised, throughout the performance of the services and for a period of not less than three years from the time work under this Contract is completed. Written proof of this extended reporting period must be provided to DOCCS prior to the policy's expiration or cancellation.
- c) The policy shall cover professional misconduct for lack of ordinary skill for those positions defined in the Scope of Services of this Contract.



- d) If such professional title includes computer related services, coverage must include the following (is not limited to): consulting, data processing, programming, system integration, software development, installation, distribution or maintenance, systems analysis or design, training, staffing or other support services, any electronic equipment, computer hardware or software developed, manufactured, distributed, licensed, marketed or sold.
5. **Data Breach/Cyber Insurance:** Contractor is required to maintain during the term of this contract and as otherwise required herein, Data Breach and Privacy/Cyber Liability Insurance, including coverage for failure to protect confidential information and failure of the security of the Contractor's computer systems or the Authorized Users' system due to the actions of the Contractor which results in unauthorized access to the Authorized User(s) or their data.
6. **Workers' Compensation Insurance and Disability Benefits Requirements:**  
Sections 57 and 220 of the New York State Workers' Compensation Law require the heads of all municipal and state entities to ensure that businesses applying for contracts have appropriate workers' compensation and disability benefits insurance coverage. These requirements apply to both original contracts and renewals. **Failure to provide proper proof of such coverage or a legal exemption will result in a rejection of a Bid or any contract renewal. A Bidder will not be awarded a Contract unless proof of workers' compensation and disability insurance is provided to DOCCS.** Proof of workers' compensation and disability benefits coverage, or proof of exemption must be submitted to DOCCS at the time of Bid submission, policy renewal, contract renewal, and upon request. Proof of compliance must be submitted on one of the following forms designated by the New York State Workers' Compensation Board.

**An ACORD form is not acceptable proof of New York State workers' compensation or disability benefits insurance coverage.**

Proof of Compliance with Workers' Compensation Coverage Requirements:

- Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website ([www.wcb.ny.gov](http://www.wcb.ny.gov));
- Form C-105.2 (9/07), Certificate of Workers' Compensation Insurance, sent to DOCCS by the Contractor's insurance carrier upon request, or if coverage is provided by the New York State Insurance Fund, they will provide Form U-26.3 to DOCCS upon request from the Contractor; or
- Form SI-12, Certificate of Workers' Compensation Self-Insurance, available from the New York State Workers' Compensation Board's Self-Insurance Office, or
- Form GSI-105.2, Certificate of Participation in Workers' Compensation Group Self-Insurance, available from the Contractor's Group Self-Insurance Administrator.

Proof of Compliance with Disability Benefits Coverage Requirements:

- Form CE-200, Certificate of Attestation for New York Entities With No Employees and Certain Out of State Entities, That New York State Workers' Compensation and/or Disability Benefits Insurance Coverage is Not Required, which is available on the Workers' Compensation Board's website ([www.wcb.ny.gov](http://www.wcb.ny.gov));
- Form DB-120.1, Certificate of Disability Benefits Insurance, sent to DOCCS by the Contractor's insurance carrier upon request; or
- Form DB-120.2 (10/17), Certificate of Participation in Disability or Disability and Paid Family Leave Benefits Group Self-Insurance; or
- Form DB-155, Certificate of Disability Benefits Self-Insurance, available from the New York State Workers' Compensation Board's Self-Insurance Office.

An instruction manual clarifying the New York State Workers' Compensation Law requirements is available for download at the New York State Workers' Compensation Board's website, <http://www.wcb.ny.gov>. Once on the site, click on the Employers/Businesses tab and then click on Employers' Handbook.

Workers' Compensation - <http://www.wcb.ny.gov/content/onlineforms/obtainC105.jsp>

Disability Benefits - <http://www.wcb.ny.gov/content/onlineforms/obtainDB120-1.jsp>

Exemption - [http://www.wcb.ny.gov/content/ebiz/wc\\_db\\_exemptions/requestExemptionOverview.jsp](http://www.wcb.ny.gov/content/ebiz/wc_db_exemptions/requestExemptionOverview.jsp)

**REFERENCES:**

Bidders may be required to provide references of the bidder's largest customers. References shall be commercial or governmental accounts and should demonstrate the ability of the vendor to perform jobs similar in scope, size, nature and complexity of the outlined bid. The references shall include the:

- Name, address, contact person, telephone number, and number of years bidder has serviced the referenced account;
- Volume of business performed within the past two years for each referenced account.

Bidders may be required to provide references of the bidder's largest customers. References shall be commercial or governmental accounts and should demonstrate the ability of the vendor to perform jobs similar in scope to the size, nature and complexity of the outlined bid. The references shall include the:

- Name, address, contact person, telephone number, fax number, and number of years bidder has serviced the referenced account;
- Volume of business performed within the past three years for each referenced account.

**FINANCIAL STABILITY:**

Bidder may be required to document its ability to service a contract with dollar sales volume similar to scope of this bid through submission of financial statements documenting past sales history. The bidder must be financially stable and able to substantiate the financial statements of its company.

In addition to sales history, current financial statements may be requested and must be provided within five business days. The state reserves the right to request additional documentation from the bidder and to request reports on financial stability from independent financial rating services. The state reserves the right to reject any bidder who does not demonstrate financial stability sufficient for the scope of this bid.

**USE OF RECYCLED OR REMANUFACTURED MATERIALS:**

New York State, as a member of the Council of Great Lakes Governors, supports and encourages vendors to use recycled, remanufactured, or recovered materials in the manufacture of products and packaging to the maximum extent practicable without jeopardizing the performance or intended end use of the product or packaging unless such use is precluded due to health or safety requirements or product specifications contained herein. Refurbished or remanufactured components or products are required to be restored to original performance and regulatory standards and functions and are required to meet all other requirements of this bid solicitation.

Warranties on refurbished or remanufactured components or products must be identical to the manufacturer's new equipment warranty or industry's normal warranty when re-manufacturer does not offer new equipment. See "Recycled or Recovered Materials" in Appendix B, *General Specifications*.

**INFORMATION TO BE FURNISHED WITH BID:**

The bidder shall submit with its bid detailed specifications, circulars, and all necessary data on the product to be furnished. If the product offered differs from the provisions listed, such differences must be explained in detail. Failure to submit any of the above data may result in rejection of the bid. The State, however, reserves the right to request any additional information deemed necessary for the proper evaluation of bids.

**EPA ENERGY STAR PROGRAM:**

The Federal EPA, in cooperation with manufacturers, continues a program to foster the manufacture of energy efficient equipment. New York State fully supports this effort and requires all products offered to comply with EPA Energy Star guidelines for energy efficiency. The State may discontinue use of and/or delete from contract selected products as mandated by any NYS energy legislation that is enacted during the term of this contract. The contractor shall have no recourse with the State for such discontinuance/deletion.

**GENERAL REQUIREMENTS**

The Bidder agrees:

1. to adhere to all State and Federal laws and regulations in connection with the contract; and,
2. to notify DOCCS of any changes in the legal status or principal ownership of the firm, forty-five (45) days in advance of said change.
3. that in any contract resulting from this IFB, it shall be completely responsible for its work, including any damages or breakdowns caused by its failure to take appropriate action; and,
4. that any contract resulting from this IFB may not be assigned, transferred, conveyed or the work subcontracted without the prior written consent of the Commissioner of DOCCS.
5. that for reasons of safety and public policy, in any contract resulting from this IFB, the use of illegal drugs and/or alcoholic beverages by the Contractor or its personnel shall not be permitted while performing any phase of the work herein specified.
6. that the Commissioner's interpretation of specifications shall be final and binding upon the Contractor.
7. 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.
8. 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.
9. that for purposes of any contract resulting from this IFB, 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 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.
10. that the Commissioner of DOCCS reserves the right to stop the work covered by this IFB and any contract(s) resulting therefrom at any time that it is deemed the successful 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 10 working days to respond thereto before any such stop work order shall become effective.
11. that it is the Contractor's responsibility to maintain the equipment and materials provided for the work consistent with applicable safety and health codes.
12. that DOCCs reserves the right to reject and bar from the facility any employee hired by the Contractor.

**DOCCS' RESERVED RIGHTS:**

The State of New York DOCCS reserves the rights for the following:

1. Reject any and all bids received in response to this Solicitation.
2. Withdraw the IFB at any time, at the agency's sole discretion;
3. Make an award under the IFB in whole or in part;

- 
4. Disqualify any bidder whose conduct and/or bid fails to conform to the requirements of the IFB;
  5. Seek clarifications and revisions of bids;
  6. Use bid information obtained through site visits, management interviews and the state's investigation of a bidder's qualifications, experience, ability or financial standing, and any material or information submitted by the bidder in response to the agency's request for clarifying information in the course of evaluation and/or selection under the IFB;
  7. Prior to the bid opening, amend the IFB specifications to correct errors or oversights, or to supply additional information, as it becomes available;
  8. Prior to the bid opening, direct bidders to submit bid modifications addressing subsequent IFB amendments;
  9. Change any of the scheduled dates;
  10. Eliminate any mandatory, non-material specifications that cannot be complied with by all of the prospective bidders;
  11. Waive any requirements that are not material;
  12. Negotiate with the successful bidder within the scope of the IFB in the best interest of the state;
  13. Conduct contract negotiations with the next responsible bidder, should the Department be unsuccessful in negotiating with the selected bidder;
  14. Utilize any and all ideas submitted in the bids received;
  15. Every offer shall be firm and not revocable for a period of 90 days from the bid opening, to the extent not inconsistent with Section 2-205 of the Uniform Commercial Code. Subsequent to such 90 days, any offer is subject to withdrawal communicated in writing and signed by the offeror, and;
  16. Require clarification at any time during the procurement process and/or require correction of arithmetic or other apparent errors for the purpose of assuring a full and complete understanding of an offeror's bid and/or to determine an offeror's compliance with the requirements of the solicitation.

**Please Note:** The State is not liable for any costs incurred by Bidders in the preparation and production of bids or for any work performed prior to the issuance of a contract.

---

## SCOPE OF WORK

DOCCS is seeking Mobile Imaging services at the facilities listed in Attachment #3. Contractor must provide Mobile Imaging Services for each facility within an awarded Lot as noted on the Bid Cost Sheets - (Attachment #1 Cost Sheet, and Attachment #2 Clinic Information). Attachment #3 contains a list of the Lots including facility names and addresses, and the NYS DOCCS Map.

Services to include Digital Computed Tomography (CT) and Magnetic Resonance Imaging (MRI) with and without contract, to be performed in the Contractor's mobile unit on facility grounds. Other imaging services include X-ray, echocardiograms, ultrasound, transvaginal ultrasound, mammography, and vascular laboratory services, which will be performed within designated correctional facility buildings, using the contractor's own mobile imaging equipment. DOCCS medical providers, including Physicians, Nurse Practitioners and Physician Assistants, will refer patients for mobile imaging services.

These services will begin on 12/31/2025 or upon approval by the NYS Comptroller, whichever date is later.

### **CONTRACTOR'S QUALIFICATIONS and RESPONSIBILITIES:**

#### **1. Qualification of Contractor Staff Performing Services:**

Imaging & X-rays shall be read and interpreted by a NYS Board-Certified Radiologist. Staff that perform radiation producing exams (X-ray, CT, Bone Density or MRI technologists) are required to be licensed in NYS through NYSDOH. The contractor must keep all requested documentation up to date and submit updates to DOCCS upon new contract award, new employee, annually or upon request.

#### **A. Ultrasound/Echo/Vascular**

1. Must have completed a 2-year degree in diagnostic medical sonography from a program accredited by the American Registry for Diagnostic Medical Sonography (ARDMS) or have a degree in a related area.
2. Must be Basic Life Support (BLS) Certified.
3. Must continue education in accordance with state, federal and regulatory agencies' rules and regulations.
4. For an Ultrasound Technician to perform a vascular laboratory they shall be either a Registered Diagnostic Medical Sonographer (RDMS) with vascular training or Registered Vascular Technologist (RVT).
5. Ultrasound and Echocardiogram technologists must be credentialed with ARDMS.
6. It is mandatory that an Echo cardiologist have a completed certificate in a program specific to echocardiography.
7. Mammography Services – Contractor must ensure that anyone performing mammography services is American College of Radiology (ACR) accredited, certified by the USFDA, and in compliance with 21 CFR900 (Mammography Quality Standards Act).
  - For those mammogram studies also requiring an ultrasound, as ordered by the provider, the mammogram and ultrasound must be performed together.

#### **B. MRI/CT/X-Ray**

1. Technicians must have an associate degree in an approved program offered through the American Registry of Radiologic Technologists (ARRT) or complete x-ray technician training through a program accredited by the Joint Review Committee on Education in Radiologic Technology (JRCERT).
2. At least one (1) year experience in a clinical setting is required for certification eligibility.
3. Must have a current ARRT® and New York State license in Diagnostic Radiologic Technology (DRT) certifications, IV injection license through NYS, ARRT CT Certification.
4. Must maintain NYS Licensure and continuing education in accordance with state, federal and regulatory agencies' rules and regulations.
5. Must be BLS certified.

---

## 2. Responsibilities

### A. Contractor Responsibilities

1. Contractor must provide services to all correctional facilities within the ITEM SERVICE awarded either by themselves performing the services or by subcontracting as noted below.
2. If the Contractor is performing any CT and/or MRI procedures that require contrast, the Contractor must supply their own Physician's Assistant (PA).
3. If the Contractor is performing Mammography service, and an ultrasound is also ordered/recommended, they must also perform the ultrasound as these services must be performed together.
4. If Subcontracting is needed for the Contractor to perform any part of the duties outlined in this IFB, the Contractor will provide a description as to how they intend to utilize Subcontractors (to provide appropriate and quality mobile imaging services) and must possess all necessary certifications and permits prior to the start of work and anytime Subcontractor is replaced.
5. Upon contract award, all resumes and licenses/certifications for all staff will be forwarded to the attention of the DOCCS Contract Manger for review. All documents must be submitted in PDF form. DOCCS reserves the right to reject any proposed personnel, upon the initial review of their resume. Resumes and licenses/certifications will be forwarded in the same fashion any time during the contract period in which new or replacement staff are hired.
6. A copy of required licenses and or registration in PDF from shall be maintained by the contractor and provided upon contract award, new employee, annually or upon request.
  - i. Contractor and any employee working under this contract must be registered or licensed with NYS DOH BERP and comply with 10 NYCRR 16, NYS PHL article 35 and 10 NYCRR 89. Contractor must provide registration and licenses prior to the start of any work.
  - ii. In addition, providers of mammography service will be ACR accredited, certified by the USFDA, and comply with 21 CFR 900 (Mammography Quality Standers Act)
7. Contractor shall provide all necessary materials, supplies, tools, equipment, transportation, licenses, permits, insurance, training and personnel to provide the identified locations with a fully self-contained mobile imaging equipment to perform Computerized Tomography (CT), Magnetic Resonance Imaging (MRI), Xray, Echocardiogram, Ultrasound, Mammography and/or Vascular lab service.
8. Services performed on-site by the Contractor's employee shall be rendered in accordance with these additional requirements as determined by the Correctional Facility:
  - i. Employee Sign-In: Contractor's employees shall sign in and out in accordance with the Correctional Facility's security procedures and guidelines. Failure to sign in or out, whether intentional or not, may be understood to mean that service was not performed.
  - ii. A review of all facility rules for the subject location;
  - iii. Any other additional security or other requirements set forth by the Correctional Facility. No Contractor employee will be granted access to DOCCS Correctional Facilities without the explicit approval of the Contract Manager located in Central Office's Division of Health Services.
9. The Contractor will ensure that all staffing needs of the program are met on an ongoing basis.
10. DOCCS reserves the right to reject any Contractor staff, for any reason, throughout the term of the contract. DOCCS will request the replacement staff member of members be of equal or greater qualifications.
11. If any employee of the Contractor is unable to perform due to illness, resignation, or factors beyond the Contractor's control, the Contractor shall immediately submit qualifications of proposed substitute personnel to the DOCCS Contract Manager.
12. All personnel approved to provide services under this Contract shall do so as long as performance is satisfactory to DOCCS. If performance of any personnel is not satisfactory, DOCCS will give written notice of performance issues to the Contractor, clearly describing the problem and delineating remediation requirement(s). The Contractor shall respond with a written remediation plan within forty-eight hours (48 hrs.) and implement the plan immediately upon written acceptance by the DOCCS. DOCCS may request the immediate removal of any person(s) whose performance/behavior is an issue, and the Contractor must provide qualified person(s) after prior approval of DOCCS.

13. Each person who is an employee or agent of the Contractor or subcontractor shall display their company ID badge at all times while on DOCCS premises. Upon request of authorized DOCCS personnel, each such employee or agent shall provide additional photo identification.
14. Contractor's personnel shall cooperate with DOCCS requirements that include but are not limited to escorts within the facility at all times, providing information for badge issuance, and wearing the badge in a visible location at all times.
15. Contractor shall not connect any of their own equipment to DOCCS' LAN/WAN without prior written approval by DOCCS.
16. Contractor agrees that all medical information/records will be kept confidential by all employees in accordance with applicable state and federal laws, including but not limited to the Health Insurance Portability and Accountability Act of 1996 (hereinafter referred to as "HIPAA") and the regulations thereunder. In addition, Contractor will also be subject to any NY State laws, rules, regulations or DOCCS directives concerning the confidentiality of medical records. Awardee will be required to sign a Non-Disclosure Agreement (NDA) and Business Associate Agreement (BAA).

#### **B. Contractor's Background Checks**

Background checks are required for all staff. As set forth below, Contractor shall be obligated to undertake and complete the following background check for each employee it proposes prior to the start of their engagement. DOCCS shall not be held liable for any costs incurred by the Contractor to perform background checks.

DOCCS shall perform a criminal background record check of each Provider under the contract in accordance with Directive #2216 "Fingerprinting/Criminal History Inquiry – New Employees, and Contractors"

1. When a Contractor proposes an employee, any previously completed background check shall be furnished with such employee at time of proposal. If there was no previous background check, the Contractor shall perform a complete background and provide the results thereof to DOCCS. If a prior background check was completed more than six months, then the Contractor shall perform an updated background check and provide the results thereof to DOCCS.
2. The Contractor is responsible for completing background checks on each employee prior to such employee beginning work. The Contractor is required to maintain records of background checks for the Contract term, to include them in each candidate's file, and make such records available to the State when requested.
3. At a minimum, the background check must include the following steps:
  - i. Undertaking a criminal history record check including a) a national criminal history check, and b) state and county criminal checks using the NYS Office of Court Administration (NYSOCA) and comparable searches of states where the person lived, worked or attended school during the past five years. In the alternative, a Contractor may elect to obtain the record of convictions from NYSOCA directly and from their equivalents from other states where the person lived, worked or attended school during the past 5 years;
  - ii. Determine if the candidate is listed on the NYS Sex Offender Registry;
  - iii. Verification of previous employment for the past five years;
  - iv. Verification of education background;
  - v. Verification of social security number and U.S. citizenship or legal resident status;
  - vi. Any other check requested by DOCCS as necessary.

After the completion of the background check, the Contractor shall provide the results to DOCCS. DOCCS shall review the information and make a determination about the suitability of the candidate in accordance with the relevant statutory and contractual provision.

