

STATE OF NEW YORK

JUDICIARY

REQUEST FOR PROPOSALS

(This is not an order)
**PROPOSAL MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

RFP Number: RFP # OCA-133	Website Redesign Services
Opening Date: 8/31/2023 Time: 3:00 PM Issue Date: 6/22/2023	

NYS OFFICE OF COURT ADMINISTRATION

Office of Grants and Contracts

2500 Pond View, Suite 104

Castleton-on-Hudson, NY 12033

Direct Inquiries to: Jessica St. Hilaire

E-mail: JSTHILA@NYCOURTS.GOV

All prices to be net and inclusive of all services specified
 herein unless otherwise specified.

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (APRIL 2016) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities) <u>UCS ATTACHMENT I, III, and IV ATTACHED & INCORPORATED HEREIN.</u>	Bidder's Quotation and Specific Description of Item Offered <u>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</u>
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NOTICE TO BIDDERS

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

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

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS 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.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number:	
		NYS Vendor ID Number:	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number E-mail:	