



## **NYSIF REQUEST FOR INFORMATION**

### **NYSIF Annual Service Award Program**

**RFI # 2024-62-ADM**

**6/05/24**

#### **1. OVERVIEW OF THE NEW YORK STATE INSURANCE FUND**

The New York State Insurance Fund (NYSIF) was established in 1914 as part of the original enactment of the New York State Workers' Compensation Law. NYSIF's mission is to guarantee the availability of workers' compensation insurance at the lowest possible cost to New York employers and to provide timely, appropriate indemnity and medical payments to injured workers, while maintaining a solvent fund. Since inception, NYSIF has fulfilled the dual roles for which it was created: to compete with other carriers to ensure a fair marketplace and to be a guaranteed source of coverage for employers who cannot secure coverage elsewhere.

NYSIF is the largest workers' compensation carrier in New York State and among the nation's top ten largest workers' compensation carriers. As of November 30, 2023, NYSIF insures approximately 131,000 workers' compensation insurance policyholders and provides disability benefits coverage for off-the-job injuries to approximately 57,500 New York employers, with more than \$1.6 billion in annual earned premiums and over \$22 billion in assets.

#### **2. PURPOSE OF THIS REQUEST FOR INFORMATION (RFI)**

The New York State Insurance Fund is in the process of gathering information on the services of a coordinator for an annual employee service award program. NYSIF is looking for a firm to coordinate and manage our annual employee service award program which includes the following:

1. Create and provide between three to five different gift basket options for approximately 150 employees to choose from. The gift baskets should have a general monetary value of \$120.00 per basket, including shipping costs to the individual employee's home address. Gift baskets should include a variety of goods and non-perishable food items that are produced and manufactured exclusively in New York State. The items included in the gift baskets should be appropriate for a professional work environment and should not include alcohol, tobacco, or any other inappropriate item(s).
2. The vendor should act as the coordinator with NYSIF employees to determine their gift selection and collect the employee's individual shipping address for the gift to be mailed to directly.
3. The vendor should manage all shipping aspects of the gift to the awardees and remedy any shipping issues that may arise if the shipment is lost, damaged, etc.

There will not be a contract awarded for the purchase of services or products directly resulting from this RFI. However, we may use the information garnered from the RFI process in future

procurement(s). Respondents will be placed on a mailing list and will receive an announcement of any subsequent Request for Proposals (RFP) that may arise from the RFI. Any decision to subsequently issue an RFP for such services will be at the sole discretion of NYSIF, and NYSIF is under no obligation to initiate such an RFP.

All firms with knowledge of coordinating and implementing an award/gift program are encouraged to respond. In addition to responses received, NYSIF may ask companies to present their experience in an information sharing session with NYSIF staff.

### **3. GENERAL TERMS AND CONDITIONS**

Proprietary Information - Careful consideration should be given before confidential information is submitted as part of your response. Review should include whether it is critical for reviewing a response and whether general, non-confidential information may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers Law, Section 87(2)(d) provides exceptions to disclosure for records or portions thereof. Among these "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise."

A respondent to the RFI who is taking advantage of this provision must clearly identify on each page of the submission that contains confidential or proprietary information the label "Confidential" or "Proprietary" and the identification of the page and section for which the exemption is requested. In addition, with regard to any particular section(s) for which an exemption is requested, pursuant to POL §89[5] the respondent must provide a written request to exempt the information from disclosure, including a written basis of the reasons why the information should be exempted by identifying: (i) why the disclosure of the identified information would cause substantial injury to the competitive position of the Contractor, or (ii) why the information constitutes critical infrastructure information which should be exempted from disclosure pursuant to §87(2) of the Public Officers Law. The written request and rationale can be by a separate document which refers to the specific page(s) and section(s) of the submission to which it refers.

Requests for exemption of the entire contents of a submission from disclosure have generally not been found to be meritorious and are discouraged. Kindly limit any requests for exemption of information from disclosure to bona fide trade secrets or specific information, the disclosure of which would cause a substantial injury to the competitive position of the firm or information which constitutes critical infrastructure information which may be exempted from disclosure pursuant to §87(2) of the Public Officers Law.

NYSIF cannot guarantee the confidentiality of any information submitted.