#### **C. Training**

1. All providers who provide services within a DOCCS correctional setting will be required to attend DOCCS mandatory training sessions, prior to the start of work. This includes 16 hours of orientation over the course of two (2) days. All training will be conducted at the Correctional Facility where the clinic is to be held. Training hours at each facility will be paid by DOCCS.

Awarded Contractor staff may be required to attend 16 hours of training at each facility as applicable by facility security personnel.

**D. Equipment**

1. All equipment utilized by contractor shall meet or exceed all federal regulations.
2. If applicable, based on Awarded Item Services, the Contractor shall provide a fully equipped mobile unit with a CT system equal or superior to Helical/Spiral CT and MRI unit with the minimal magnet strength of 1.5T (Tesla).
3. The Contractor shall provide the following monitoring devices:
  - a. Electrocardiogram (ECG) system
  - b. Automated Oscillometric Blood Pressure Monitor
  - c. Pulse Oximeter
4. Monitoring devices shall be capable of providing: 60 centimeters (cm) of continuous helical rotation; scan speeds of at least one second; and a minimum 1-millimeter (mm) slice thickness.
5. The Contractor shall be responsible for providing all coils for the brain, shoulder, knee, elbow, C-Spine, L-Spine, and torso.
6. Mobile MRI equipment shall be capable of cardiac gating to perform chest and abdominal imaging.
7. Mobile imaging equipment shall produce digital images and provide the ability for immediate viewing of x-rays by medical providers.

**E. Reports/Images**

Contractor shall ensure that all images are suitable for diagnostic read (i.e., clear, not fuzzy or distorted, etc.) by a Radiologist prior to leaving the facility. If the provider determines additional images are needed to complete the reading, the Contractor shall take the additional images at that time and at no charge to DOCCS.

1. Contractor must supply images to DOCCS' Picture Archiving and Communication System (PACS) in industry standard format, Digital Imaging and Communications in Medicine (DICOM). Contractor must be able to connect to Cloud 9 via a cloud jumper or other device at the Contractor's own cost. DOCCS will not cover the cost of a cloud jumper.
2. Contractor agrees to upload all clinic images/x-rays to the select PACS system utilized by DOCCS facilities, or in necessary circumstances (system down-time, etc.) burn a CD copy of images/x-rays taken prior to the end of the imaging clinic and provide DOCCS a copy of the images, within 48 hours. Imaging report to be provided PDF format
3. Contractor shall provide typed reports of finding to facility medical staff within 48 hours from the time the image was taken, which include all elements filled out on the report. (See Attachment 4 for sample report).
4. It is expected that if or when DOCCS implements an Electronic Medical Record (EMR) that the Contractor will be able to interface with DOCCS' EMR system.

**DOCCS RESPONSIBILITIES:**

1. DOCCS will provide a Contract Manger to serve as a facilitator for communications between the Contractor and DOCCS.
2. DOCCS and Contractor agree to promptly notify each other in the personnel assigned changes.
3. DOCCS will set up a kick-off meeting with the contractor prior to the start of services.
4. DOCCS will host a monthly meeting with the Contractor to review clinics, questions, concerns, etc. or as needed.
5. In the event a clinic needs to be cancelled, DOCCS will notify the Contractor via email and/or a telephone-call of the cancellation as soon as possible.



**CLINIC SCHEDULING:**

Clinics will be scheduled at the discretion of each DOCCS facility typically during normal business hours (Monday through Friday 7:30 AM to 4:30 PM); however, DOCCS reserves the right to request clinics outside of these days and times, providing the vendor is available. It is expected that the awarded vendor will work with the Contract Manager to preschedule all clinics in advance for the calendar year.

**CLINIC CANCELLATION REIMBURSEMENT:**

In the event a clinic needs to be cancelled by either party, the canceling party will immediately notify the other party via email and telephone call of the cancellation.

- A. In the event Contractor attempts to complete a Clinic requested by DOCCS and DOCCS has failed to cancel a clinic before 48 hours of the scheduled clinic start time, Contractor will be entitled to a percentage of their clinic fee as specified below.
1. If clinic is cancelled before 48 hours of the scheduled clinic start time, Contractor is entitled to 0% of its clinic fee.
  2. If clinic is cancelled between 24-48 hours of scheduled clinic, Contractor is entitled to 25% of their clinic fee.
  3. If clinic is cancelled on the day of the scheduled clinic, Contractor is entitled to 50% of their clinic fee.
  4. In the event DOCCS cancels a clinic that is in progress, Contractor is entitled to their full clinic fee in addition to the per patient rate for each service that was completed to DOCCS satisfaction.
  5. If a clinic is cancelled for whatever reason, the same type of clinic is to be rescheduled as soon as possible.
- B. In the event the Contractor or Subcontractor, does not make a clinic attempt, no fees will be billed to DOCCS. If the Contractor, or Subcontractor, has failed to cancel a clinic before 48 hours of scheduled clinic, DOCCS will be entitled to a percentage of the Contractor's clinic fee being deducted from the cost of the next clinic performed, as specified below.
1. If clinic is cancelled before 48 hours of scheduled clinic, DOCCS is entitled to a 0% discount.
  2. If clinic is cancelled between 24-48 hours of scheduled clinic, DOCCS is entitled to a 25% discount
  3. If clinic is cancelled on the day of the scheduled clinic, DOCCS is entitled to a 50% discount.
  4. If clinic is cancelled mid clinic (ex: illness, equipment failure, etc.), DOCCS is entitled to a 50% discount.
  5. If a clinic is cancelled for whatever reason, the same type of clinic is to be rescheduled as soon as possible.

**Please Note: Monday clinics will need to be cancelled by 3pm on Friday. No weekend cancellations will be accepted as advanced notice.**

**Security**

The selected Contractor shall comply with all privacy and security policies and procedures of the Department (<https://its.ny.gov/eiso/policies/security>) and applicable state and federal law and administrative guidance with respect to the performance of this contract.

The Contractor is expected to provide secure and confidential backup, storage and transmission for hard copy and electronically stored information. All DOCCS data must be stored within the continental United States. Under no circumstances will any records be released to any person, agency, or organization without specific written permission of the DOCCS. The Contractor is obligated to ensure any Subcontractor hired by Contractor who stores, processes, analyzes or transmits data on behalf of Contractor has the appropriate Security requirements in place and must be approved by DOCCS. If any breach or suspected breach of the data or confidentiality occurs, whether the breach occurred with the Contractor or Subcontractor, DOCCS must be notified immediately. If a vendor responsible security breach occurs, the vendor is responsible for developing a DOCCS approved resolution plan and implementing at the vendor's expense.

The contractor is required to maintain and provide to the DOCCS, prior to the start of work and upon request, their data confidentiality plans and procedures for meeting security requirements as they relate to

the deliverables and services within this IFB, including all plans as they relate to subcontractor work where applicable.

The contractor will develop and maintain adequate fully trained staff to respond to all stakeholder inquiries while protecting confidentiality and maintaining the security and integrity of all systems. Staff must be trained to understand and observe requirements related to confidentiality and operating guidelines for functions included in this IFB.

The Contractor will comply fully with all current and future updates of the security procedures of the DOCCS and NYS Information Technology Services, as well as with all applicable state and federal requirements, in performance of this contract.

### **Transition**

The transition represents a period when the current contract activities performed by the Contractor must be turned over to the Department, another Department agent or successor Contractor during or at the end of the contract.

The Contractor shall ensure that any transition to the Department, Departmental agency or successor Contractor be done in a way that provides the Department with uninterrupted mobile imaging services. This includes, but not limited to, a complete and total transfer of all data, files, reports, and records including images generated from the inception of the contract through the end of the contract to the Department or another Department agent should that be required during or upon expiration of its contract.

The contractor shall provide technical and business process support as necessary and required by the Department to transition and assume contract requirements to the Department or another Department agent should that be required during or at the end of the contract.

The contractor shall manage and maintain the appropriate number of staff to meet all requirements listed in the IFB during the transition. All reporting and record requirements, security standards, and performance standards are still in effect during the transition period.

The contractor is required to develop a work plan and timeline to securely and smoothly transfer any data and records generated from the inception of the Contract through the end of the contract to the Department or another Department agent should that be required during or upon expiration of its contract. The plan and documentation must be submitted to the Department no later than four (4) months before the last day of its contract with DOCCS or upon request of the Department.

---

PLEASE USE BLACK INK OR TYPEWRITER WHEN  
PREPARING YOUR BID. BE SURE YOU HAVE  
INSERTED YOUR COMPANY'S NAME IN THE BOX

⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒ ⇒

Bidder
--------

---

**SEE ATTACHMENT 1**

**FOR**

**COST SHEETS**  
**(EXCEL SPREADSHEET)**

**PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX**

⇒ ⇒ ⇒ ⇒ ⇒ ⇒

Bidder
--------

**NOTES TO BIDDERS: FAILURE TO ANSWER THE QUESTIONS WILL DELAY THE EVALUATION OF YOUR BID AND MAY RESULT IN REJECTION OF YOUR BID.**

- Are prices quoted the same as or lower than those quoted other corporations, institutions and government agencies (including GSA/VA contracts) on similar products, quantities, terms and conditions? See "Best Pricing Offer" in Appendix B, *General Specifications*.  
If "NO", please explain on a separate sheet.

YES                      NO

- Do you have a contract with the General Services Administration (GSA) or Veterans Affairs (VA) for products offered? (Check all that apply.)

GSA                      VA                      NO

If yes, will you offer New York State pricing equal to or better than your GSA or VA pricing?

GSA                      VA                      NO

If yes, a copy of the GSA or VA schedule is required. Have you included a copy?

GSA                      VA                      NO

**RETURN THIS PAGE AS PART OF THE BID**

**PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX**

**Bidder**

⇒ ⇒ ⇒ ⇒ ⇒ ⇒

NOTES TO BIDDERS: (Continued)

**Please Circle/Enter Answers Below**

- If awarded a contract, will bidder honor orders for less than the minimum order?

