

Bid Form Instructions

The prices submitted in Attachment B – Bid Form must include the bidder's complete cost for reimbursement purposes. Prices are to include, but not be limited to, any and all cost of testing/transition, data exchanges, translation where required, conversion to alternate forms, and reproduction of Dynamic Notices and Static Documents, paper, mailing services and any other costs such as reporting, overhead, labor, profit, materials, permits, licenses, and any other services related to the requirements of this IFB; with the sole exception of postage. Postage will be reimbursed separately through verifiable records.

Pricing Schedules

The bidder will enter in prices in Schedules 1-3 which will automatically populate total contract costs throughout the spreadsheets. Bidders should enter prices to no more than two decimal points.

Schedule 1: Static Documents Conversion Fees

English Set Up Fees: Bidders must enter per page pricing for all Static Documents for the initial/first time (for the duration of the contract) conversion to alternate formats. The selected contractor will utilize this price only when converting a Static document into an alternate format for the initial/first time for the duration of the contract.

Reproduction Fees: Bidders must enter per page pricing for all Static Documents for reproduction fees to alternate formats. The selected contractor will utilize this price (regardless of language) once the Set Up Fee has been reimbursed to the Contractor for the specific Static Document in question. For example, if the Contractor has converted the static document in question in Spanish previously, the contractor will utilize the reproduction per page fees price. If the Contractor has not converted the same static document in question in Italian, they will utilize the Italian per page set up fee.

Schedule 2: Dynamic Notice Conversion Fees

Bidders must enter per page pricing for all languages and alternate formats for Dynamic Notice conversions.

Schedule 3: Interpreter Services Cover Sheet

An Interpreter Services Cover Sheet is required for every conversion of a Dynamic Notice, for all Dynamic Notices.

Interpreter Services Cover Sheet Set Up Fee

Bidders must enter pricing for the initial/first time conversion (for the duration of the contract) of the Interpreter Services Cover Sheet to alternate formats.

Interpreter Services Cover Sheet Reproduction Fee

Bidders must enter pricing for reproduction fees of the Interpreter Services Cover Sheet to alternate formats.

Example 1: Contractor is required to convert Static document 'DOH 4220 Access NY Applications' into a Russian Large Print alternate format for the very first time for the duration of the contract.

Calculation:

Schedule 1 Static One Time Per Page Setup Fee for Russian language Large Print (18 pt) - \$

Multiplied by the number of pages (15) - \$

Example 2: Contractor is required to convert Static Document 'DOH 4287 Renewal Form' into a Chinese Large Print alternate format, however the Contractor has previously made this conversion earlier in the contract.

Calculation:

Schedule 1 Static Reproduction Per Page Fees Chinese language Large Print (18 pt) - \$

Multiplied by the number of pages (11) - \$

Example 3: Contractor is required to convert Dynamic Notice 'Template 010 Ongoing Eligibility Notice' into a Spanish Audio Conversion alternate format.

Calculation:

Schedule 2 Dynamic Notice Per Page Conversion Fees for Spanish language Audio Conversion - \$

Multiplied by the number of pages (20) - \$

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Schedule 3 Interpreter Services Cover Sheet Reproduction Fee Audio Conversion - \$