**Attachment 6**

**Transmittal Letter**

[TO BE COMPLETED ON BIDDER’S LETTERHEAD]

|  |  |
| --- | --- |
| Date:  | Bidder Phone No.:  |
| Bidder Name:  | Bidder Fax No.:  |
| Bidder Address:  | Bidder Contact E-mail Address:  |
| Federal Employee Identification Number:  | NYS SFS Vendor ID #:  |

Vendor RFP Designated Contact Person: <*bidder representative for RFP response*>

Vendor RFP Designated Contact Details: <*address [if different from above], telephone(s), fax, email*>

**[Insert Bidder’s complete name and address, including the name, mailing address, email address, fax number and telephone number for both the authorized signatory and the person to be contacted regarding the proposal]** submits this firm and binding offer to the Department in response to the above- referenced RFP and agrees as follows:

* 1. Bidder provides the following statement which describes the legal structure of the entity submitting the proposal: **[Insert Bidder’s Response];**
	2. Bidder accepts the contract terms and conditions contained in this RFP, including any exhibits and attachments;
	3. Bidder acknowledges receipt of all Department amendments to this RFP, as may be amended;
	4. Bidder (i) does not qualify its proposal, or include any exceptions from the RFP and (ii) acknowledges that should any alternative proposals or extraneous terms be submitted with the proposal, such alternate proposals or extraneous terms will not be evaluated by the Department;
	5. Bidder agrees that the proposal and all provisions of the proposal will remain valid for minimum of 365 calendar days from the closing date for submission of proposals;
	6. Bidder certifies:
	7. That there are business relationships and/or ownership interests for the above named organization that may represent a conflict of interest for the organization as bidder, as described in the RFP. Attached to this letter is a description of how the potential conflict of interest and/or disclosure of confidential information relating to this contract will be avoided; **OR**
	8. That no conflict of interest relationship exists for the above named organization as bidder
	9. Bidder is/is not [indicate one] proposing to utilize the services of any subcontractor(s). If a

proposal is submitted which proposes to utilize the services of a subcontractor(s), the bidder provides, in an Appendix to this Transmittal Letter, a subcontractor summary for each listed subcontractor and certifies that the information provided is complete and accurate.

The summary document for each listed subcontractor should contain the following information:

* 1. Complete name of the subcontractor;
	2. Complete address of the subcontractor;
	3. A general description of the scope of work to be performed by the subcontractor;
	4. Percentage of work the subcontractor will be providing;
	5. A statement confirming that the subcontractor is prepared, if requested by the Department, to present evidence of legal authority to do business in New York State, subject to the sole satisfaction of the Department; and
	6. The subcontractor’s assertion that it does not discriminate in its employment practices with regards to race, color, religion, age (except as provided by law) sex, marital status, political affiliation, national origin, or handicap.
	7. Bidder attests that they have the ability to and will have under the contract, if awarded, the call center located and operated within the continental United States.

The undersigned individual affirms and represents that he/she has the legal authority and capacity to sign and submit this bid on behalf of **[Insert Bidder’s Name]** as well as to execute a contract with the Department.

Signature of Authorized Official:

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Printed Name of Authorized Official:

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