

***RFP# C000715 IES Integrated Eligibility System's Organizational Change Management Effort***

***Attachment 25 -Proposal Submission Requirements Checklist***

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**Administrative Proposal**

- ☐ Correct Number of Administrative Proposals submitted one (1) original and two (2) USB flash drives

**Administrative Proposal should include:**

- ☐ Attachment 3 – Vendor Questions and Extraneous Terms Form - PAGE#\_\_\_\_
- ☐ Attachment 4 – Consultant Confidentiality and Non-Disclosure Agreement - PAGE#\_\_\_\_
- ☐ Attachment 5 - Intent to Bid (Optional) - PAGE#\_\_\_\_
- ☐ Attachment 6 – OTDA Global NDA Protected Information - PAGE#\_\_\_\_
- ☐ Attachment 9 – EEO Staffing Plan - PAGE#\_\_\_\_
- ☐ Attachment 10 – MWBE Utilization Plan - PAGE#\_\_\_\_
- ☐ Attachment 11– Consultant Disclosure Reporting Requirements Form A B - PAGE#\_\_\_\_
- ☐ Attachment 12 - Firm Offer Letter and COI- PAGE#\_\_\_\_
- ☐ Attachment 13 – Encouraging Use of NYS Business in Contract Performance - PAGE#\_\_\_\_
- ☐ Attachment 14 – Contractor Certification of Covered Agency, ST-220-CA - PAGE#\_\_\_\_
- ☐ Attachment 15 – NYS Required Certification - PAGE#\_\_\_\_
- ☐ Attachment 16 – Procurement Lobbying Forms and E.O 177 - PAGE#\_\_\_\_
- ☐ Attachment 17 – Governmental Entity Representation Form - PAGE#\_\_\_\_
  
- ☐ Attachment 19 – FOIL & Litigation Disclosure - PAGE#\_\_\_\_
- ☐ Attachment 20 – Sexual Harassment Prevention Certification Form - PAGE#\_\_\_\_
- ☐ Attachment 21 – Use of SDVOBs in Contract Performance - PAGE#\_\_\_\_
- ☐ Attachment 22 – Vendor Assurance of No Conflict of Interest - PAGE#\_\_\_\_
- ☐ Attachment 24 – NYS IES Deliverable Comment Matrix Template - PAGE#\_\_\_\_
- ☐ Attachment 25 – Proposal Checklist - PAGE#\_\_\_\_

**Financial Proposal**

- ☐ Number of Financial Proposals submitted: one (1) original and two (2) USB flash drives
  
- ☐ Attachment 1 – OCM Financial Proposal Workbook - PAGE#\_\_\_\_

**The Technical Proposal should include:**

- ☐ Table of Contents
- ☐ Attachment 25 - Completed and Signed Proposal Checklist
- ☐ ~~Attachment 12 – Firm Offer Letter and COI, and:~~
  
- ☐ Number of Technical Proposals submitted: one (1) original and two (2) USB flash drives

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***Attachment 25 -Proposal Submission Requirements Checklist***

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I certify, with my signature below, that all required and requested information listed above is completed and included in this bid submission.

Authorized Signature:

Date:

Print Name and Title:

Company represented: