



## **NOTICE TO BIDDERS**

**RFP 2526-35**

### **Internal Claims Auditor**

The **Dutchess County Board of Cooperative Educational Services (Dutchess BOCES)** in accordance with Section 103 of Article 5-A of the General Municipal Law, hereby invites the submission of sealed proposals to provide internal claims auditing services to the Dutchess BOCES, as set forth in this solicitation.

Proposal forms may be obtained from the offices of the Dutchess BOCES, 5 BOCES Road, Poughkeepsie, New York, 12601 upon request or on our website: [www.dcboces.org](http://www.dcboces.org).

This Request for Proposals is being offered by Dutchess County Board of Cooperative Educational Services (Dutchess BOCES) through Taylor Fiorito, Purchasing Agent. Sealed proposals, on the forms provided, are to be filed with the same, and will be publicly opened at the Dutchess BOCES conference center at **12:00 PM on April 29, 2026**. In the event that Dutchess County BOCES is closed the day of the RFP opening, the proposals will be opened the next day that Dutchess County BOCES is open.

All questions or requests for clarification regarding this RFP must be submitted in writing via email to the purchasing department no later than April 10, 2026. Responses will be shared with all known proposers.

#### **Point of Contact for this RFP is:**

**Dutchess BOCES**

ATTN: Taylor Fiorito, Purchasing Agent

5 BOCES Rd, Poughkeepsie, NY 12601

Email: [taylor.fiorito@dcboces.org](mailto:taylor.fiorito@dcboces.org)

Phone: 845.486.4800 ext. 2203

# RECEIPT CONFIRMATION FORM

PLEASE COMPLETE AND RETURN THIS FORM ASAP

RFP NUMBER: #2526-35 TITLE: Internal Claims Auditor

**Vendors:** Please complete and return this form as soon as possible. Doing so will ensure you receive all future updates on this request. Email to: [taylor.fiorito@dcboces.org](mailto:taylor.fiorito@dcboces.org)

<i>COMPANY NAME</i>
<i>ADDRESS</i>
<i>CITY, STATE, ZIP</i>
<i>POC:</i>
<i>TITLE:</i>
<i>PHONE:</i>
<i>FAX:</i>
<i>EMAIL:</i>

\_\_\_\_\_ **We intend to submit a bid no later than 12:00 PM on April 29, 2026.**

I understand that all communications related to this request will be sent to the email address I provided, and I authorize Dutchess BOCES to do so.

\_\_\_\_\_ **We DO NOT intend to submit a bid in response to this request.**

Dutchess BOCES is interested in the reasons why bidders fail to submit bids. Please indicate your reason(s) by checking all appropriate item(s) below and returning this form to the address below.

- **Insufficient time allowed for preparation of bid.**
  - **We do not offer these goods/services.**
  - **Insurance requirements are too restrictive.**
  - **Bond requirements are too restricting.**
  - **Workload does not allow us to bid at this time.**
  - **Specifications unclear or too restrictive.**
  - **Quantities too small**
  - **Other :** \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

**1. INSTRUCTIONS TO BIDDERS**

Proposers are responsible for carefully reviewing the entire contents of this RFP packet, including all requirements, specifications, and terms. Please ensure all required documentation is included, completed in full, and submitted according to the instructions provided.

The checklist below outlines the mandatory submission items. Incomplete submissions or failure to follow these instructions may result in disqualification.

All bids become the property of Dutchess BOCES and may be subject to disclosure under the New York State Freedom of Information Law (FOIL), Public Officers Law §84-90.

**Bid Due Date:** April 29, 2026 at 12:00 PM.

**Submission Address:** Dutchess BOCES, ATTN: Purchasing Department, 5 BOCES Rd, Poughkeepsie, NY 12601

**Bid Format:** All bids must be sealed and clearly labeled as:

**"RFP# 2526-35 - for Internal Claims Auditor"**

This includes marking the outside of any express mail envelope that may be used.

**Proposals must include:**

- IRS Form W-9
- Proposers are required to submit one completed hard copy of Pages 11 through 20 in this RFP, with all pages properly and legibly completed with the appropriate signatures.
- Certificate(s) of Insurance (COI)
- Detailed Fee Proposal as outlined in Section 4

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**2. INTRODUCTION & BACKGROUND**

BOCES are cooperative associations of school districts established by New York State law to share services efficiently and economically. Dutchess BOCES Purchasing manages procurement for all programs and operations, leveraging collective buying power to achieve best value for Dutchess BOCES and its component districts.