YES NO

If YES, will shipping costs be added in accordance with the "Minimum Order" clause?

YES NO

OR

If YES, will bidder ship at no additional cost?

YES NO

- Person or persons to contact for expediting New York State contract orders:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Toll Free Telephone Number: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

Toll Free Fax Number: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

- Person or persons to contact in the event of an emergency occurring after business hours or on weekend/holidays:

State Normal Business Hours (Specify M-F, Sat, Sun):

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone Number: ( ) \_\_\_\_\_

Fax Number: ( ) \_\_\_\_\_

Pager Number: ( ) \_\_\_\_\_

Cellular Telephone Number: ( ) \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**RETURN THIS PAGE AS PART OF THE BID**

PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX

⇒ ⇒ ⇒ ⇒ ⇒ ⇒

Bidder

BIDDERS PLEASE ANSWER THE FOLLOWING QUESTIONS:

- 1. Are you a New York State resident business?
- 2. Total number of people employed by your business:
- 3. Total number of people employed by your business in New York State:
- 4. Is your business independently owned and operated?
- 5. **PLACE OF MANUFACTURE OF PRODUCT(S) BID:**  
(Indicate Yes or No for either A, B or C)
  - A. All NYS Manufacture
  - B. All Manufactured outside NYS
  - C. Manufactured in NYS and Outside NYS  
If yes to C above, Location (State) where more than half the value is added to the product(s) bid:
- 6. **BIDDER'S PRINCIPAL PLACE OF BUSINESS\*:**  
  
\*\*Principal Place of Business" is the location of the primary control, direction, and management of the enterprise.

YES NO

\_\_\_\_\_

\_\_\_\_\_

YES NO

YES NO

YES NO

YES NO

State of \_\_\_\_\_

State of \_\_\_\_\_

RETURN THIS PAGE AS PART OF THE BID

PLEASE USE BLACK INK OR TYPEWRITER WHEN PREPARING YOUR BID. BE SURE YOU HAVE INSERTED YOUR COMPANY'S NAME IN THE BOX

⇒ ⇒ ⇒ ⇒ ⇒ ⇒

Bidder

7. ENCOURAGING USE OF NEW YORK STATE BUSINESSES IN CONTRACT PERFORMANCE

New York State businesses have a substantial presence in State Contracts and strongly contribute to the economies of the state and the nation. In recognition of their economic activity and leadership in doing business in New York State, Bidders/Proposers for this contract for commodities, services or technology are strongly encouraged and expected to consider New York State businesses in the fulfillment of the requirements of the Contract. Such partnering may be as subcontractors, suppliers, protégés or other supporting roles.

Bidders/Proposers need to be aware that all authorized users of this Contract will be strongly encouraged, to the maximum extent practical and consistent with legal requirements, to use responsible and responsive New York State businesses in purchasing commodities that are of equal quality and functionality and in utilizing services and technology. Furthermore, Bidders/Proposers are reminded that they must continue to utilize small, minority and women-owned businesses, consistent with current State law.

Utilizing New York State businesses in State Contracts will help create more private sector jobs, rebuild New York's infrastructure, and maximize economic activity to the mutual benefit of the Contractor and its New York State business partners. New York State businesses will promote the Contractor's optimal performance under the Contract, thereby fully benefiting the public-sector programs that are supported by associated procurements.

Public procurements can drive and improve the State's economic engine through promotion of the use of New York businesses by its Contractors. The State therefore expects Bidders/Proposers to provide maximum assistance to New York businesses in their use of the Contract. The potential participation by all kinds of New York businesses will deliver great value to the State and its taxpayers.

Bidders/Proposers can demonstrate their commitment to the use of New York State businesses by responding to the question below:

Will New York State Businesses be used in the performance of this Contract?

\_\_\_\_\_ YES \_\_\_\_\_ NO

If yes, identify New York State Business(es) that will be used: (Attach identifying information)

\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_
\_\_\_\_\_

**PROCUREMENT LOBBYING CERTIFICATION**

By signing, the offeror/bidder affirms that it understands and agrees to comply with the NYS Office of General Services (OGS) procedures relative to permissible contacts, as required by State Finance Law §139-j and §139-k.

Procurement Lobbying information can be accessed at: <https://ogs.ny.gov/acpl/>

Offeror affirms that it understands and agrees to comply with the procedures of the Government Entity relative to permissible Contacts as required by State Finance Law §139-j (3) and §139-j (6)(b).

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Contractor Address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Prior Non-Responsibility Determinations – State Finance Law §139-k**

- 1. Has any Government Entity made a finding of non-responsibility against this organization/company? **No Yes**
- 2. If yes, was the basis for the finding of non-responsibility due to a violation of SFL§139-j or due to the intentional provision of false or incomplete information to a Government Entity? **No Yes**
- 3. Has any Government Entity terminated or withheld a procurement contract with this organization/company due to the intentional provision of false or incomplete information? **No Yes**

*If yes to any of the above questions, provide complete details on a separate page and attach.*

**Offeror Certification:**

I certify that all information provided to the Governmental Entity with respect to State Finance Law §139-k is complete, true and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Procurement Lobbying Termination**

DOCCS reserves the right to terminate this contract in the event it is found that the certification filed by the Offeror/bidder in accordance with New York State Finance Law §139-k was intentionally false or intentionally incomplete. Upon such finding, DOCCS may exercise its termination right by providing written notice to the Offeror/bidder in accordance with the written notification terms of the contract.

**RETURN THIS PAGE AS PART OF THE BID**



**EO 177 Certification**

The New York State Human Rights Law, Article 15 of the Executive Law, prohibits discrimination and harassment based on age, race, creed, color, national origin, sex, pregnancy or pregnancy-related conditions, sexual orientation, gender identity, disability, marital status, familial status, domestic violence victim status, prior arrest or conviction record, military status or predisposing genetic characteristics.

The Human Rights Law may also require reasonable accommodation for persons with disabilities and pregnancy-related conditions. A reasonable accommodation is an adjustment to a job or work environment that enables a person with a disability to perform the essential functions of a job in a reasonable manner. The Human Rights Law may also require reasonable accommodation in employment on the basis of Sabbath observance or religious practices.

Generally, the Human Rights Law applies to:

- all employers of four or more people, employment agencies, labor organizations and apprenticeship training programs in all instances of discrimination or harassment;
- employers with fewer than four employees in all cases involving sexual harassment; and,
- any employer of domestic workers in cases involving sexual harassment or harassment based on gender, race, religion or national origin.

In accordance with Executive Order No. 177, the Bidder hereby certifies that it does not have institutional policies or practices that fail to address the harassment and discrimination of individuals on the basis of their age, race, creed, color, national origin, sex, sexual orientation, gender identity, disability, marital status, military status, or other protected status under the Human Rights Law.

Executive Order No. 177 and this certification do not affect institutional policies or practices that are protected by existing law, including but not limited to the First Amendment of the United States Constitution, Article 1, Section 3 of the New York State Constitution, and Section 296(11) of the New York State Human Rights Law.

**Contractor:**

**By:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_, 20\_\_

- The Certification is to be submitted prior to contract award by all successful bidders on all Covered contracts and contract renewals.

**RETURN THIS PAGE AS PART OF THE BID**

**State Finance Law § 139-I Certification**

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 as to 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.

If the bidder cannot make the foregoing certification, such bidder shall so state and shall furnish with the bid a signed statement that sets forth in detail the reasons that the bidder cannot make the certification.

**By signing you certify your express authority to sign on behalf of yourself, your company, or other entity and full knowledge and acceptance of this Certification document and that all information provided is complete, true, and accurate.**

<b>Authorized Signature</b>		<b>Date</b>
<b>Print Name</b>		<b>Title</b>
<b>Company Name</b>		
<b>D/B/A – Doing Business As (if applicable)</b>		
<b>Address</b>		
<b>City</b>	<b>State</b>	<b>Zip</b>

**Certification Under Executive Order No. 16  
Prohibiting State Agencies and Authorities from Contracting with  
Businesses Conducting Business in Russia**

Executive Order No. 16 provides that “all Affected State Entities are directed to refrain from entering into any new contract or renewing any existing contract with an entity conducting business operations in Russia.” The complete text of Executive Order No. 16 can be found [here](#).

The Executive Order remains in effect while sanctions imposed by the federal government are in effect. Accordingly, vendors who may be excluded from award because of current business operations in Russia are nevertheless encouraged to respond to solicitations to preserve their contracting opportunities in case the sanctions are lifted during a solicitation or even after award in the case of some solicitations.

As defined in Executive Order No. 16, an “entity conducting business operations in Russia” means an institution or company, wherever located, conducting any commercial activity in Russia or transacting business with the Russian Government or with commercial entities headquartered in Russia or with their principal place of business in Russia in the form of contracting, sales, purchasing, investment, or any business partnership.

Is Vendor an entity conducting business operations in Russia, as defined above? Please answer by checking one of the following boxes:

- 1. No, Vendor does not conduct business operations in Russia within the meaning of Executive Order No. 16.
- 2. a. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but has taken steps to wind down business operations in Russia or is in the process of winding down business operations in Russia. (Please provide a detailed description of the wind down process and a schedule for completion.)
- 2.b. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16 but only to the extent necessary to provide vital health and safety services within Russia or to comply with federal law, regulations, executive orders, or directives. (Please provide a detailed description of the services being provided or the relevant laws, regulations, etc.)
- 3. Yes, Vendor conducts business operations in Russia within the meaning of Executive Order No. 16.

The undersigned certifies under penalties of perjury that they are knowledgeable about the Vendor’s business and operations and that the answer provided herein is true to the best of their knowledge and belief.

