

Chapter 1 - GENERAL PROPOSAL PROVISIONS

1.1 Purpose of Request

1.1.1 The purpose of this Request for Proposal (RFP) is to obtain proposals for the operation of centralized processes in support of the administration of the New York State Child Support Enforcement Program. This RFP entitled "New York State Centralized Support Collection and Enforcement" is herein referred to as "Centralized Operations".

1.1.2 The New York State Office of Temporary and Disability Assistance (hereinafter referred to as the "OTDA") is the issuing agency for the Centralized Operations RFP.

1.2 Contract Duration

1.2.1 The term of the contract resulting from this RFP is to include a five (5) month transition period and five (5) years of operations. The OTDA has the option and sole discretion, with approval of the Office of the State Comptroller, to extend the end date of the Agreement, one (1) to four (4) times, not to exceed a cumulative total extension of four (4) six (6) month extensions or two (2) years.

1.3 Timetable

1.3.1	Release of RFP	September 4, 2007
1.3.2	Tour of Existing Facility	September 25 & 26 2007
1.3.3	Final Date for Receipt of Questions	September 28, 2007
1.3.4	Letter of Intent to Offer (Optional)	October 05, 2007
1.3.5	Official Answers to Questions By	October 18, 2007
1.3.6	Closing Date for Receipt of Proposals	<u>December 10, 2007</u>
1.3.7	Selection of Contractor	February 15, 2008

1.3.8 The OTDA reserves the right, upon notice to the Offerors, to modify any of the cited dates.

1.4 Identification and Submission of Proposal

1.4.1 The proposals shall be identified as related to the "New York State Centralized Support Collection and Enforcement." The Administrative Proposal, (Volume I), the Technical Proposal (Volume II) and the Cost Proposal (Volume III) are to be received by the OTDA no later than 4:00 PM **December 10, 2007**. The OTDA may reject any proposals received after the aforementioned date and time. The proposals must follow the format presented in Chapter 7, Offeror's Response Format of this RFP. Cross-referencing between the proposal paragraph references in each Chapter and the response requirements outlined in Appendix B of this RFP is required.

1.4.2 The Offeror's proposal and all provisions of the offer must remain in effect for a minimum of two hundred and seventy days (270) calendar days, must be signed by an official authorized to bind the Offeror and state how that Official's authorization to bind the offer has been conferred. As specified in Chapter 7 and Appendix B of this RFP, the Offeror's proposal must be organized into separately sealed volumes.

1.4.3 The Administrative Proposal, the Technical Proposal and the Cost Proposal (Volumes I, II and III respectively) shall be submitted in twelve (12) paper copies and twelve (12) electronic copies in MS Word/Excel/Project, CD format and clearly labeled as the "New York State Centralized Support Collection and Enforcement" as separately sealed Volumes and either delivered or mailed to: