

ATTACHMENT 0 – GLOSSARY FOR ATTACHMENTS

Pre-Intent to Bid Attachments

The following attachments are included with the release of the RFP:

- Attachment 0 Attachment 0 provides further detail on the attachments incorporated into this RFP.
- Attachment 1 Appendix M, Form 102, Work Force Employment Utilization (Excel)
- Description:** The Workforce Utilization Report ("Report") is to be submitted on a quarterly basis during the life of the contract to report the actual workforce utilized in the performance of the contract broken down by job title. Further instructions can be found in the document.
- Attachment 2 Question Submission Form (Excel)
- Description:** This Attachment is to be used when submitting questions for the established Question and Answer period.
- Attachment 3 Intent to Bid Form with Certification and Modified NDA Form
- Description:** This form certifies a vendor's intent to bid on the RFP and vendor's agreement to a limited Non-Disclosure Agreement. This Attachment **must** be completed and submitted by the Intent to Bid deadline for a bidder to be eligible for consideration.
- Attachment 4 Non-Disclosure Agreement (NDA)
- Description:** The full Non-Disclosure Agreement must be completed, signed and submitted with the vendor's proposal. Comments and limitations to this document can be submitted for negotiation.
- Attachment 5 Mandatory Requirements Certification
- Description:** The purpose of this Attachment is for vendor's to certify that they meet each of the mandatory requirements outlined in the RFP. This document must be submitted as part of the bidder's proposal.
- Attachment 6 Claims Management Solution General Questionnaire
- Description:** Bidders must address each question in Attachment 6 – Claims Management General Solution Questionnaire in a narrative format within the Attachment. This Attachment must be submitted with bidder's proposal.
- Attachment 7 Functional Specifications Category List

Description: Attachment 7 provides a breakdown of the number of functional specifications that will be provided in Attachment 10 – Functional Specifications, which is to be provided to vendors post-Intent to Bid. Attachment 7 is for informational purposes only and does not require the bidder to submit anything with its proposal.

Attachment 8 NYSIF Data Exit Strategy

Description: Attachment 8 details the tasks involved in conducting a Data Exit Strategy throughout the duration of the contract. Per Section 2.13 of the RFP, bidder must agree to the terms and conditions outlined in Attachment 8. This attachment does not need to be completed by the bidders but should be acknowledged as part of its proposal.

Attachment 9 Additional Technology Policies

Description: Attachment 9 details several policies that are required for bidders to be in compliance with for the duration of the resulting contract. This attachment does not need to be completed by the bidders but should be acknowledged as part of its proposal.

Post-Intent to Bid Attachments

The following attachments will be released to vendors who properly submitted the Intent to Bid. The contents of all Attachments provided for informational purposes may be modified or amended by NYSIF without notice at any point during the procurement process and contract term.

Attachment 10 Functional Specifications (Excel)

Description: Bidders must complete Attachment 10 – Functional Specifications and its corresponding tab for each subsection.

Attachment 11 Business Process Documentation (PDF)

Description: Attachment 11 provides a visual representation of current business flows. This document is solely for informational purposes and should be used as a reference document for developing a response to Section 2.3.3 of the RFP.

Attachment 12 NYSIF Assumptions for Appendix Z

Description: Attachment 12 details premium, users, and claims projections through 2032. This attachment is solely for informational purposes and should be used as a reference document for completing the Appendix Z – Fee Schedule.

Attachment 13 NYSIF's Guide to eClaims Reporting

Description: Attachment 13 details how action taken in NYSIF's current claims system trigger the generation of WCB eClaims forms and filings.

Attachment 14 NYSIF's Claim System Integration List

Description: Attachment 14 details internal and external system requirements. This document is for informational purposes and should be used as a reference document for developing a response to Section 2.3.4 of the RFP.

Attachment 15 Data Dictionary (Excel)

Description: Attachment 15 details current NYSIF claims data in terms of number of tables, table size, field level descriptions and format used by our current claims systems for claims and compensation processing. This document is for informational purposes and is intended to be used as a reference for estimating level of work that needs to be done surrounding data migration and integration.

Attachment 16 NYSIF AI Risk Management Questions

Description: Attachment 17 is an Artificial Intelligence questionnaire that must be completed by the bidder and included as part of the proposal.

Attachment 17 NYSIF AI Policy

Description: Attachment 18 is NYSIF's current internal policies and procedures regarding the use of Artificial Intelligence. This attachment is for informational purposes only.

Attachment 18 NYSIF Security Vulnerability Scanning Management Process Vendor Questionnaire

Description: Attachment 19 is a security scanning compliance questionnaire that must be completed by bidders and included as part of the proposal. Bidders must meet NYSIF's security standards to be considered. This document should be used as a reference point when preparing a response to Section 2.4.1 of the RFP.

Attachment 19 NYSIF Change Management Process

Description: Attachment 20 details NYSIF's change management process that is expected to be followed throughout the duration of this project. This document is for informational purposes only. NYSIF may modify the change management process without notice.

Attachment 20 Standard Web Browsers

Description: Attachment 21 is the list of standard web browsers that currently NYSIF utilizes. This document is for informational purposes.

Attachment 21 Key Performance Indicators (KPI's) with Metrics and Thresholds

Description: Attachment 21 outlines and details NYSIF's KPI metrics for the implementation and post-implementation deliverables. As applicable, the green thresholds must be met prior to the Contractor meeting an agreed upon milestone or NYSIF accepting the applicable Deliverable.

Attachment 22 Contingency Fund Change Order Request

Description: Attachment 22 is a change order request form that vendors can utilize to submit any proposed change orders throughout the duration of the resulting Agreement.