**Claims Volume and Funds Overview**

Approximately 3,170 purchase orders were created in the 2024-2025 fiscal year, with 12,245 claims paid across 5 BOCES Funds (General, Federal, School Lunch, Capital and Special Revenue).

### **3. SCOPE OF SERVICES**

The purpose of this Request for Proposals (RFP) is to secure a qualified individual or firm to provide Internal Claims Auditor services for Dutchess BOCES in accordance with the requirements of the law and regulations of the Commissioner of Education, the Office of the State Comptroller, and the Dutchess BOCES Board of Education. The selected provider will review and audit claims, invoices, and supporting documentation prior to payment to ensure compliance with applicable laws, regulations, Board policies, and sound accounting practices.

All duties to be performed will be under the immediate direction of the Board of Education. If the Claims Auditor believes fraud or theft may have been committed by a District employee, the Claims Auditor shall immediately notify the President of the Board of Education.

It is anticipated that the claims audit services will be performed in accordance with a schedule to be established by the BOCES Accounts Payable staff in conjunction with the BOCES Treasurer. Currently, warrants are prepared on a twice monthly basis. The Claims Auditor will be required to review warrants either on-site at Dutchess BOCES or remotely, as determined by Dutchess BOCES.

#### **Contract Period**

The initial term of this contract shall begin on July 1, 2026, or upon Board of Education approval, whichever is later, and shall continue for one (1) year through June 30, 2027. The end date of the initial term is fixed and shall not be extended due to a delayed start. Four (4) one-year extension options may be made upon mutual consent.

While Dutchess BOCES intends to execute extensions as described above, nothing herein shall be construed as binding Dutchess BOCES to any extension. Dutchess BOCES reserves the right to decline a contract extension for any reason permitted by law.

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### **4. Proposal Submission Requirements**

Proposers shall submit a complete proposal addressing the requirements of this Request for Proposals. At a minimum, proposals must include the following:

#### **A. Description of Claims Audit Services**

A narrative describing the proposer's approach and methodology for performing claims audit services for Dutchess BOCES.

#### **B. Fee Proposal (See Submission Form)**

Proposers must complete the Pricing Submission Form provided on page 19, including:

- Flat annual fee for claims audit services
- Hourly rate for additional or special projects, if applicable
- Pricing for each of the five potential contract years
- Estimated number of hours expected to be expended annually

The flat annual fee shall be all-inclusive of all services described in this RFP and any necessary expenses.

**C. Independence Statement**

An affirmative statement that the firm or individual is independent of Dutchess BOCES.

**D. Qualifications and Experience**

Information describing the qualifications and experience of the firm and personnel assigned to perform the services, or the qualifications of the individual proposer.

**E. Commitment to Timely Completion**

A statement confirming the proposer's commitment to complete the claims audit process in a timely manner in accordance with District procedures.

**F. References**

Per page 20, a minimum of three (3) references for similar claims auditing or governmental auditing services performed within the past three (3) to five (5) years.

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**5. QUALIFICATIONS & REQUIREMENTS**

To be considered for award, vendors must meet the following minimum qualifications and provide documentation as requested:

- Proposers must hold all required and valid licenses and permits under applicable federal, New York State, and local laws.
  - Proposers should have a minimum of three (3) years' experience providing claims auditing or similar professional services, preferably within a New York State school district or comparable governmental entity.
  - Proposers shall provide information about relevant local government or school district experience, including a listing of references with contact names, titles, and telephone numbers. Dutchess BOCES reserves the right to disqualify proposers based on negative reference checks or unsatisfactory past performance.
  - Individuals or firms should submit brief resumes of personnel assigned to this audit function (or the resume of the individual proposer), highlighting prior claims auditing, governmental, or school district experience. The District reserves the right to reject any personnel deemed unqualified.
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**6. CONTRACTOR RESPONSIBILITIES**

The awarded proposer shall be responsible for performing all services in a professional and fully compliant manner. An issued purchase order is required prior to performance. Responsibilities include, but are not limited to, the following:

- Be knowledgeable of applicable federal, New York State, and local laws, including

Board Policies and Regulations governing purchasing and claims auditing.

