

APPENDIX A

Request For Proposal (RFP) Response Form

Please review this RFP. Complete the following information and include this form with your proposal. Include in your proposal all items listed in the RFP Section XII. RFP Review List: Required Submissions

Name of Organization: _____

Address: _____

If this proposal is being submitted jointly? Yes _____ No _____

If your answer is yes, provide the following information for each submitter:

Name of Organization: _____

Address: _____

Is this address your company's principal place of business? Yes _____ No _____

The term "principal place of business" is defined as follows:

A company's principal place of business is generally considered to be the enterprise's main office, where the regular meetings of its board of directors occurs, and where a company's business is managed, conducted and directed, regardless of where the administrative departments or the physical property of the business are located. For purposes of determining the principal place of business, a foreign business enterprise's principal place of business is not necessarily the same as its state of incorporation. In sum, the determinate is where the actual "business" of the corporation takes place.

If the above address is not your principal place of business, please indicate the full address of your principal place of business on the following two lines:

Will this product or service be substantially produced in NYS: Yes _____ No _____

Organization Contact Information

Name: _____

Title: _____

Address: _____

Phone #: _____

Fax #: _____

Email Address: _____

Proposer warrants that all information provided by it in connection with this proposal is true and accurate.

Signature: _____

Name: _____

Title: _____

Company: _____

Date: _____

APPENDIX I

FIRM MINIMUM QUALIFICATIONS FORM

Bidder Instructions: Please complete, sign, and notarize this form. Bidders must supply a “Yes” or “No” response. Please Note: A “No” response will render the Firm ineligible for consideration to provide the services described in the RFP. **In the space provided, Bidders should list the engagement demonstrating the qualifying experience specified in the Requirement. All experience listed below should also be addressed in the “Firm Experience and Capacity” section of the Bidder’s Proposal.**

The undersigned attests to the Firm possesses the following experience:

Minimum Qualifying Requirement:			YES	NO
Client Name	Project Size		Start Date (Month/Year)	End Date (Month/Year)

Name of Bidder: _____

Name of Representative: _____

Title of Representative: _____

Signature: _____

Date: _____

APPENDIX J

Cost Proposal Form

Deliverable Name

Name(s)	Title	Contract Year			Contract Year		
		Estimated Hours	Hourly Rate	Total Cost by Title	Estimated Hours	Hourly Rate	Total Cost by Title
Subtotal					Subtotal		
Total Not-to-Exceed Deliverable Cost							

Initials:

Date:

APPENDIX J

Cost Proposal Form

Implementation Assistance

Implementation Assistance – Hourly Rates

Title	Contract Year Hourly Rate	Contract Year Hourly Rate	Contract Year Hourly Rate

Firm Name: _____

Signature: _____ **Date:** _____

Title: _____