

Request for Proposal (RFP) #20038

Asset Verification System

Amendment #2

April 16, 2020

The following are official modifications, which are hereby incorporated into RFP# 20038: Asset Verification System. The information contained in this amendment prevails over the original RFP language. For all amendments below, deleted language appears in strikethrough (“~~xxx~~”) and added language appears in underline (“xxx”).

1.0 CALENDAR OF EVENTS

RFP #20038 – ASSET VERIFICATION SYSTEM	
<u>EVENT</u>	<u>DATE</u>
Issuance of Request for Proposals	February 10, 2020
Deadline for Submission of Written Questions	February 21, 2020 4:00 p.m. ET
Responses to Written Questions Posted by DOH	On or About <u>April 16, 2020</u>
Deadline for Submission of Proposals	<u>May 7, 2020</u> <u>July 12, 2020</u> 4:00 p.m. ET
<u>Anticipated</u> Contract Start Date	February 1, 2021 September 1, 2021

7.0 PROPOSAL SUBMISSION

A proposal consists of three distinct parts: (1) the Administrative Proposal, (2) the Technical Proposal, and (3) the Cost Proposal. The table below outlines the requested format and volume for submission of each part. Proposals should be submitted in all formats as prescribed below.

	Electronic Submission	Paper Submission
Administrative Proposal	2 dedicated flash drives or CDs labeled “Administrative Proposal” containing a standard searchable PDF file with copy/read permissions only.	4 <u>2</u> Originals 6 <u>3</u> Copies
Technical Proposal	2 dedicated flash drives or CDs labeled “Technical Proposal” containing a standard searchable PDF file with copy/read permissions only.	4 <u>2</u> Originals 6 <u>3</u> Copies
Cost Proposal	2 dedicated flash drives or CDs labeled “Cost Proposal” containing standard searchable PDF file(s) with copy/read permissions only.	4 <u>2</u> Originals 6 <u>3</u> Copies

1. All hard copy proposal materials should be printed on 8.5” x 11” white paper (single-sided) and **be clearly page numbered on the bottom of each page with appropriate header and footer information.** A font size of eleven (11) points or larger should be used. The Technical Proposal materials should be presented separate from the sealed Cost Proposal. The sealed Cost Proposal should also be presented in separate three-ring binder(s);
2. Where signatures are required, the proposals designated as originals should have a handwritten signature and be signed in blue ink.
3. The NYSDOH discourages overly lengthy proposals. Therefore, marketing brochures, user manuals or other materials, beyond that sufficient to present a complete and effective proposal, are not desired. Elaborate artwork or expensive paper is not necessary or desired. In order for the NYSDOH to evaluate proposals fairly and completely, proposals should follow the format described in this RFP to provide all requested information. The Bidder should not repeat information in more than one section of the proposal. If information in one section of the proposal is relevant to a discussion in another section, the Bidder should make specific reference to the other section rather than repeating the information;
4. Audio and/or videotapes are not allowed. Any submitted audio or videotapes will be ignored by the evaluation team; and
5. In the event that a discrepancy is found between the electronic and hardcopy proposal, the original hardcopy will prevail.

The proposal must be received by the NYSDOH, no later than the Deadline for Submission of Proposals specified in [Section 1.0](#), (Calendar of Events). Late bids will not be considered.

Proposals should be submitted in three (3) separate, clearly labeled packages: (1) Administrative Proposal, (2) Technical Proposal and (3) Cost Proposal, prepared in accordance with the requirements stated in this RFP. Mark the outside envelope of each proposal as “RFP# (Asset Verification System) – (Administrative) (Technical) or (Cost) Proposal submitted by (Bidder’s name)”. The three (3) sealed proposals may be combined into one (1) mailing, if desired.

Proposals must be submitted, by U.S. Mail, by courier/delivery service (e.g., FedEx, UPS, etc.) ~~or by hand as noted below~~, in a sealed package to:

Department of Health (RFP # 20038)
Attention: Justin Seastrum, Health Program Administrator
99 Washington Avenue, One Commerce Plaza Room 1450
Albany, NY 12210

Proposals must also be submitted via searchable PDF file electronically through email to OHIPcontracts@health.ny.gov.

NOTE: You should request a receipt containing the time and date received. ~~and the signature of the receiver for all hand deliveries and ask that this information also be written on the package(s).~~

Submission of proposals in a manner other than as described in these instructions (e.g., fax, ~~electronic transmission~~) will not be accepted.

All other terms and conditions remain the same.