Vendor Name: \_\_\_\_\_  
(legal entity)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**Vendor Assurance of No Conflict of Interest or Detrimental Effect**

The Firm offering to provide commodities/services pursuant to this IFB, as a contractor, joint venture contractor, subcontractor, or consultant, attests that its performance of the services outlined in this solicitation does not and will not create a conflict of interest with nor position the Firm to breach any other contract currently in force with the State of New York.

Furthermore, the Firm attests that it will not act in any manner that is detrimental to any State project on which the Firm is rendering services. Specifically, the Firm attests that:

1. The fulfillment of obligations by the Firm, as proposed in the response, does not violate any existing contracts or agreements between the Firm and the State;
2. The fulfillment of obligations by the Firm, as proposed in the response, does not and will not create any conflict of interest, or perception thereof, with any current role or responsibility that the Firm has with regard to any existing contracts or agreements between the Firm and the State;
3. The fulfillment of the obligations by the Firm, as proposed in the response, does not and will not compromise the Firm’s ability to carry out its obligations under any existing contracts between the Firm and the State;
4. The fulfillment of any other contractual obligations that the Firm has with the State will not affect or influence its ability to perform under any contract with the State resulting from this IFB;
5. During the negotiation and execution of any contract resulting from this IFB, the Firm will not knowingly take any action or make any decision which creates a potential for conflict of interest or might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert resources from one State project to another;
6. In fulfilling obligations under each of its State contracts, including any contract which results from this IFB, the Firm will act in accordance with the terms of each of its State contracts and will not knowingly take any action or make any decision which might cause a detrimental impact to the State as a whole including, but not limited to, any action or decision to divert recourses from one State project to another;
7. No former officer or employee of the State who is now employed by the Firm, nor any former officer or employee of the Firm who is now employed by the State, has played a role with regard to the administration of this contract procurement in a manner that may violate section 73(8)(a) of the State Ethics Law; and
8. The Firm has not and shall not offer to any employee, member or director of the State any gift, whether in the form of money, service, loan, travel, entertainment, hospitality, thing or promise, or in any other form, under circumstances in which it could reasonably be inferred that the gift was intended to influence said employee, member or director, or could reasonably be expected to influence said employed, member or director, in the performance of the official duty of said employee, member or director or was intended as a reward for any official action on the part of said employee, member or director.

Firms responding to this IFB should note that the State recognizes that conflicts may occur in the future because a Firm may have existing or new relationships. The State will review the nature of any such new relationships and reserves the right to terminate the contract for cause if, in its judgment, a real or potential conflict of interest cannot be cured.

Name, Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This form must be signed by an authorized executive or legal representative.

**RETURN THIS PAGE AS PART OF THE BID**

**CONTRACTOR CERTIFICATION FORMS**  
***(Pursuant to Section 5-A of the Tax Law)***

**Form ST-220-TD (4 pages)**

***If filing with the Department of Taxation & Finance for the first time, or previously submitted information needs to be updated, these 4 pages must be removed from this bid, completed, signed and submitted directly to the Department of Taxation and Finance.***

***Form available at:***

***[http://www.tax.ny.gov/pdf/current\\_forms/st/st220td\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf)***

**Form ST-220-CA (2 pages)**

***Regardless of whether ST-220-TD is being filed/updated for this bid or not, these 2 pages must be completed, signed and returned with this bid.***

***Form available at:***

***[http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)***

**APPENDIX A**

**STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS**

**PLEASE RETAIN THIS DOCUMENT  
FOR FUTURE REFERENCE.**

**TABLE OF CONTENTS**

	Page
1. Executory Clause	3
2. Non-Assignment Clause	3
3. Comptroller's Approval	3
4. Workers' Compensation Benefits	3
5. Non-Discrimination Requirements	3
6. Wage and Hours Provisions	3-4
7. Non-Collusive Bidding Certification	4
8. International Boycott Prohibition	4
9. Set-Off Rights	4
10. Records	4
11. Identifying Information and Privacy Notification	4
12. Equal Employment Opportunities For Minorities and Women	5
13. Conflicting Terms	5
14. Governing Law	5
15. Late Payment	5
16. No Arbitration	5
17. Service of Process	5
18. Prohibition on Purchase of Tropical Hardwoods	5-6
19. MacBride Fair Employment Principles	6
20. Omnibus Procurement Act of 1992	6
21. Reciprocity and Sanctions Provisions	6
22. Compliance with Breach Notification and Data Security Laws	6
23. Compliance with Consultant Disclosure Law	6
24. Procurement Lobbying	7
25. Certification of Registration to Collect Sales and Compensating Use Tax by Certain State Contractors, Affiliates and Subcontractors	7
26. Iran Divestment Act	7
27. Admissibility of Contract	7

## STANDARD CLAUSES FOR NYS CONTRACTS

The parties to the attached contract, license, lease, amendment or other agreement of any kind (hereinafter, “the contract” or “this contract”) agree to be bound by the following clauses which are hereby made a part of the contract (the word “Contractor” herein refers to any party other than the State, whether a contractor, licenser, licensee, lessor, lessee or any other party):

**1. EXECUTORY CLAUSE.** In accordance with Section 41 of the State Finance Law, the State shall have no liability under this contract to the Contractor or to anyone else beyond funds appropriated and available for this contract.

**2. NON-ASSIGNMENT CLAUSE.** In accordance with Section 138 of the State Finance Law, this contract may not be assigned by the Contractor or its right, title or interest therein assigned, transferred, conveyed, sublet or otherwise disposed of without the State’s previous written consent, and attempts to do so are null and void. Notwithstanding the foregoing, such prior written consent of an assignment of a contract let pursuant to Article XI of the State Finance Law may be waived at the discretion of the contracting agency and with the concurrence of the State Comptroller where the original contract was subject to the State Comptroller’s approval, where the assignment is due to a reorganization, merger or consolidation of the Contractor’s business entity or enterprise. The State retains its right to approve an assignment and to require that any Contractor demonstrate its responsibility to do business with the State. The Contractor may, however, assign its right to receive payments without the State’s prior written consent unless this contract concerns Certificates of Participation pursuant to Article 5-A of the State Finance Law.

**3. COMPTROLLER’S APPROVAL.** In accordance with Section 112 of the State Finance Law, if this contract exceeds \$50,000 (or \$75,000 for State University of New York or City University of New York contracts for goods, services, construction and printing, and \$150,000 for State University Health Care Facilities) or if this is an amendment for any amount to a contract which, as so amended, exceeds said statutory amount, or if, by this contract, the State agrees to give something other than money when the value or reasonably estimated value of such consideration exceeds \$25,000, it shall not be valid, effective or binding upon the State until it has been approved by the State Comptroller and filed in his office. Comptroller’s approval of contracts let by the Office of General Services, either for itself or its customer agencies by the Office of General Services Business Services Center, is required when such contracts exceed \$85,000. Comptroller’s approval of contracts established as centralized contracts through the Office of General Services is required when such contracts exceed \$125,000, and when a purchase order or other procurement transaction issued under such centralized contract exceeds \$200,000.

**4. WORKERS’ COMPENSATION BENEFITS.** In accordance with Section 142 of the State Finance Law, this contract shall be void and of no force and effect unless the Contractor shall provide and maintain coverage during the life of this contract for the benefit of such employees as are required to be covered by the provisions of the Workers’ Compensation Law.

**5. NON-DISCRIMINATION REQUIREMENTS.** To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment, nor subject any individual to harassment, because of age, race, creed, color, national origin, citizenship or immigration status, sexual orientation, gender identity or expression, military status, sex, disability, predisposing genetic characteristics, familial status, marital status, or domestic violence victim status or because the individual has opposed any practices forbidden under the Human Rights Law or has filed a complaint, testified, or assisted in any proceeding under the Human Rights Law. Furthermore, in accordance with Section 220-e of the Labor Law, if this is a contract for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this contract shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex, or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. If this is a building service contract as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this contract and forfeiture of all moneys due hereunder for a second or subsequent violation.

**6. WAGE AND HOURS PROVISIONS.** If this is a public work contract covered by Article 8 of the Labor Law or a building service contract covered by Article 9 thereof, neither Contractor’s employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in



accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Contractor understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the Labor Law shall be a condition precedent to payment by the State of any State approved sums due and owing for work done upon the project.

**7. NON-COLLUSIVE BIDDING CERTIFICATION.** In accordance with Section 139-d of the State Finance Law, if this contract was awarded based upon the submission of bids, Contractor affirms, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further affirms that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to the State a non-collusive bidding certification on Contractor's behalf.

**8. INTERNATIONAL BOYCOTT PROHIBITION.** In accordance with Section 220-f of the Labor Law and Section 139-h of the State Finance Law, if this contract exceeds \$5,000, the Contractor agrees, as a material condition of the contract, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the contract's execution, such contract, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify the State Comptroller within five (5) business days of such conviction, determination or disposition of appeal (2 NYCRR § 105.4).

**9. SET-OFF RIGHTS.** The State shall have all of its common law, equitable and statutory rights of set-off. These rights shall include, but not be limited to, the State's option to withhold for the purposes of set-off any moneys due to the Contractor under this contract up to any amounts due and owing to the State with regard to this contract, any other contract with any State department or agency, including any contract for a term commencing prior to the term of this contract, plus any amounts due and owing to the State for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto. The State shall exercise its set-off rights in accordance with normal State practices including, in cases of set-off pursuant to an audit, the finalization of such audit by the State agency, its representatives, or the State Comptroller.

**10. RECORDS.** The Contractor shall establish and maintain complete and accurate books, records, documents, accounts and other evidence directly pertinent to performance under this contract (hereinafter, collectively, the "Records"). The Records

must be kept for the balance of the calendar year in which they were made and for six (6) additional years thereafter. The State Comptroller, the Attorney General and any other person or entity authorized to conduct an examination, as well as the agency or agencies involved in this contract, shall have access to the Records during normal business hours at an office of the Contractor within the State of New York or, if no such office is available, at a mutually agreeable and reasonable venue within the State, for the term specified above for the purposes of inspection, auditing and copying. The State shall take reasonable steps to protect from public disclosure any of the Records which are exempt from disclosure under Section 87 of the Public Officers Law (the "Statute") provided that: (i) the Contractor shall timely inform an appropriate State official, in writing, that said records should not be disclosed; and (ii) said records shall be sufficiently identified; and (iii) designation of said records as exempt under the Statute is reasonable. Nothing contained herein shall diminish, or in any way adversely affect, the State's right to discovery in any pending or future litigation.

**11. IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) Identification Number(s). Every invoice or New York State Claim for Payment submitted to a New York State agency by a payee, for payment for the sale of goods or services or for transactions (e.g., leases, easements, licenses, etc.) related to real or personal property must include the payee's identification number. The number is any or all of the following: (i) the payee's Federal employer identification number, (ii) the payee's Federal social security number, and/or (iii) the payee's Vendor Identification Number assigned by the Statewide Financial System. Failure to include such number or numbers may delay payment. Where the payee does not have such number or numbers, the payee, on its invoice or Claim for Payment, must give the reason or reasons why the payee does not have such number or numbers.

(b) Privacy Notification. (1) The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by the seller or lessor to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law. (2) The personal information is requested by the purchasing unit of the agency contracting to purchase the goods or services or lease the real or personal property covered by this contract or lease. The information is maintained in the Statewide Financial System by the Vendor Management Unit within the Bureau of State Expenditures, Office of the State Comptroller, 110 State Street, Albany, New York 12236.

**12. EQUAL EMPLOYMENT OPPORTUNITIES FOR MINORITIES AND WOMEN.**

In accordance with Section 312 of the Executive Law and 5 NYCRR Part 143, if this contract is: (i) a written agreement or purchase order instrument, providing for a total expenditure in excess of \$25,000.00, whereby a contracting agency is committed to expend or does expend funds in return for labor, services, supplies, equipment, materials or any combination of the foregoing, to be performed for, or rendered or furnished to the contracting agency; or (ii) a written agreement in excess of \$100,000.00 whereby a contracting agency is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon; or (iii) a written agreement in excess of \$100,000.00 whereby the owner of a State assisted housing project is committed to expend or does expend funds for the acquisition, construction, demolition, replacement, major repair or renovation of real property and improvements thereon for such project, then the following shall apply and by signing this agreement the Contractor certifies and affirms that it is Contractor's equal employment opportunity policy that:

(a) The Contractor will not discriminate against employees or applicants for employment because of race, creed, color, national origin, sex, age, disability or marital status, shall make and document its conscientious and active efforts to employ and utilize minority group members and women in its work force on State contracts and will undertake or continue existing programs of affirmative action to ensure that minority group members and women are afforded equal employment opportunities without discrimination. Affirmative action shall mean recruitment, employment, job assignment, promotion, upgradings, demotion, transfer, layoff, or termination and rates of pay or other forms of compensation;

(b) at the request of the contracting agency, the Contractor shall request each employment agency, labor union, or authorized representative of workers with which it has a collective bargaining or other agreement or understanding, to furnish a written statement that such employment agency, labor union or representative will not discriminate on the basis of race, creed, color, national origin, sex, age, disability or marital status and that such union or representative will affirmatively cooperate in the implementation of the Contractor's obligations herein; and

(c) the Contractor shall state, in all solicitations or advertisements for employees, that, in the performance of the State contract, all qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Contractor will include the provisions of "(a), (b) and (c)" above, in every subcontract over \$25,000.00 for the construction, demolition, replacement, major repair, renovation, planning or design of real property and improvements thereon (the "Work") except where the Work is for the beneficial use of the Contractor. Section 312 does not

apply to: (i) work, goods or services unrelated to this contract; or (ii) employment outside New York State. The State shall consider compliance by a contractor or subcontractor with the requirements of any federal law concerning equal employment opportunity which effectuates the purpose of this clause. The contracting agency shall determine whether the imposition of the requirements of the provisions hereof duplicate or conflict with any such federal law and if such duplication or conflict exists, the contracting agency shall waive the applicability of Section 312 to the extent of such duplication or conflict. Contractor will comply with all duly promulgated and lawful rules and regulations of the Department of Economic Development's Division of Minority and Women's Business Development pertaining hereto.

**13. CONFLICTING TERMS.** In the event of a conflict between the terms of the contract (including any and all attachments thereto and amendments thereof) and the terms of this Appendix A, the terms of this Appendix A shall control.

**14. GOVERNING LAW.** This contract shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

**15. LATE PAYMENT.** Timeliness of payment and any interest to be paid to Contractor for late payment shall be governed by Article 11-A of the State Finance Law to the extent required by law.

**16. NO ARBITRATION.** Disputes involving this contract, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily authorized), but must, instead, be heard in a court of competent jurisdiction of the State of New York.

**17. SERVICE OF PROCESS.** In addition to the methods of service allowed by the State Civil Practice Law & Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon the State's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify the State, in writing, of each and every change of address to which service of process can be made. Service by the State to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

**18. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS.** The Contractor certifies and warrants that all wood products to be used under this contract award will be in accordance with, but not limited to, the specifications and provisions of Section 165 of the State Finance Law, (Use of Tropical Hardwoods) which prohibits purchase and use of tropical hardwoods, unless specifically exempted, by the State or any governmental agency or political subdivision or public benefit corporation. Qualification for an exemption under this

law will be the responsibility of the contractor to establish to meet with the approval of the State.

In addition, when any portion of this contract involving the use of woods, whether supply or installation, is to be performed by any subcontractor, the prime Contractor will indicate and certify in the submitted bid proposal that the subcontractor has been informed and is in compliance with specifications and provisions regarding use of tropical hardwoods as detailed in § 165 State Finance Law. Any such use must meet with the approval of the State; otherwise, the bid may not be considered responsive. Under bidder certifications, proof of qualification for exemption will be the responsibility of the Contractor to meet with the approval of the State.

**19. MACBRIDE FAIR EMPLOYMENT PRINCIPLES.** In accordance with the MacBride Fair Employment Principles (Chapter 807 of the Laws of 1992), the Contractor hereby stipulates that the Contractor either (a) has no business operations in Northern Ireland, or (b) shall take lawful steps in good faith to conduct any business operations in Northern Ireland in accordance with the MacBride Fair Employment Principles (as described in Section 165 of the New York State Finance Law), and shall permit independent monitoring of compliance with such principles.

**20. OMNIBUS PROCUREMENT ACT OF 1992.** It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises as bidders, subcontractors and suppliers on its procurement contracts.

Information on the availability of New York State subcontractors and suppliers is available from:

NYS Department of Economic Development  
Division for Small Business and Technology Development  
625 Broadway  
Albany, New York 12245  
Telephone: 518-292-5100

A directory of certified minority- and women-owned business enterprises is available from:

NYS Department of Economic Development  
Division of Minority and Women's Business Development  
633 Third Avenue 33rd Floor  
New York, NY 10017  
646-846-7364  
email: [mwbebusinessdev@esd.ny.gov](mailto:mwbebusinessdev@esd.ny.gov)  
<https://ny.newnycontracts.com/FrontEnd/searchcertifieddirectory.asp>

The Omnibus Procurement Act of 1992 (Chapter 844 of the Laws of 1992, codified in State Finance Law § 139-i and Public Authorities Law § 2879(3)(n)-(p)) requires that by signing this bid proposal or contract, as applicable, Contractors certify that whenever the total bid amount is greater than \$1 million:

(a) The Contractor has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority- and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Contractor has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Contractor agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Contractor agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Contractor acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

**21. RECIPROCITY AND SANCTIONS PROVISIONS.** Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively, codified in State Finance Law § 165(6) and Public Authorities Law § 2879(5)) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 2023, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii.

**22. COMPLIANCE WITH BREACH NOTIFICATION AND DATA SECURITY LAWS.** Contractor shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law §§ 899-aa and 899-bb and State Technology Law § 208).

**23. COMPLIANCE WITH CONSULTANT DISCLOSURE LAW.** If this is a contract for consulting services, defined for purposes of this requirement to include analysis, evaluation, research, training, data processing, computer programming, engineering, environmental, health, and mental health services, accounting, auditing, paralegal, legal or similar services, then, in accordance with Section 163 (4)(g) of the State Finance Law (as amended by Chapter 10 of the Laws of 2006), the Contractor shall timely, accurately and properly comply with the requirement to submit an annual employment report for the contract to the agency that awarded the contract, the Department of Civil Service and the State Comptroller.

**24. PROCUREMENT LOBBYING.** To the extent this agreement is a “procurement contract” as defined by State Finance Law §§ 139-j and 139-k, by signing this agreement the contractor certifies and affirms that all disclosures made in accordance with State Finance Law §§ 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, the State may terminate the agreement by providing written notification to the Contractor in accordance with the terms of the agreement.

**25. CERTIFICATION OF REGISTRATION TO COLLECT SALES AND COMPENSATING USE TAX BY CERTAIN STATE CONTRACTORS, AFFILIATES AND SUBCONTRACTORS.**

To the extent this agreement is a contract as defined by Tax Law § 5-a, if the contractor fails to make the certification required by Tax Law § 5-a or if during the term of the contract, the Department of Taxation and Finance or the covered agency, as defined by Tax Law § 5-a, discovers that the certification, made under penalty of perjury, is false, then such failure to file or false certification shall be a material breach of this contract and this contract may be terminated, by providing written notification to the Contractor in accordance with the terms of the agreement, if the covered agency determines that such action is in the best interest of the State.

