

**Attachment 1 – Proposal Checklist**

Checklist Item	Page #
<b>Administrative Proposal Submission</b>	
<input type="checkbox"/> Correct number of copies of Administrative Proposal submitted (1 original hard copy [with ink signatures] and 1 electronic copy of original [on USB flash drive])	
<u>The Administrative Proposal shall include <b>completed forms</b> of the following:</u>	
<input type="checkbox"/> Attachment 1 - Proposal Checklist, completed and signed	
<input type="checkbox"/> Attachment 2 - Bidder Information Form	
<input type="checkbox"/> Attachment 3, Firm Offer Letter and Conflict of Interest Disclosure, signed and notarized	
<input type="checkbox"/> Attachment 5 - Consultant Confidentiality and Non-Disclosure Agreement	
<input type="checkbox"/> Attachment 6, NYS Required Certifications, completed forms: <ol style="list-style-type: none"> <li>1. Non-discrimination in Employment in Northern Ireland</li> <li>2. Non-Collusive Bidding Certification Required by Section 139-D of the State Finance Law</li> <li>3. Encouraging Use of New York State Businesses in Contract Performance</li> <li>4. Offeror's Certification of Adherence to Executive Order 177 Regarding Anti-Discriminatory Policies and Practices</li> <li>5. Offeror's Affirmation of Understanding of and Agreement pursuant to State Finance Law §139-j (3) and §139-j (6) (b)</li> <li>6. Offeror Disclosure of Prior Non-Responsibility Determinations</li> <li>7. Offeror's Certification of Compliance with State Finance Law §139-k (5)</li> <li>8. Sexual Harassment Prevention Certification Form</li> </ol>	
<input type="checkbox"/> Attachment 7 – Vendor Responsibility Questionnaire Attestation	
<input type="checkbox"/> Vendor Responsibility Questionnaire For-Profit Business Entity, <u>if opting to complete and submit the paper form of the questionnaire rather than filing the questionnaire online.</u> (The original of the completed paper questionnaire, signed in ink and notarized, must be submitted.)	
<input type="checkbox"/> Form EEO 100 – Equal Employment Opportunity Staffing Plan (refer to RFP section 6.9 for weblink to MWBE forms)	
<input type="checkbox"/> Form MWBE 100 – MWBE Utilization Plan (refer to RFP section 6.9 for weblink to MWBE forms)	
<input type="checkbox"/> Form #4 – MWBE and EEO Policy Statement (refer to RFP section 6.9 for weblink to MWBE forms)	
<input type="checkbox"/> Attachment 10, Contractor Certification to Covered Agency, ST-220-CA, completed, signed, and notarized	
<input type="checkbox"/> SDVOB Utilization Plan (refer to RFP section 6.9 for weblink to SDVOB forms)	
<input type="checkbox"/> Attachment 15, Executive Order 16 Certification	
<input type="checkbox"/> Attachment 16, Vendor Assurance of No Conflict of Interest or Detrimental Effect	
<input type="checkbox"/> Attachment 18, FOIL and Litigation Disclosure	

**Attachment 1 – Proposal Checklist**

<p><b>Financial Proposal Submission</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Correct number of copies of Financial Proposal submitted (1 original hard copy (with ink signatures) and 1 electronic copy of original [on USB flash drive])</li> <li><input type="checkbox"/> Attachment 13, Network Cabling Material and Labor Rate Catalog</li> <li><input type="checkbox"/> Attachment 14, Vendor’s Network Cabling Material and Labor Rate Catalog Certification</li> </ul>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div>
<p><b>Technical Proposal Submission</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Correct number of copies of Technical Proposal submitted (1 original hard copy (with ink signatures) and 1 electronic copy of original [on USB flash drive])</li> </ul> <p><u>The Technical Proposal shall include:</u></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attachment 11 – Minimum Bidder Qualifications Certification (<b>Only if bidding Lot 2 – Labor Rates</b>), completed and signed</li> <li><input type="checkbox"/> Attachment 12 – Requirements Verification and Traceability Matrix (<b>Only if bidding Lot 2 – Labor Rates</b>)</li> <li><input type="checkbox"/> <u>One resumé for each of the five (5) job titles, as outlined in RFP Section 4.2.2, Labor Rates and Key Personnel Requirements (Lot 2), with Attachment 12.</u></li> <li><input type="checkbox"/> Copy of Bidder’s Manufacturer’s Certification Warranty (combination of Cable Manufacture and Component Manufacture) from one copper cabling manufacturer of structured voice and data cabling, as proof that Bidder is a certified installer of that copper cabling manufacturer’s structured voice and data cabling system. (Warranty must be for at least 15 years.)</li> <li><input type="checkbox"/> Copy of Bidder’s Manufacturer’s Certification Warranty (combination of Cable Manufacture and Component Manufacture) from one fiber cabling manufacturer of structured voice and data cabling, as proof that Bidder is a certified installer of that fiber cabling manufacturer’s structured voice and data cabling system. (Warranty must be for at least 15 years.)</li> </ul>	<div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div> <div style="background-color: #cccccc; height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div> <div style="height: 20px; width: 100%;"></div>
<p>* Should there be a discrepancy between the electronic media and the original hard copy, the hard copy takes precedent.</p>	
<p>I certify, with my signature below, that all required and requested information listed above is completed and included in this bid submission.</p>	
<p>Authorized Signature:</p>	<p>Date:</p>
<p>Print Name and Title:</p>	