- Be familiar with the legal requirements associated with New York General Municipal Law §103 and other applicable bidding and procurement requirements.
- Be familiar with the practice and use of cooperative bidding, county contracts, and New York State OGS contracts.
- Review all claims and supporting documentation to ensure accuracy, proper authorization, and compliance with applicable laws, regulations, and District policies prior to payment.
- Verify that claims are properly itemized, mathematically accurate, and supported by appropriate documentation.
- Identify and report any discrepancies, irregularities, or non-compliance issues to the District.

**Claims Audit Duties (Weekly)**

- Review all voucher packets.
- Ensure that each voucher packet includes a purchase order signed by the purchasing agent and an original invoice.
- Ensure that voucher packets for conference or travel reimbursements include all required documentation in accordance with Dutchess BOCES policies and procedures.
- Ensure that the invoice clearly describes the goods or services purchased and matches the purchase order.
- Make certain that the invoiced price is comparable to the estimated cost on the purchase order and if the invoice cost is above the purchase order that the purchasing agent has approved the increased cost.
- Ensure that the BOCES does not pay any sales tax.
- If the expenditure is one that requires bidding, make certain there is evidence that the merchandise was bid either by the school district or through a cooperative bid or state contract.
- If the expenditure is one that does not require bidding, make certain there is evidence that the purchase is in compliance with BOCES policy.
- Review all voucher packets for reasonableness and appropriateness of expenditures.
- Confirm that signatures are those that are approved by Board Policy or administrative regulation.
- Verify that extensions are correct.
- Compare actual check to documents of voucher packet approved.
- Execute the Certification of the Warrant authorizing Dutchess BOCES to sign and mail checks.

**Reporting Requirements**

The Claims Auditor shall provide regular reports regarding the results of claims audit activities and any identified discrepancies or concerns.

- Provide a monthly written report to the Board of Education summarizing claims reviewed and any findings.
- Report to the Audit Committee on a quarterly basis, as requested.

- Provide verbal reports to the Board of Education, if requested.
- Provide additional written reports as requested by the Board of Education.

**Performance and Timeliness of Services**

The proposer shall perform claims audit services in a timely manner to ensure that claims are reviewed and approved prior to payment in accordance with District procedures. The proposer shall also respond to District inquiries related to the services within five (5) business days of notification.

If the proposer fails to perform services in accordance with the requirements of this contract, Dutchess BOCES reserves the right to terminate the agreement and/or engage another qualified individual or firm to perform the required services, in accordance with applicable law and contract terms.

**Professional Services Standard**

The proposer shall perform all services in a professional and competent manner in accordance with the scope of services and in compliance with applicable laws, regulations, and generally accepted professional standards. The proposer shall promptly address any deficiencies in services identified by Dutchess BOCES.

**Confidentiality**

The Claims Auditor shall maintain strict confidentiality regarding all financial records, personnel information, and other sensitive information obtained in the course of performing services. Such information shall not be disclosed to any third party without the prior written consent of Dutchess BOCES, except as required by law.

**References**

Proposers shall submit a minimum of three (3) references for claims auditing or similar governmental auditing services performed within the past three (3) to five (5) years. References should include the client name, contact person, telephone number, email address, and a brief description of the services provided.

Dutchess BOCES reserves the right to contact any references provided and to consider reference information in determining proposer responsibility. Failure to provide references may result in a determination of non-responsibility.

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**7. CONTRACT RETENTION & TERMINATION CONDITIONS**

The following conditions govern the continued retention of any contract awarded under this RFP. Dutchess BOCES reserves the right to terminate the contract, in whole or in part, under the following conditions:

**Contract Retention**

Dutchess BOCES reserves the right to retain the selected proposer for the full duration of the agreement, including any extensions, provided the proposer complies with all terms and conditions of the contract and performs services in a satisfactory manner.

**Termination for Cause**

Dutchess BOCES reserves the right to terminate this contract, in whole or in part, for cause upon written notice to the proposer. Cause shall include, but not be limited to:

- Failure to perform services in accordance with contract requirements
- Failure to comply with applicable laws or regulations
- Any other material breach of the contract

Prior to termination for cause, Dutchess BOCES will provide written notice of the deficiency and may allow the proposer a reasonable period to cure the issue. In the event of termination for cause, Dutchess BOCES shall not be liable for costs incurred after the effective date of termination. Payment will be made only for services satisfactorily performed prior to termination.

