

Proposal Checklist

Bidder's Name: [Click here to enter text.](#)

Each Bidder must ensure the following requirements are fulfilled within the proposal submission in order to be considered eligible for contract award under RFP #C000466 solicitation. Minor omissions may be corrected solely at the discretion of ITS.

Bidder's Response Content:

| Submission Requirements Criteria | Yes | No |
|--|--------------------------|--------------------------|
| Does your Response contain the Administrative, Technical and Financial Proposals separated into three individual parts? | <input type="checkbox"/> | <input type="checkbox"/> |
| Are the three parts each separately sealed and labeled with the Official name of the Bidder's organization, title of the RFP and number of the RFP? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does each part include a cover sheet with the official name of the Bidder's organization, the name of the RFP and the number of the RFP? If any part is in a loose-leaf binder, does the information appear on the spine of the binders? | <input type="checkbox"/> | <input type="checkbox"/> |
| Does the each part of the proposal contain separate original signed hard copies the corresponding electronic media as specified below? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ensured that you have not included any pricing information in the Technical Proposal? | <input type="checkbox"/> | <input type="checkbox"/> |
| Have you ensured that you have not included any materials applicable to the Technical Proposal in the Financial Proposals? | <input type="checkbox"/> | <input type="checkbox"/> |

Administrative Proposal Content:

| Submission Requirements Criteria | Yes | No |
|---|--------------------------|--------------------------|
| Is the RFP Cover Sheet (Page 1) completed and signed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Is the RFP Acknowledgment (Page 2) completed, signed and notarized? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 1 – Non Collusive Bidding Certification | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 5 – Vendor Assurance of No Conflict of Interest | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 6 – Affirmative Statements completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 7 – Proposal Checklist completed and signed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 8 – Encouraging Use of NYS Businesses completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 9 - Attestation of Minimum Qualifications completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 10 – Use of SDVOB Certification completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 11 – NYS Required Certifications completed and signed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 12 – EEO 100, Staffing Plan completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 13 – Consultant NDA Short Form completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 14 – Proposed Extraneous Terms Submitted with Proposal | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 16 – FOIL and Litigation Disclosure completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 17 – EEO Policy Statement | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 18 – EEO Workforce Utilization Plan | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 19 – NYS lobbying compliance forms | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 20 – Consultant Disclosure Form A-B | <input type="checkbox"/> | <input type="checkbox"/> |
| Completed and signed Contractor Certification ST-220-CA Form | <input type="checkbox"/> | <input type="checkbox"/> |

| | | |
|---|--------------------------|--------------------------|
| Completed Vendor Responsibility Questionnaire For-Profit Business Entity or proof of on-line submission (see Section 6.49.3 New York State Vendor Responsibility Questionnaire for a For-Profit Business Entity) | <input type="checkbox"/> | <input type="checkbox"/> |
| Insurance documents as required in Sections 6.30 & 6.31 of the RFP? <ul style="list-style-type: none"> • Worker's Compensation Coverage Form C-105.2; U-26.3; SI-12; or GSI-105.2 • Disability Benefits Coverage Form DB-120.1 or CB-155; Certificate of Insurance Benefits Coverage • WC/DB Exemption CE-200: Certificate of Attestation of Exemption from NYS | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Original Copies and 1 Exact Copy and 1 CDR-USB-Thumbdrive | <input type="checkbox"/> | <input type="checkbox"/> |

Technical Proposal Content:

| Submission Requirements Criteria | Yes | No |
|---|--------------------------|--------------------------|
| Is the RFP Cover Sheet (Page 1) completed and signed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.01 – Functional Requirements Matrix completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.02 – Executive Summary completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.03 – Project Planning completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.04 – Proposed Architecture completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.05 – Ongoing System Support, Maintenance and Enhancement Requirements completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.06 – System Testing and Acceptance completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.07 –Data Conversion and Migration completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.08 – Functional Deliverables – Test Development completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.09 –Functional Deliverables – Scoring and Analysis completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.10 – Functional Deliverables – Business Challenges completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 2.11 – Functional Deliverables – Scheduling completed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 15 – 3 Bidder References submitted on reference vendor letterhead? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4 Original Copies and 1 Exact Copy and 1 CDR-USB-Thumbdrive, including Project Plan | <input type="checkbox"/> | <input type="checkbox"/> |

Financial Proposal Content:

| Attachment 3 - Financial Proposal | Yes | No |
|---|--------------------------|--------------------------|
| Is the RFP Cover Sheet (Page 1) completed and signed? | <input type="checkbox"/> | <input type="checkbox"/> |
| Attachment 3 – Tabs 1-5 (Excel Workbook) | <input type="checkbox"/> | <input type="checkbox"/> |
| 1 Original Copies and 4 Exact Copy and 1 CDR-USB-Thumbdrive | <input type="checkbox"/> | <input type="checkbox"/> |

I, _____, **certify with my signature that all of the required information listed above is completed and included in this bid submission.**

Signature _____

Date: _____