

**STATE OF NEW YORK**

**JUDICIARY**

**—REQUEST FOR BID/PROPOSAL—**

(This is not an order)

**BID MUST BE MADE ON THIS SHEET  
OR AS OTHERWISE SPECIFIED**

**NYS Office of Court Administration  
25 Beaver Street, R-840  
New York, NY 10004**

Direct Inquiries to: **Marie-Claude Ceppi**  
Telephone No.: **(212) 428-2727**  
Email: **mceppi@courts.state.ny.us**

Price to include delivery to (describe exact location and method of delivery)

Per attached RFB/RFP Specifications

<b>Bid Number: RFB# OCA/JB-165</b>	<b>Commodity Group: INSURANCE</b>
<b>Issue Date: 02/10/2010</b>	
<b>Opening Date: 03/24/2010</b>	<b>Commodity Name: EXISTING &amp; SUPPLEMENTAL DENTAL PLANS</b>
<b>Time: 3:00 PM</b>	

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<b><u>UCS ATTACHMENTS I, III AND IV</u> ATTACHED &amp; INCORPORATED HEREIN.</b>	Respondents are to submit all required documentation and pricing in the format prescribed by the attached RFB/RFP Specifications.

**NOTICE TO BIDDERS**

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed responses for furnishing the item(s) in this Solicitation will be received at the above address. When submitting a response, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your response deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the Solicitation Forms. The Bid/Proposal response must be completed in the name of the respondent (corporate or other) and must be fully and properly executed by an authorized person.
4. INDICATE THE SOLICITATION NUMBER, THE OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED RESPONSE.
5. Mail the bid/proposal response to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE RESPONSES WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

**RESPONSES MUST BE SIGNED**

Bidder's Firm Name		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number Email Address	