



**NYS WORKERS' COMPENSATION BOARD (WCB) Competitive Procurement for:
Workers' Compensation On-Call Performance and Operational Claims Review
Services RFP, C140397**

**BID SOLICITATION UPDATE #1
Issued: June 29, 2020**

**PLEASE ADDRESS INQUIRIES TO ISSUING OFFICER (Tonya Sanderson, Associate WC
Examiner) or ALTERNATE (Colleen VanWormer, Financial Analyst 2) at
WCBContracts@wcb.ny.gov**

SUBJECT: Revisions to Solicitation (Revised June 29, 2020)

TO PROSPECTIVE BIDDERS:

The above-referenced RFP has been amended to include the changes outlined below. Amendments are reflected in the revised RFP dated June 29, 2020; **please use this revised document when submitting your proposal.**

The amended RFP and attachments can be found at the following link:

http://www.wcb.ny.gov/procurements/RFCPC140397_WCReviewServices/RFCPC140397_WCReviewServices.jsp

The following summary of amendments is provided for your convenience:

- Section 2.2.11 – Extraneous Terms – A. has been deleted in its entirety and replaced with the following:
 - Each proposed extraneous term shall be specifically enumerated in a separate section of the applicable submission (ex. Technical, Cost, etc.) using the template attached hereto as **Attachment 17, Extraneous Terms Template.**
- Section 4.1. – GENERAL PROCEDURES, 7th bullet, is deleted in its entirety and replaced with the following:
 - Bidder must submit their proposal either:
 - 1) On a USB thumb drive containing the Cover Letter, Administrative Volume, Technical Volume, and Cost Volume files in an envelope labeled with the Bidder's name and NYS Workers' Compensation Board, Workers' Compensation On-Call Performance and Operational Claims Review Services RFP, C140397; or
 - 2) Via an electronic copy of the Cover Letter, Administrative Volume, Technical Volume, and Cost Volume files via email to WCBContracts@wcb.ny.gov; the subject line must be titled Workers' Compensation On-Call Performance and Operational Claims Review Services, RFP C140397.

The Cover Letter, Administrative Volume, and Technical Volume must be submitted in .pdf format. The Cost Volume must be submitted in the Excel format of Attachment 3.

- Section 4.2 – COVER LETTER, 1st paragraph, is deleted in its entirety and replaced with the following:
 - The Bidder must submit either one (1) USB thumb drive containing an electronic version, or send an electronic version via email to WCBContracts@wcb.ny.gov, in .pdf format, of the Cover Letter on official business letter as referenced in Section 4.1, General Procedures.
- Section 4.3 – ADMINISTRATIVE VOLUME (VOLUME I), 1st paragraph, is deleted in its entirety and replaced with the following:

- The Bidder must submit either one (1) USB thumb drive containing an electronic version, or send an electronic version via email to WCBContracts@wcb.ny.gov, in .pdf format, of Volume I as referenced in Section 4.1, General Procedures. This volume must contain complete and thorough responses to the requests for information as set forth below in Section 4.3.2.
- Section 4.4 – TECHNICAL VOLUME (VOLUME II), 1st paragraph is deleted in its entirety and replaced with the following:
 - The Bidder must submit either one (1) USB thumb drive containing an electronic version, or send an electronic version via email to WCBContracts@wcb.ny.gov, in .pdf format, of Volume II as referenced in Section 4.1, General Procedures. This volume must contain complete and thorough responses to the requests for information as set forth below in Section 4.4.2.
- Section 4.5 – COST VOLUME (VOLUME III), 1st paragraph, is deleted in its entirety and replaced with the following:
 - The Bidder must submit either one (1) USB thumb drive containing an electronic version, or send an electronic version via email to WCBContracts@wcb.ny.gov, in the Excel format of Attachment 3, Cost Proposal, of Volume III as referenced in Section 4.1, General Procedures.

All other terms and conditions of the Solicitation remain unchanged. All bids shall be considered based on these amendments.

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**Workers' Compensation On-Call Performance and Operational Claims Review Services RFP, C140397
ACKNOWLEDGEMENT**

If submitting a bid, this letter and the completed Acknowledgement below must be attached to, and made part of your bid.

BY EXECUTING THIS PAGE, THE BIDDER ACKNOWLEDGES THAT THEY HAVE REVIEWED THE AMENDMENTS ASSOCIATED WITH THIS RFP AND APPLICABLE ATTACHMENTS.

BIDDER: _____

ADDRESS: _____

CITY, STATE ZIP: _____

SIGNATURE OF BIDDER: _____

PRINTED COPY OF SIGNATURE: _____ DATE: _____