#### **NYSIF reserves the right to:**

1. Use any and all ideas submitted in response to the RFI.
2. Adopt all or any part of the respondent's response in selecting the optimum configuration to be used in an RFP.
3. Request RFI respondents to present supplemental information clarifying their responses, either in writing, in formal presentation, or by product demonstrations.
4. Accept or reject any or all information received, or to modify or cancel this RFI in part or in its entirety at any time.

5. NYSIF recognizes that information and cost figures provided in response to this RFI are nonbinding.
6. This RFI is being issued for data gathering purposes only. This RFI is not a contract offer, and does not commit NYSIF to award a contract, pay any costs incurred by Respondent in preparing a response, or to procure or contract for services or supplies. No contract can or will be awarded based on submissions.
7. Respondents are encouraged to respond to this RFI; however, failure to submit a response will not impact a respondent's ability to respond to any future competitive solicitation process (if any) for projects.
8. There are no representations or warranties regarding the accuracy or completeness of the information contained in this RFI. Respondents are responsible for making their own evaluation of information and data contained in this RFI and for preparing and submitting responses to this RFI.

#### 4. **CALENDAR**

<b><u>DATE</u></b>	<b><u>EVENT</u></b>	<b><u>COMMENTS</u></b>
6/05/2024	RFI Issued	
6/13/2024 <b>2:00 PM EST</b>	Final date for submission of responses	Deadline for response to this RFI. Responses should be emailed to <a href="mailto:contracts@nysif.com">contracts@nysif.com</a> . Please include "NYSIF RFI # 2024-62-ADM" in the subject line of the e-mail.

#### 5. **INQUIRIES/ISSUING OFFICE/DESIGNATED CONTACT**

All inquiries concerning this RFI will be addressed to the following Designated Contacts:

Angela Sgambelluri

Contract Management Specialist

E-Mail: [contracts@nysif.com](mailto:contracts@nysif.com)

Allison Lund

Contract Management Trainee

E-Mail: [contracts@nysif.com](mailto:contracts@nysif.com)

All amendments, clarifications and any announcements related to this RFI will be posted on NYSIF's website at: [www.nysif.com/procurement](http://www.nysif.com/procurement). It is the sole responsibility of the respondents to check the website for any amendments, clarifications, or updates. All applicable amendment information must be incorporated into the firm's response.

#### 6. **REQUESTED INFORMATION**

NYSIF is seeking a creative solution to our annual service award program. We are open to options to providing the type of service listed below, as well as any other services that may be beneficial to the program. NYSIF is seeking information in the following areas:

1. Examples of three to five different curated gift baskets for employees to choose from.
2. NYSIF would be looking for "gift basket" options that include a variety of New York State foods and products. How would your firm seek out and provide these types of products? What resources would you be using?

3. Describe your firm's process to provide employees with a survey to choose their selection and provide their ship to address.
4. Explain how you would coordinate the shipping and handling of gift baskets directly to an employee's individual shipping address.
5. Explain how your firm will directly manage all customer service issues with an awardee.
6. Describe how your firm has managed a similar program in the past. For example, how did you organize the collection of information and the coordination of the shipments?
7. Explain your firm's quality control process. For example, how does your firm select the contents of the gift baskets to ensure the highest quality? How does your firm manage customer service if there are issues with the shipments?
8. Describe your firm's fee structure for these types of services and include how your firm handles the varying fees associated with the creation of the baskets, shipping costs, and administrative management of the program.
9. Describe how your firm would bill for this type of service.

## **7. PRESENTATION/INTERVIEW**

NYSIF, at its own discretion, may ask respondents to give a presentation/interview. If NYSIF conducts presentations/interviews as part of the information gathering process, NYSIF's review committee may use the information gathered during this process to develop RFP specifications.

Presentations may be up to 90 minutes. Questions may be asked by the review committee based on material covered in the presentation/interview.

Presentation/interviews will be conducted in New York City, Albany or virtually. It will be the responsibility of the respondents to present the appropriate staff to discuss the products, at the scheduled time. Respondents will be responsible for any and all costs associated with the presentation. Appointments will be made at least one week prior to the scheduled presentation/interview date. There is no guarantee expressed or implied that a firm will be asked to make a presentation and no product, or services will be procured through this process.

## **8. DUE DATE**

The due date for responses is 6/13/24, 2:00 p.m. (Eastern) to: [contracts@nysif.com](mailto:contracts@nysif.com). Please include "Response to NYSIF RFI # 2024-62-ADM" in the subject line of the e-mail. Responders assume all risks for timely, properly submitted deliveries.