



David A. Paterson
Governor

State of New York
Governor's Office of Employee Relations
2 Empire State Plaza, 12th Floor, Albany, New York 12223
(518) 474-6988 • (518) 486-7304 (Fax)

Gary Johnson
Director

November 16, 2010

Dear Potential Bidder:

The Governor's Office of Employee Relations is soliciting proposals from qualified vendors to secure the services of a Third Party Administrator (TPA) that can provide complete administrative services to successfully operate New York State's pre-tax transportation program, *NYS-Ride*, a qualified transportation fringe benefit (QTB) plan authorized by Internal Revenue Code Section 132. Prior experience providing TPA services to clients with 75,000 or more employees in multi-site locations is a requirement for bidders.

The purpose of *NYS-Ride* is to enable eligible state employees to set aside payroll deductions on a pre-tax basis for qualified transit expenses. There are approximately 225,000 New York State employees potentially eligible to participate in the program statewide. In addition to Executive Branch employees, the program is also offered to employees of the Unified Court System and Legislature.

The term of the contract will be defined in the Contract Agreement, but is anticipated to begin up to five months prior to October 2, 2011 and end on December 31, 2016. The start date of the contract will be negotiated with the selected vendor.

The proposal requirements and guidelines are available through the Governor's Office of Employee Relations website at <http://www.goer.ny.gov/vendor-info/index.cfm>. **Bidders should note that although this Request for Proposal (RFP) was issued recently, there are changes; for example: additions to the mandatory requirements, changes in the Benefit Distribution section, changes to the budget form, etc. Therefore, bidders are strongly encouraged to read this RFP in its entirety.**

If your organization chooses not to bid, but is aware of an organization(s) that might provide these services, please alert them about this Request for Proposal (RFP) immediately. Your prompt attention is important, since there are several deadlines that require a response.

Questions regarding the RFP will be accepted until 5:00 PM November 22, 2010. No telephone inquiries will be accepted. Answers to all questions received by this date will be posted on the agency website at <http://www.goer.ny.gov/vendor-info/index.cfm> no later than November 29, 2010. The written responses will not attribute the questions to specific bidders, thus bidders are assured of anonymity. Prospective bidders may obtain a hard copy of the

questions and answers upon request from the address provided below. A Bidders' Conference will not be held.

Any organization intending to bid should submit a written notice of such intent no later than 5:00 pm Eastern Time November 29, 2010. You may fax your notice to Deborah Miller at (518) 473-6934 or mail to the address below. If you have difficulty downloading the RFP you may request a hardcopy by contacting Deborah Miller at dmiller@goer.state.ny.us or Dawn LaPointe at dlapointe@goer.state.ny.us. A bid review committee will evaluate all bids submitted in response to this RFP. All bids must be received by 5:00 p.m. Eastern Time on December 15, 2010. Bidders should:

- Submit five hard copies of the completed technical proposal and one copy on CD ROM in Microsoft Word format. **Do not include any cost information in the technical proposal (see next paragraph).**
- Submit three hard copies of the cost proposal and one copy on CD ROM in Microsoft Excel format. **All cost information and required budget form must be submitted in a separate, sealed envelope and marked clearly as the bidder's cost proposal.**
- Mark the outside mailing label referencing the RFP title and cost proposal or technical proposal.

We anticipate the selected vendor will be notified on January 31, 2011.

Should you decide not to submit a proposal, we would greatly appreciate a brief written explanation of your reasons that can be emailed to dmiller@goer.state.ny.us. We are required to provide these explanations to the Office of the State Comptroller as part of the competitive bid process. Thank you for your interest in this project.

Please send bids to:

Ms. Deborah Miller, Staff Director
NYS Work-Life Services – Family Benefits Unit
55 Elk Street, Suite 301-C
Albany, NY 12210-2331

Sincerely,



Mary Caldwell
NYS-Ride Program Manager