**26. IRAN DIVESTMENT ACT.** By entering into this Agreement, Contractor certifies in accordance with State Finance Law § 165-a that it is not on the “Entities Determined to be Non-Responsive Bidders/Offerers pursuant to the New York State Iran Divestment Act of 2012” (“Prohibited Entities List”) posted at: <https://ogs.ny.gov/iran-divestment-act-2012>

Contractor further certifies that it will not utilize on this Contract any subcontractor that is identified on the Prohibited Entities List. Contractor agrees that should it seek to renew or extend this Contract, it must provide the same certification at the time the Contract is renewed or extended. Contractor also agrees that any proposed Assignee of this Contract will be required to certify that it is not on the Prohibited Entities List before the contract assignment will be approved by the State.

During the term of the Contract, should the state agency receive information that a person (as defined in State Finance Law § 165-a) is in violation of the above-referenced certifications, the state agency will review such information and offer the person an opportunity to respond. If the person fails to demonstrate that it has ceased its engagement in the investment activity which is in violation of the Act within 90 days after the determination of such violation, then the state agency shall take such action as may be appropriate and provided for by law, rule, or contract, including, but not limited to, imposing sanctions, seeking compliance, recovering damages, or declaring the Contractor in default.

The state agency reserves the right to reject any bid, request for assignment, renewal or extension for an entity that appears on the Prohibited Entities List prior to the award, assignment, renewal or extension of a contract, and to pursue a responsibility review with respect to any entity that is awarded a contract and appears on the Prohibited Entities list after contract award.

**27. ADMISSIBILITY OF REPRODUCTION OF CONTRACT.** Notwithstanding the best evidence rule or any other legal principle or rule of evidence to the contrary, the Contractor acknowledges and agrees that it waives any and all objections to the admissibility into evidence at any court proceeding or to the use at any examination before trial of an electronic reproduction of this contract, in the form approved by the State Comptroller, if such approval was required, regardless of whether the original of said contract is in existence.

## ATTACHMENT #2: CLINIC INFORMATION

### Lot 1:

Facility	Item Service	Average # of Clinics Per Year *	Average # of Patients Per Clinic *	Minimum # of Patients to Schedule a Clinic	Maximum # of Patients to Hold a Clinic
Clinton	Ultrasound	19	10	5	10
	Echocardiogram	10	4	2	6
	**CT without Contrast	12		6	10
	**CT w/Contrast	12		6	10
	**MRI w/o Contrast	12		6	10
	**MRI w/Contrast	12		6	10
Coxsackie	Ultrasound	8	11	5	10
	CT w/o Contrast	2	3	12	18
	CT w/Contrast	8	11	10	15
	MRI w/o Contrast	3	3	12	18
	MRI w/Contrast	3	3	10	15
Upstate	MRI w/o Contrast	6	10	5	10
	**MRI w/Contrast	6		5	10
Washington	X-ray	12	5	3	10

**ATTACHMENT #2: CLINIC INFORMATION (cont.)**

**Lot 2:**

Facility	Item Service	Average # of Clinics Per Year*	Average # of Patients Per Clinic*	Minimum # of Patients to Schedule a Clinic	Maximum # of Patients to Hold a Clinic
Mohawk (Walsh)	CT w/o Contrast	2	3	5	12
	CT w/Contrast	10	8	5	12
	Echocardiogram	9	7	2	8
	Ultrasound	8	12	5	10
	**MRI w/o Contrast	12		6	10
	**MRI w/ Contrast	12		6	10
Elmira	Ultrasound	8	8	4	10
**Five Points	**Ultrasound	6		2	10
	**Echocardiogram	6		2	8
	**MRI w/o Contrast	12		6	10
	**MRI w/ Contrast	12		6	10
	**CT w/o Contrast	12		6	12
	**CT w/Contrast	12		6	12

**ATTACHMENT #2: CLINIC INFORMATION (cont.)**

**Lot 3:**

Facility	Item Service	Average # of Clinics Per Year *	Average # of Patients Per Clinic *	Minimum # of Patients to Schedule a Clinic	Maximum # of Patients to Hold a Clinic
Bedford	Echocardiogram	11	2	2	6
	Ultrasound	17	4	5	10
	***Mammography	12	9	10	20
	Transvaginal	12		2	6
Fishkill	Echocardiogram	11	3	2	6
	Ultrasound	13	6	5	10
	CT w/o Contrast	2	2	8	12
	CT w/Contrast	7	8	8	12
	MRI w/o Contrast	6	9	8	12
	**MRI w/Contrast	12		8	12
Green Haven	Echocardiogram	8	3	2	6
	Ultrasound	14	7	5	10
	CT w/o Contrast	2	2	8	12
	CT w/Contrast	6	8	8	12
	MRI w/o Contrast	6	9	8	12
	MRI w/Contrast	2		8	12
Shawangunk	Echocardiogram	2	2	2	6
	Ultrasound	15	6	5	10
Otisville	X-Ray	8	15	5	15

**ATTACHMENT #2: CLINIC INFORMATION (cont.)**

**Lot 4:**

Facility	Item Service	Average # of Clinics Per Year *	Average # of Patients Per Clinic *	Minimum # of Patients to Schedule a Clinic	Maximum # of Patients to Hold a Clinic
Albion	Echocardiogram	7	13	2	6
	Ultrasound	22	4	5	10
	***Mammography	13	9	10	20
Wende	Echocardiogram	12	7	2	6
	Ultrasound	24	6	5	10
	CT w/o Contrast	9	11	8	12
	CT w/Contrast	8	10	8	12
	MRI w/o Contrast	11	12	8	12
	MRI w/Contrast	9	8	8	12
	Vascular	21	1	1	3
**Attica	**Ultrasound	12		5	10

\* Represent historical numbers for 2024 only – actuals may be higher or lower. DOCCS will only pay for actuals.

\*\*Represent new Facilities and or clinics within the lot- therefore there is no historical data – actuals ay be higher or lower. DOCCS will only pay for actuals.

\*\*\*If the Contractor is performing Mammography service, and an ultrasound is also ordered/recommended, they must also perform the ultrasound as these services must be performed together.



## **ATTACHMENT #3 FACILITY LIST PER LOT**

### **Lot 1**

- Clinton Correctional Facility – 1156 Route 374, Dannemora, NY 12929
- Coxsackie Correctional Facility – 11260 Route 9W, Coxsackie, NY 12051
- Upstate Correctional Facility – 309 Bare Hill Road, Malone, NY 12953
- Washington Correctional Facility – 72 Lock Eleven Lane, Comstock, NY 12821

### **Lot 2**

- Mohawk Correctional Facility – 6514 Route 26, Rome, NY 13442
- Elmira Correctional Facility – 1879 Davis Street, Elmira, NY 14901
- Five Points Correctional Facility – 6600 State Route 96, Romulus, NY 14541

### **Lot 3**

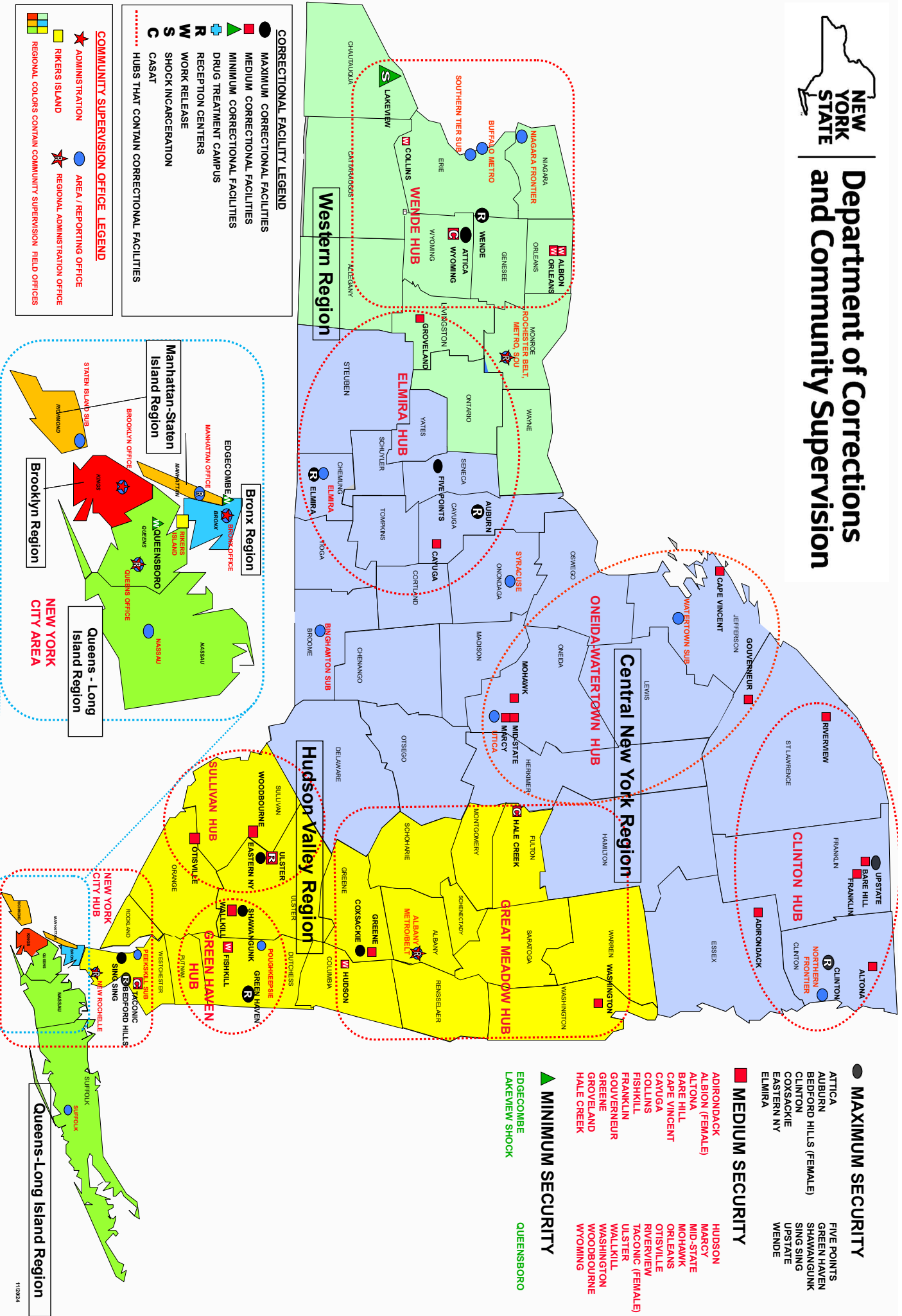
- Bedford Hills Correctional Facility – 247 Harris Road, Bedford Hills, NY 10507
- Fishkill Correctional Facility – 18 Strack Drive, Beacon, NY 12508
- Green Haven Correctional Facility – 594 Route 216, Stormville, NY 12582
- Shawangunk Correctional Facility – 200 Quick Road, Wallkill, NY 12589
- Otisville Correctional Facility – 57 Sanitorium Road, Otisville, NY 10963

