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GOVERNOR

STATE OF NEW YORK  
WORKERS' COMPENSATION BOARD  
100 BROADWAY - MENANDS  
ALBANY, NY 12241  
(866) 750-5157



ROBERT E. BELOTEN  
CHAIR

JEFFREY FENSTER  
EXECUTIVE DIRECTOR

June 1, 2012

Dear Contractor:

Section 6.14.4 of the RFP for Workers' Compensation System Business Process Reengineering (BPR) Project included a Letter of Credit requirement.

As per our letter dated May 14, 2012, the Workers' Compensation Board (WCB) modified section 6.14.4 (pg. 67) to read "The letter of credit shall name the Chair of the Workers' Compensation Board as beneficiary and be in the amount of one million dollars (\$1,000,000). If at any time, in the WCB's discretion, the Contractor has satisfactorily performed its duties, such letter of credit may be reduced to the maximum amount of five hundred thousand dollars (\$500,000)."

After further review, the WCB has decided to accept either a Letter of Credit (LOC); a Surety Bond or a Performance Bond in the amount of one million dollars as proof of financial responsibility. During contract negotiations, the parties may agree to when and how the LOC, Surety Bond or Performance Bond would be disbursed and or reduced. A potential bidder must set forth a proposed disbursement process in its cover letter.

Section 6.6 of the RFP stated that payment for deliverables will become due upon receipt, evaluation, and acceptance by the WCB. The delivery schedule, as well as the terms and conditions of payment for services, will be discussed at contract negotiations.

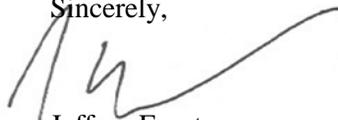
As per the Cost Volume, Appendix E; 30% of Total Cost of BPR Planning Services will be paid upon acceptance of the deliverables in the initiation, outreach & discovery and assessment phases; 40% will be paid upon acceptance of deliverables in the communication & training, RFP recommendation and target environment phases; 20% will be paid upon acceptance of deliverables in the business proposal roadmap and 10% will be paid upon acceptance of Project Management and acceptance of all of the related deliverables.

As stated in Section 2.2 of the RFP, if an Offeror has any issues or anticipated difficulty with any contract provision as stated in Section 6, a statement that explicitly sets forth those issues must be contained in the Cover Letter. The WCB will not negotiate any issue with a selected Offeror if the issue was not raised in the Cover Letter.

**Based on the above, the WCB has extended the closing date of the receipt of proposals to 2:00pm (ET) on July 11, 2012.** Offerors may submit in writing additional questions to Michelle Schultz at [wcbcontracts@wcb.ny.gov](mailto:wcbcontracts@wcb.ny.gov). Questions must be received by June 15, 2012, the WCB will distribute a written response by June 22, 2012. This information will be available on our website at: <http://www.wcb.ny.gov/procurements.jsp>.

Please note that from the issue date of this project definition until a contract is awarded and approved by the New York State Office of the State Comptroller, all contacts with Board personnel concerning this solicitation must be made through Michelle Schultz, the main contact, (518) 473-1319 or e-mail michelle.schultz@wcb.ny.gov. When she is not available, Mary Grace Petralito will be the alternate contact, (518) 486-3332 or e-mail MaryGrace.Petralito@wcb.ny.gov.

Sincerely,



Jeffrey Fenster  
Executive Director

cc: Michelle Schultz  
Mary Grace Petralito