

***NY State Office for Information Technology
Services (ITS)***

***ITS Mass Notification System
Support RFP #000460***

RFP Attachment 1 – Proposal Checklist

ATTACHMENT 1 – PROPOSAL CHECKLIST

Checklist Item	Page # in Submission
<input type="checkbox"/> Submitted before the deadline established in the RFP and includes:	
<input type="checkbox"/> Financial/Administrative Proposal <ul style="list-style-type: none"> <input type="checkbox"/> Six (6) appropriately labeled original paper copy sets of the Financial/Administrative Proposal <input type="checkbox"/> Each hard copy of the Financial/Administrative Proposal should include a cover sheet labeled "Financial/Administrative Proposal," and be labeled with the official name of the Bidder's organization, the name of the RFP, and the number of the RFP. (If any part is submitted in a loose-leaf binder, this information should appear on the spine of the binder as well.) <input type="checkbox"/> Two (2) corresponding searchable electronic media copies on USB 2- or 3-compliant Flash Drives labeled "Vendor name RFP# C000382 – Fin./Admin." <p>Each Financial/Administrative Proposal includes:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Completed and Signed "Attachment 1 - Proposal Checklist" <input type="checkbox"/> Completed and signed "Attachment 5 – NYS Required Certifications" <input type="checkbox"/> Completed and signed "Attachment 22 – Financial Proposal Workbook" <input type="checkbox"/> Completed and signed EEO 100 – Equal Employment Opportunity Staffing Plan (Attachment 9) <input type="checkbox"/> Completed and signed MWBE 100 - MWBE Utilization Plan (Attachment 10) <input type="checkbox"/> Completed, signed and notarized Confidentiality and Non-Disclosure Agreement (Attachment 6) <input type="checkbox"/> Completed, Signed, and Notarized Firm Offer Letter and Conflict of Interest Disclosure (Attachment 7) <input type="checkbox"/> Completed "Attachment 18 - Lobbying Forms All-in-One" <ul style="list-style-type: none"> • Completed and signed Offerer's Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b) • Completed and signed Offerer Disclosure of Prior Non-Responsibility Determinations <input type="checkbox"/> Completed "Attachment 13- Extraneous Terms Template" (if applicable) <input type="checkbox"/> Completed-"Attachment 21- Minority and Women-Owned Business Enterprises and Equal Employment Opportunity Policy Statement (Form # 4)- 	
<input type="checkbox"/> Technical Proposal <ul style="list-style-type: none"> <input type="checkbox"/> Twelve (12) bound appropriately labeled original paper copy sets of the Technical Proposal (one of which must contain original notarized signatures) <input type="checkbox"/> Each hard copy of the Technical Proposal should include a cover sheet labeled Technical Proposal," and labeled with the official name of the Bidder's organization, the name of the RFP, and the number of the RFP. (If any part is submitted in a loose-leaf binder, this information should appear on the spine of the binder as well.) 	

<input type="checkbox"/> Two (2) corresponding searchable electronic media copies on USB 2- or 3-compliant Flash Drives labeled "Vendor name RFP# 000460 – Technical"	
<input type="checkbox"/> Completed and Signed "Attachment 1 – Proposal Checklist"	
<input type="checkbox"/> Completed, Signed, and Notarized "Attachment 7 - Firm Offer Letter and Conflict of Interest Disclosure"	
<input type="checkbox"/> Completed "Attachment 20 - Mandatory Eligibility Qualifications Form"	
<input type="checkbox"/> Completed "Attachment 18 – Technical Proposal Form"	
Part 1 - Technical Proposal Overview includes:	
<input type="checkbox"/> Executive Summary	
<input type="checkbox"/> Comprehensive Table of Contents	
Part 2 - Bidder's Experience includes:	
<input type="checkbox"/> Corporate/Business Background Information of Primary Bidder	
<input type="checkbox"/> Corporate/Business Background Information of Subcontractor	
<input type="checkbox"/> Past Performance and Experience	
<input type="checkbox"/> History of Working with Proposed Subcontractor	
Part 3 - Engagement Approach includes:	
<input type="checkbox"/> Project Management Plan	
<input type="checkbox"/> Implementation Plan	
<input type="checkbox"/> Maintenance and Support Plan	
<input type="checkbox"/> Completed "Attachment 23 - Requirements Verification and Traceability Matrix"	
<input type="checkbox"/> Completed "Attachment 13- Extraneous Terms Template" (if applicable)	
<input type="checkbox"/> No cost data is included in the Technical Proposal	

* Should there be a discrepancy between the electronic media and the original hard copy, the hard copy takes precedent.

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:	

