

[TO BE COMPLETED ON OFFEROR'S LETTERHEAD]

July 14, 2026

Mike O'Keefe
Contract Management Specialist
NYS Information Technology Services - VSMO
Swan Street Building, Core 4, Rm 2404
Albany, NY 12223

Dear Mike O'Keefe:

RE: RFP C000979 Salesforce Implementation EA**Firm Offer to the State of New York and Conflict of Interest Disclosure**

[INSERT OFFEROR NAME] hereby submits this firm and binding offer to the State of New York in response to New York State Request for Proposal (RFP) C000979 by the New York State Office of Information Technology. The Bid Proposal hereby submitted meets or exceeds all terms, conditions, and requirements set forth in the above-referenced RFP. This formal offer will remain firm and non-revocable for a minimum period of 180 days from the date proposals are due to be received by the State, or until a Contract is approved by the NYS Comptroller and executed by the State.

[INSERT OFFEROR NAME]'s complete offer is set forth in two (2) USB flash drives as follows:

Administrative/Technical/Financial Proposal: Bidder must submit two (2) electronic copies of the proposal documents saved as searchable Microsoft Word, Excel, and/or Adobe Acrobat formats, with the Administrative Proposal, and Financial Proposals clearly separated from each other (the Administrative proposal must contain no information regarding Bidder's Financial Proposal).

[INSERT OFFEROR NAME] hereby affirms that the solution proposed by the Offeror in the Bid Proposal meets or exceeds the service level requirements (if any) set forth in the above-referenced RFP, including referenced attachments.

[INSERT OFFEROR NAME] hereby affirms that, at the time of bid submission, Offeror knows of no factors existing at time of bid submission or which are anticipated to arise during the procurement or Contract term, which would constitute a potential conflict of interest in successfully meeting the contractual obligations set forth in the above-referenced RFP and the Bid Proposal hereby submitted, including but not limited to:

1. No potential for conflict of interest on the part of the Offeror or any Subcontractor due to prior, current, or proposed contracts, engagements, or affiliations; and
2. No potential conflicts in the sequence or timing of the proposed award under this procurement relative to the timeframe for service delivery, or personnel or financial resource commitments of the Offeror or proposed subcontractors to other projects.



To comply with the Vendor Responsibility Requirements outlined in Appendix C, Section 38 of the above-referenced RFP, **C000979 Salesforce Implementation EA**, hereby affirms that (enter an “X” in the appropriate box):

- ☐ An on-line (preferred) Vendor Responsibility Questionnaire has been updated or created within the last six months, at the Office of the State Comptroller’s website:

<https://www.osc.ny.gov/state-vendors/vendrep/file-your-vendor-responsibility-questionnaire>

- ☐ A hard copy Vendor Responsibility Questionnaire is included with this proposal and is dated within the last six months.
- ☐ A Vendor Responsibility Questionnaire is not required due to an exempt status. Exemptions include governmental agencies, public authorities, public colleges and universities, public benefit corporations, and Indian Nations.

By signing, the undersigned individual affirms and represents that he has the legal authority and capacity to sign and make this offer on behalf of and has signed using that authority to legally bind **[INSERT OFFEROR NAME]** to the offer and possesses the legal capacity to act on behalf of Offeror to execute a Contract with the State of New York. The aforementioned legal authority and capacity of the undersigned individual is affirmed by the enclosed Resolution of the Corporate Board of Directors of **[INSERT OFFEROR NAME]**.

Signature
[INSERT OFFEROR NAME]
[INSERT TITLE]
[INSERT COMPANY NAME]

Corporate Seal



Name of Company Bidding:		Bidder Firm's Federal Tax Identification No.:	
Street		City	
State	Zip	County	Country
Contact Name:			
Title:			
Phone: () - ext ()		Toll Free Phone: () - ext ()	
Fax : () - ext ()		Toll Free Fax : () - ext ()	
E-mail Address:		Company Web Site:	
Bidder Firm's NYS Statewide Financial System Supplier Identification Number, if known:			



Attachment 3 – Firm Offer Letter

Notary Public