**Termination for Convenience**

Dutchess BOCES may terminate this contract at any time, for any reason, with at least thirty (30) days' written notice to the proposer. The proposer shall be compensated only for services satisfactorily performed up to the effective date of termination.

**Effect of Termination**

Upon termination, the proposer shall promptly return all Dutchess BOCES property, records, and documentation. Dutchess BOCES shall not be liable for any further obligations, penalties, or damages beyond payment for services accepted and rendered.

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**8. INSURANCE & COMPLIANCE REQUIREMENTS**

The successful proposer shall maintain, at its own expense, the following insurance coverage throughout the contract term, including any authorized extensions. All policies must be issued by insurers authorized to do business in New York State.

**Required Coverage and Minimum Limits:**

- Commercial General Liability: \$1,000,000 per occurrence / \$2,000,000 aggregate: Includes premises & operations, products/completed ops, contractual liability, and independent contractors.
- Business Automobile Liability: \$1,000,000 per accident: Covers owned, leased, hired, and non-owned vehicles.
- Workers' Compensation and Disability Insurance: As required by NYS Law.
- Umbrella/Excess Liability: \$1,000,000 per occurrence and aggregate; must apply over General Liability and Automobile Liability policies.
- Professional Liability (Errors & Omissions): \$1,000,000 per claim / \$2,000,000 aggregate. Coverage must include acts, errors, or omissions arising from the professional services described in this RFP.
- Cyber Liability: \$1,000,000 per claim / \$2,000,000 aggregate. Coverage must include liability for data breaches, unauthorized access, loss or compromise of confidential or sensitive information, and related notification, legal, and credit-monitoring costs.

**Certificates of Insurance (COI):**

The successful proposer shall provide a Certificate of Insurance listing Dutchess BOCES, 5 BOCES Road, Poughkeepsie, NY 12601 as Certificate Holder prior to contract execution.

**Continuous Coverage:**

All required insurance policies must remain in full force and effect for the duration of the contract, including any authorized extensions. The contractor shall notify Dutchess BOCES of any cancellation, non-renewal, or material change to coverage.

**Indemnification:**

The contractor shall indemnify and hold harmless Dutchess BOCES, its officers, employees, and agents from any claims, damages, or causes of action arising from the contractor's acts or omissions.

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**9. DISPUTE RESOLUTION**

Dutchess BOCES and the contractor agree to make a good faith effort to resolve any disputes arising under this contract through informal discussion. If a resolution cannot be reached, either party may pursue remedies available under applicable law. Any legal action arising from this contract shall be brought in a court of competent jurisdiction within the State of New York.

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**10. AWARD AND RESERVATION OF RIGHTS**

The award of this contract shall be made to the responsible proposer whose proposal is determined to be the most advantageous to Dutchess BOCES, taking into consideration qualifications, experience in claims auditing, understanding of the required services, and fee proposal.

Dutchess BOCES reserves the right to consider additional factors in determining proposer responsibility, including but not limited to:

- Reputation and demonstrated ability to meet contract requirements
- Financial stability and legal standing
- Compliance history
- References

Dutchess BOCES reserves the right to request additional documentation, clarification, or correction of errors or omissions from proposers as necessary to evaluate responsiveness, capacity, and ability to perform the required services. Failure to demonstrate the ability to meet BOCES requirements may result in a determination of non-responsibility.

Dutchess BOCES reserves the right to reject any or all proposals, to re-advertise, to waive minor irregularities, and to award a contract deemed to be in the best interest of the District, in accordance with New York State General Municipal Law §103.

**Evaluation Criteria**

Proposals will be evaluated based on the following criteria:

- **Qualifications and Experience – 40%**  
Relevant experience providing claims auditing services, particularly for New York State school districts, BOCES, or similar governmental entities, size and stability of the firm (if applicable), and qualifications of assigned personnel (if applicable).
- **Understanding of Scope of Services – 25%**  
Demonstrated understanding of the responsibilities of a Claims Auditor and applicable legal and regulatory requirements.
- **Methodology / Approach – 15%**  
Clarity and thoroughness of the proposer’s approach to performing claims audit services and communicating findings.
- **References – 10%**  
Quality and relevance of references from similar engagements.
- **Fee Proposal – 10%**  
Reasonableness and competitiveness of the proposed fee structure.

**Oral Presentations and Final Selection**

Dutchess BOCES reserves the right to request oral presentations or interviews from proposers at no cost to the agency. Following evaluation of proposals, Dutchess BOCES will select the proposer whose proposal is deemed to be in the best interest of the agency.

