

3.0 ADMINISTRATIVE INFORMATION

3.1 Issuing Office and Inquiries

This RFI is issued by the DCS. All inquiries concerning this RFI should be directed to:

Mr. Seth Johnson
Employee Benefits Division, Room 1106
New York State Department of Civil Service
Albany, New York 12239
(518) 473-1788
E-mail: PFL2017RFI@cs.ny.gov

3.2 Incurring Costs

DCS will not be liable for any costs incurred by any entity or individual pertaining to the preparation and/or submission of responses to this RFI.

3.3 Pertinent Dates

The following timetable applies to this RFI:

Release of RFI: February 22, 2017

Due date for submission of responses: March 16, 2017

3.4 Submission of Responses to the RFI

Please send your response to:

Mr. David Boland
Director, Employee Benefits Division
ATTENTION: Mr. Seth Johnson
Employee Benefits Division, Room 1106
New York State Department of Civil Service
Albany, New York 12239
E-mail: PFL2017RFI@cs.ny.gov

3.5 Disclosure of Responses to the RFI

If any of the information in the response is considered confidential, proprietary or a trade secret, it must be clearly indicated on the appropriate page of the response. DCS cannot guarantee that information not labeled appropriately by the Respondent will not be released as part of the Freedom of Information Law request. Release of such materials is governed by the NYS Freedom of Information Law, which is pertinent part requires the requestor to provide specific justification as to why disclosure of particular information would cause substantial injury to the competitive position of the Respondent.