



Office of Labor Relations Management Benefits Fund

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TO: All Prospective Proposers

FROM: Georgette Gestely, Director
New York City Management Benefits Fund

RE: Notice of Solicitation for Request for Proposals (“RFP”) for Group Dental Administrative Services,
PIN 214220000100

DATE: June 3, 2022

Dear Prospective Proposer:

The New York City Management Benefits Fund (hereinafter referred to as “Fund”), which is a division of the Office of Labor Relations (“OLR”), is seeking a qualified vendor to provide Group Dental Administrative Services for the Fund, which has approximately 53,000 active and retired members, including the management, supervisory, and administrative employees of the City not covered by a collective bargaining agreement, and their eligible dependents.

The specifications for this solicitation are available for download from OLR’s Web site beginning on Friday, **June 3, 2022**.

The following URL will take you to the OLR Procurement and RFP Center:
<https://www1.nyc.gov/site/olr/about/about-rfp.page>

Once on the OLR Procurement and RFP Center page, click on: Register to Download Procurement Documents in order to gain access to the RFP and required documents. You will only gain access to download the Group Dental Administrative Services RFP and all required documents after you have registered. When registering, please indicate that you are requesting the Group Dental Administrative Services RFP. Once you have gained access to the RFP download page, you will be able to download the RFP and all the other required RFP documents, including:

- Appendix A - The General Provisions Governing Contracts for Consultants, Professional, Technical, Human and Client Services;
- Appendix B – Identifying Information Rider
- FAQ: the Doing Business Data Form; and
- Doing Business Data Form for Contract Proposers.

Proposals in response to this RFP are due no later than 2:00 PM Eastern Time on **July 8, 2022**.

If you have any questions regarding this RFP, please email them to the attention of Georgette Gestely, Agency Authorized Contract Person, at dweltman@nyceplans.org.