**Conflicting Terms**

In the event of a conflict between the General Terms and Conditions and the detailed RFP document, the provisions of the RFP document shall prevail. Dutchess BOCES reserves the right to resolve any ambiguity or conflict in the RFP documents in the manner deemed most favorable to the agency as determined by the purchasing agent.

**Timing**

Dutchess BOCES may make award(s) within ninety (90) days of proposal submission. Proposals may not be withdrawn during this period.

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**11. PAYMENTS**

Payments shall be made upon receipt of an itemized invoice in accordance with the terms of the executed contract and an issued purchase order. Proposers may offer prompt payment discounts; however, Dutchess BOCES shall not be bound to payment terms shorter than forty-five (45) days.

**NON-APPROPRIATION CLAUSE**

This contract is subject to the availability of funds. Dutchess BOCES shall not be liable for any purchase or contract for which funds are not appropriated or encumbered. Payment is authorized only upon issuance of a valid purchase order. In the event funding is withdrawn or a purchase order is canceled, Dutchess BOCES shall be liable only for documented costs incurred up to the date of cancellation and shall not be responsible for lost profits, restocking fees, or future damages.

## **CERTIFICATIONS REQUIRED FOR PROPOSAL SUBMISSION**

### **Instructions**

The following certifications are required by New York State law and/or Dutchess BOCES policy. This packet must be completed in full, signed where indicated, and returned with your bid or proposal. Failure to return a properly completed packet may result in your submission being deemed non-responsive.

### **Included Certifications**

- General Terms and Conditions (2 pages)
- Bidder Responsibility Questionnaire (Please include any additional information as appropriate as well as this form) (1 page)
- Non-Collusive Bidding Certification (GML §103-d) (1 page)
- Iran Divestment Act Compliance Certification (1 page)
- Sexual Harassment Policy Compliance Certification (1 page)
- Conflict of Interest Disclosure Statement (1 page)

**All certifications in this packet must be completed and returned for every formal solicitation**

The following general conditions apply to all proposal submissions and will govern the interpretation and administration of this solicitation. If general terms listed here are inconsistent with terms of the formal solicitation scope, the terms of the formal solicitation scope supersede these general terms.

- a. Once Dutchess BOCES has opened proposals, there can be no changes to price or terms outside of legally permitted items. In addition, there are no provisions to cancel after an award is made, except by Dutchess BOCES, which maintains a unilateral right to cancel for any reason or no reason at all.
- b. Facsimile, telephone, or verbal proposal or any modifications of proposal documents will NOT be accepted or considered.
- c. Vendors may not alter the proposal documents. Any requested modifications must be submitted in a separate document with the proposal. Dutchess BOCES reserves the right to deem such proposals non-responsive.
- d. Proposals received after the time stated for the proposal opening date in the Notice to Vendors will NOT be considered. The vendor retains all responsibility for proper timely submission.
- e. Dutchess BOCES will interpret the submission of a proposal to mean that the vendor is fully informed as to the extent and character of the services, supplies, materials, and equipment required and that the vendor can furnish the same in complete compliance with the specifications.
- f. Vendors on the NYS Labor Department or Workers' Compensation Debarment Lists are ineligible for award. By submitting a proposal, the vendor affirms that they are in good standing with both agencies as of the proposal date.
- g. No charges will be allowed for federal, state, or municipal sales and excise taxes, from which the political subdivisions are exempt, or for any portion of a gross receipts tax, MTA surcharge or other tax or surcharge imposed upon the vendor.
- h. Dutchess BOCES reserves the right to award this contract to one or more responsive and responsible proposers, if determined to be in the best interest of Dutchess BOCES. Dutchess BOCES may also reject proposals and purchase services under an existing County or New York State contract if such services are available on equivalent terms, at a lower price.
- i. Selection of the awarded proposal will be made in accordance with New York General Municipal Law §103 and all other applicable laws and regulations, on either a lowest responsible bidder or best value basis, as specified in the solicitation..
- j. To ensure compliance, vendors must provide all required documentation demonstrating their ability to fulfill the contract's requirements at their proposal price.
- k. Prices, and all required information, except signature of proposer, should be typewritten or printed for legibility. All signatures must be written.
- l. Failure to respond to a notice of award does not release the vendor from its obligation to perform under the terms of its submitted proposal. Upon notification of award, the vendor has three (3) business days to make a formal written dispute. If no dispute is submitted within this period, the vendor shall be deemed to have accepted the award and must fulfill all contractual responsibilities. Notice of award will be via email.
- m. Even when awarded the contract, the selected vendor(s) will not perform under this contract without an Issued Purchase Order.
- n. It is mutually understood and agreed that the selected vendor shall not assign, transfer, convey, sublet or otherwise dispose of the contract or their right, title, or interest therein, or their power

to execute such contract, to any person, company or corporation without the previous written consent of Dutchess BOCES.