### **Lot 4**

- Albion Correctional Facility – 3595 State School Road, Albion, NY 14411
- Wende Correctional Facility – 3040 Wende Road, Alden, NY 14004
- Attica Correctional Facility – 639 Exchange Street, Attica, NY 14011



# Department of Corrections and Community Supervision



**COMMUNITY SUPERVISION OFFICE LEGEND**

- ★ ADMINISTRATION
- ★ RIKERS ISLAND
- ★ REGIONAL ADMINISTRATION OFFICE
- AREA / REPORTING OFFICE
- REGIONAL SUPERVISION FIELD OFFICES

**CORRECTIONAL FACILITY LEGEND**

- MAXIMUM CORRECTIONAL FACILITIES
- MEDIUM CORRECTIONAL FACILITIES
- ▲ MINIMUM CORRECTIONAL FACILITIES
- DRUG TREATMENT CAMPS
- RECEPTION CENTERS
- WORK RELEASE
- SHOCK INCARCERATION
- CASAT
- HUBS THAT CONTAIN CORRECTIONAL FACILITIES

**MAXIMUM SECURITY**

- ATTICA
- AUBURN
- BEDFORD HILLS (FEMALE)
- CLINTON
- COXSACKIE
- EASTERN NY
- ELMIRA

**MEDIUM SECURITY**

- ADIRONDACK
- MARCY
- ALBION (FEMALE)
- ALTONA
- BARE HILL
- CAPE VINCENT
- CAVUGA
- COLLINS
- FISHKILL
- FRANKLIN
- GOUVERNEUR
- GREENE
- GROVELAND
- HALE CREEK

**MINIMUM SECURITY**

- EDGEcombe
- LAKEVIEW SHOCK
- QUEENSBORO

**MAXIMUM SECURITY**

- FIVE POINTS
- GREEN HAVEN
- SHAWANGUNK
- SING SING
- UPSTATE
- WENDE

**MEDIUM SECURITY**

- HUDSON
- MARCY
- MID-STATE
- MOHAWK
- ORLEANS
- ORTSVILLE
- RIVERVIEW
- TACONIC (FEMALE)
- ULSTER
- WALLKILL
- WASHINGTON
- WOODBOURNE
- WYOMING

**MINIMUM SECURITY**

- QUEENSBORO

**MAXIMUM SECURITY**

- NEW YORK CITY HUBS
- NEW YORK CITY HUBS
- NEW YORK CITY HUBS

**MEDIUM SECURITY**

- NEW YORK CITY HUBS
- NEW YORK CITY HUBS
- NEW YORK CITY HUBS

**ATTACHMENT #4  
DOCCS MEDICAL BILL PAYMENT UNIT  
CLINIC CLAIM COVER SHEET**

**Federal Tax ID #:** \_\_\_\_\_

**Provider Name:** \_\_\_\_\_

**Remit To Address:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Provider Phone #:** \_\_\_\_\_

**Total Charges:** \_\_\_\_\_

**Date of Service:** \_\_\_\_\_

**Place of Service:** \_\_\_\_\_

**Clinic Service Type:** \_\_\_\_\_

**# of Individuals Seen:** \_\_\_\_\_

**Please attach call out sheets to this form IDENTIFYING each incarcerated individual seen. Call out sheets are available from the correctional facility.**

**Please use a separate form for EACH clinic.**

**OMISSION OF ANY OF THIS INFORMATION MAY RESULT IN YOUR INVOICE BEING RETURNED TO YOU!!!**

**Completed forms should be mailed to the attention of the Medical Bill Payment Unit at the address below.**

**Questions concerning the completion of this form should be directed to 518 408-5215.**

**NYS Department of Corrections and Community Supervision  
The Medical Bill Payment Unit  
1220 Washington Ave., The Harriman State Campus  
Albany, NY 12226-2050**

**ATTACHMENT #5 – SAMPLE MRI REPORT**  
**CONTRACTOR NAME**

Contractor Address  
Contractor Phone/fax

**Patient Name:**  
**DOB:**  
**Accession No:**  
**Med. Rec. No:**  
**Ordering Dr:**  
**Patient Phone:**

**Sex:**  
**Pt. Class:**  
**Ordering No:**  
**Pt NS/Room:**  
**Attending Dr:**  
**Visit Number:**

\*\*\*Final Report\*\*\*

DATE OF EXAM:

MRI ANKLE-RIGHT (Acc#:)

EXAMINATION: MRI FOOT WITHOUT CONTRAST – RIGHT

CLINICAL INDICATION: 53-year-old male with ankle pain status post injury. Patient is unable to bear weight and is currently using crutches. Evaluate for ligamentous disruption.

COMPARISON: None available

TECHNIQUE: 1.5 Tesla MRI. Routine MRI of the right ankle. Standard protocol without contrast.  
FINDINGS:

EXAMINATION: MRI ANKLE WITHOUT CONTRAST – RIGHT

CLINICAL INDICATION: Injury October 2020 and 11/13/2020. Reportedly non-weightbearing. Evaluate for ligament tear.

COMPARISON: None available.

TECHNIQUE: 1.5 Tesla MRI. Non-contrast MRI. Sagittal and coronal planes were scanned in oblique orientations. NONE USED.

FINDINGS:

LIGAMENTS: There is edema along the distal tibiofibular interosseous membrane. The anterior and posterior inferior tibiofibular syndesmotric ligaments are intact. Lateral, deltoid, platar spring, and Lisfranc ligaments are intact.

TENDONS: Achilles, peroneal, flexor, and extensor tendons are intact. No tendinopathy or tenosynovitis.

MUSCLES: There is edema in the flexor hallucis longus muscle and the distal leg, including along its origin at the interosseous membrane and fibula. No high-grade or retracted muscle tear. No fatty infiltration or atrophy of the muscles.

DOCTOR NAME  
ADDRESS

Transcriptionist: insert

## Attachment #5 – Sample MRI report (Continued)

### CONTRACTOR NAME

Contractor Address  
Contractor Phone/fax

<b>Patient Name:</b>	<b>Sex:</b>
<b>DOB:</b>	<b>Pt. Class:</b>
<b>Accession No:</b>	<b>Ordering No:</b>
<b>Med. Rec. No:</b>	<b>Pt NS/Room:</b>
<b>Ordering Dr:</b>	<b>Attending Dr:</b>
<b>Patient Phone:</b>	<b>Visit Number:</b>

\*\*\*Final Report\*\*\*

#### JOINT/BONES:

There is moderate marrow edema in the anterior/lateral aspect of the distal tibia, which likely represents contusion. No evidence of syndesmotic avulsion injury.

There is a partially visualized nondisplaced cortical fracture through the anterior/medial aspect of the distal tibial metadiaphysis (axial PD images 35-31). There is adjacent periosteal reaction. The proximal extent of the fractures not imaged. There is moderate marrow edema in this location.

No evidence of significant osteochondral lesion. No significant tibiotalar or subtalar joint effusion. No evidence of coalition.

#### OTHER:

Plantar Fascia: Intact. No evidence of fasciitis or tear.

Sinus Tarsi: Normal.

Tarsal Tunnel: Posterior tibial neurovascular bundle is unremarkable. No mass, cyst, or other space occupying lesion.

Subcutaneous tissue: No edema.

#### IMPRESSION:

Non-displaced fracture of the medial cortex of the distal tibial metadiaphysis. The proximal extent of the fracture is not imaged. There is adjacent periosteal and marrow edema. This could be correlated with CT of the rest of the tibia/fibula or radiographs to assess proximal ligaments are intact.

The findings were discussed with {insert facility medical professional} at –{insert correctional facility name} – on 12/15/2020 2:20 PM by {insert Contractor doctor name and title}.

Signed by {insert Contractor doctor name, date and time}

**Read by:**

**Report reviewed by:**

**Exams personally reviewed and agree with interpretation:**

DOCTOR NAME

ADDRESS

Transcriptionist: {insert date and time}

**Attachment #5 – Sample MRI report (Continued)**

**CONTRACTOR NAME**

Contractor Address  
Contractor Phone/fax

**Patient Name:**  
**DOB:**  
**Accession No:**  
**Med. Rec. No:**  
**Ordering Dr:**  
**Patient Phone:**

**Sex:**  
**Pt. Class:**  
**Ordering No:**  
**Pt NS/Room:**  
**Attending Dr:**  
**Visit Number:**

**Report reviewed and signed by: {insert reviewers name and title}**

**Signed on: [insert date and time]**