[TO BE COMPLETED ON BIDDER'S LETTERHEAD]

Date

Laura Crammond
Contract Management Specialist
Empire State Plaza
Swan Street Building, Core 4
Albany, NY 12223

Dear Ms. Crammond:

RE: RFP C000715 IES Organizational Change Management Effort

Firm Offer to the State of New York and Conflict of Interest Disclosure

[INSERT BIDDER NAME] hereby submits this firm and binding offer to the State of New York in response to New York State Request for Proposals (RFP) # C000715 IES Organizational Change Management Effort, by the New York State Office of Information Technology Services. The Proposal hereby submitted by **[INSERT BIDDER NAME]** meets or exceeds all terms, conditions and requirements set forth in the above-referenced RFP. This formal offer will remain firm and non-revocable for a minimum period of 365 days from the date proposals are due to be received by the State, or until a Contract is approved by the NYS Comptroller and executed by the State.

[INSERT BIDDER NAME]'s complete offer is set forth in three, separately bound volumes as follows:

Technical Proposal:	Total of one (1) hard copy with original signatures and two (2) electronic copies on PC Compatible Windows USB Thumb-Drives saved as Microsoft Word, Excel, Microsoft Project, Viso, and/or Adobe Acrobat formats.
Financial Proposal:	Total of one (1) hard copy with original signatures and two (2) electronic copies on PC Compatible Windows USB Thumb-Drives saved as Microsoft Word, Excel, Microsoft Project, Viso, and/or Adobe Acrobat formats.
Administrative Proposal:	Total of one (1) hard copy with original signatures and two (2) electronic copies on PC Compatible Windows USB Thumb-Drives saved as Microsoft Word, Excel, Microsoft Project, Viso, and/or Adobe Acrobat formats.

[INSERT BIDDER NAME] hereby affirms that the solution proposed by the Bidder in the Proposal meets or exceeds the service level requirements set forth in the above-referenced RFP, including referenced attachments.

[INSERT BIDDER NAME] hereby affirms that, at the time of Proposal submission, Bidder knows of no factors existing at time of Proposal submission or which are anticipated to arise during the procurement or Contract term, which would constitute a potential conflict of interest in successfully meeting the contractual obligations set forth in the above-referenced RFP and the Proposal hereby submitted, including but not limited to:

1. No potential for conflict of interest on the part of the Bidder or any due to prior, current, or proposed contracts, engagements, or affiliations; and

2. No potential conflicts in the sequence or timing of the proposed award under this RFP # C000715 relative to the timeframe for service delivery, or personnel or financial resource commitments of Bidder or to other projects.

To comply with the Vendor Responsibility Requirements outlined in Appendix C, Section 48 of the above-referenced RFP, # C000715 IES Organizational Change Management Effort. hereby affirms that (enter an "X" in the appropriate box):

- ☐ An on-line Vendor Responsibility Questionnaire has been updated or created within the last six months, at the Office of the State Comptroller's website:

  https://portal.osc.state.ny.us/wps/portal

- ☐ A hard copy Vendor Responsibility Questionnaire is included with this Proposal and is dated within the last six months.

- ☐ A Vendor Responsibility Questionnaire is not required due to an exempt status. Exemptions include governmental agencies, public authorities, public colleges and universities, public benefit corporations, and Indian Nations.

By signing, the undersigned individual affirms and represents that he has the legal authority and capacity to sign and make this offer on behalf of, and has signed using that authority to legally bind **[INSERT BIDDER NAME]** to the offer, and possesses the legal capacity to act on behalf of Bidder to execute a Contract with the State of New York The aforementioned legal authority and capacity of the undersigned individual is affirmed by the enclosed Resolution of the Corporate Board of Directors of **[INSERT BIDDER NAME]**.

_____

Signature
[INSERT BIDDER NAME]
[INSERT TITLE]
[INSERT COMPANY NAME]

Corporate Seal

CORPORATE ACKNOWLEDGMENT

STATE OF }
:ss.:
COUNTY OF }

On the _____ day of _____in the year 202 __ , before me personally came: _____, to me known, who, being by me duly sworn, did depose and say that he/she/they reside(s) in _____; that he/she/they is (are) _____ (the President or other officer or director or attorney in fact duly appointed) of _____, the corporation described in and which executed the above instrument; and that he/she/they signed his/her/their name(s) thereto by authority of the board of directors of said corporation.

_____
Signature and Office of Person Taking Acknowledgment

PARTNERSHIP ACKNOWLEDGMENT

STATE OF }
:ss.:
COUNTY OF }

On the _____ day of _____ in the year 202__, before me personally came: _____ to me known, who, being by me duly sworn, did depose and say that he reside(s) in _____; that he is _____ (the General/Managing Partner or other officer or attorney in fact duly appointed) 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 the purposes set forth therein; and that, pursuant to that authority, _he executed the foregoing instrument in the name and on behalf of said partnership as the act and deed of said partnership.

_____
Signature and Office of Person Taking Acknowledgment

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF }
:ss.:
COUNTY OF }

On the ____ day of _____in the year 202 __ , 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 that _he executed the foregoing instrument in his/her name and on his/her own behalf.

_____
Notary Public