- o. Payments of any invoice shall not preclude Dutchess BOCES from making claim for adjustments on any item found not to have been in accordance with general terms and conditions and scope of services.
- p. This contract may be made available to other political subdivisions in accordance with GML §103(16), subject to mutual agreement. This practice, commonly referred to as “piggybacking” is subject to the vendor’s approval of the other entity to purchase under this contract and the terms and conditions remain intact if authority is granted. Dutchess BOCES assumes no responsibility for payment or other obligations of any other entity allowed to purchase under this "piggybacking" clause.
- q. Contractor personnel performing work under this agreement may be required to submit to criminal background checks in accordance with the SAVE Act and Education Law §305(30).
- r. Dutchess BOCES reserves the right to request additional documentation or clarification from proposers as necessary to evaluate logistical capacity and service feasibility. Failure to demonstrate the ability to meet contract requirements may result in a determination of non-responsibility.
- s. There is no expressed or implied obligation for Dutchess BOCES to reimburse responding firms or individuals for any expenses incurred in preparing proposals in response to this RFP.
- t. Dutchess BOCES reserves the right to reject any or all proposals, to waive minor irregularities, and to award a contract deemed to be in the best interest of the District, in accordance with New York State General Municipal Law §103.
- u. All materials submitted in response to this RFP shall become the property of Dutchess BOCES and may be subject to disclosure under the New York State Freedom of Information Law (FOIL), Public Officers Law § 84–90. By submitting a proposal, the vendor acknowledges and agrees that Dutchess BOCES is a public entity and is obligated to comply with FOIL. Proposal submissions, including pricing and supporting documentation, may be disclosed to third parties upon request, unless a valid exception under FOIL applies.  
Vendors requesting exemption from disclosure for specific proprietary or trade secret materials must clearly identify such content at the time of submission and provide a written justification pursuant to FOIL §87(2)(d). Dutchess BOCES will determine the applicability of any claimed exemption in accordance with the law.

These General Terms apply to all solicitations unless otherwise modified. In the event of any conflict between these General Terms and the specific terms set forth in the Request for Proposal (RFP) or Request for Bid (RFB), the terms of the specific solicitation shall control.

Company:	
Title:	
Signature:	
Name:	
Date:	

**BIDDER RESPONSIBILITY QUESTIONNAIRE**

<i>COMPANY NAME:</i>			
<i>ADDRESS:</i>			
<i>CITY:</i> <i>STATE:</i> <i>ZIP:</i>			
<i>POC:</i> <i>TITLE:</i>			
<i>PHONE:</i> <i>FAX:</i>			
<i>EMAIL:</i> Years in business under current name:			
BUSINESS REFERENCE 1: <p align="center"><b>SEE PAGE 20</b></p> BUSINESS REFERENCE 2:			
<p><b>Legal &amp; Compliance</b></p> <ul style="list-style-type: none"> <li>● I have read the terms and conditions of this RFP and agree to them</li> <li>● No bankruptcy, liens, or judgments in past 5 years</li> <li>● Not debarred or suspended by any agency</li> <li>● This bid is valid for no less than 60 days from the scheduled Bid Opening</li> <li>● No terms or stipulations added to this proposal are binding unless agreed in writing</li> </ul>			
<i>Comments:</i>			
The undersigned agrees to supply the service and products bid, as agreed upon in final contract and pursuant to the terms of this Request For Bid.			
<table style="width:100%; border: none;"> <tr> <td style="width:33%; border-top: 1px solid black; text-align: center;"><i>SIGNATURE</i></td> <td style="width:33%; border-top: 1px solid black; text-align: center;"><i>NAME</i></td> <td style="width:33%; border-top: 1px solid black; text-align: center;"><i>TITLE</i></td> </tr> </table>	<i>SIGNATURE</i>	<i>NAME</i>	<i>TITLE</i>
<i>SIGNATURE</i>	<i>NAME</i>	<i>TITLE</i>	

**Non-Collusive Bid Certification**

I. In accordance with Section 103-D of the General Municipal Law, the following must be subscribed to by every vendor:

By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

1. The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor; and
3. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Company:	
Title:	
Signature:	
Name:	
Date:	

**Note:** The following is a summary of the legal effect of this certification, provided for informational purposes.

- If the certification above is not completed, **the bid cannot be considered for award.**
- If a bidder cannot make the certification, they must attach a signed statement explaining why. The purchasing official may decide if the bid can still be accepted.
- Corporate bidders are considered to have their **board’s authorization** to sign and submit the bid, including this certification.
- Simply having published price lists or selling items at the same prices to others **does not count as collusion.**

**IRAN DIVESTMENT ACT CERTIFICATION****Pursuant to New York State Finance Law §165-a****(the “Iran Divestment Act of 2012”)**

By submitting this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the state finance law.

As a condition of submitting a bid or bid to Dutchess BOCES, the undersigned further certifies, under penalty of perjury, the following:

The bidder will not utilize any subcontractor or affiliate that is identified on the Prohibited Entities List to perform work under this contract.

The bidder certifies that no funds received from Dutchess BOCES will be used to conduct or support activities in violation of the Act.

If the bidder is unable to make the above certification, the bidder must provide a detailed written explanation of the circumstances.

**Bidder Certification (Check One):**

- I certify that the bidder is not on the Prohibited Entities List and is in full compliance with the Iran Divestment Act.
- I cannot certify compliance. An explanation is attached.

Company:	
Title:	
Signature:	
Name:	
Date:	

**Sexual Harassment Prevention Certification**

State Finance Law §139-I requires vendors on state procurements to certify that they have a written policy addressing sexual harassment prevention in the workplace and provide annual sexual harassment training to all its employees and that such policy, at a minimum, meets the requirements of §201-g of the Labor Law.

By submission of this bid, each vendor and each person signing on behalf of any vendor certifies, and in the case of a joint bid, each party thereto certifies its own organization, under penalty of perjury, that the vendor has and has implemented a written policy addressing sexual harassment prevention in the workplace, and provides annual sexual harassment prevention training to all of its employees. Such policy shall, at a minimum, meet the requirements of §201-g of the Labor Law.

The signature below certifies its compliance with State Finance Law §139-I.

Company:	
Title:	
Signature:	
Name:	
Date:	

This form must be signed by an authorized executive or legal representative.

If the vendor cannot make the above certification, they must attach a written statement with their bid detailing the reasons (Failure to certify may render this bid non-responsive):

**CONFLICT OF INTEREST DISCLOSURE STATEMENT**

**PLEASE COMPLETE A OR B BELOW:**

A. No affiliations or financial interests exist between myself and any segment of Dutchess BOCES or any employee, board member or elected official of Dutchess BOCES.

Company:	
Title:	
Signature:	
Name:	
Date:	

B. An affiliation or financial interest exists with a Dutchess BOCES employee, board member or elected official. The affiliation or financial interest is as follows (please be specific):

**Explain Here:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Company:	
Title:	
Signature:	
Name:	
Date:	

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**Submission Form**

State the flat fee you are quoting for the following fiscal years, along with an hourly rate for special projects:

	<b>FLAT FEE</b>	<b>HOURLY RATE</b>
2026-2027	\$ _____	\$ _____ per hour
2027-2028	\$ _____	\$ _____ per hour
2028-2029	\$ _____	\$ _____ per hour
2029-2030	\$ _____	\$ _____ per hour
2030-2031	\$ _____	\$ _____ per hour

Estimated Number of Hours Required Annually to Perform the Services Described in this RFP:  
\_\_\_\_\_ hours

**LEGAL NAME:** \_\_\_\_\_

**ADDRESS:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTACT PERSON:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**Type of Organization:** Sole Proprietor      Partnership      Corporation

LLC      Other (Specify): \_\_\_\_\_

Legally Authorized Signature \_\_\_\_\_

Date \_\_\_\_\_

**References**

Please provide a minimum of three (3) references, preferably from New York State school districts or similar governmental entities for which you have provided claims auditing services.

**Reference 1:** Company/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 2:** Company/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference 3:** Company/Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_