



## ATTACHMENT 1: RFP TTARP Project – Complete Proposal Requirement Checklist

A successful proposal will be in the order listed below. All items must be included in proposal in the correct order. As described, each Proposal Component (Administrative, Technical, and Cost) must be submitted separately.

1. ADMINISTRATIVE PROPOSAL REQUIREMENT CHECKLIST		
Requirement	Reference	Bidder's Action
<input type="checkbox"/> RFP TTARP Project Complete Submission Checklist	<b>(CURRENT DOCUMENT)</b>	Include completed as Attachment 1 in proposal.
<input type="checkbox"/> <a href="#">Mandatory Minimum Requirements Certification</a>	Attachment 2	Completion, signature, and submission required.
<input type="checkbox"/> <a href="#">Non-Collusive Bidding Certification</a>	Attachment 3	Completion, signature, and submission required.
<input type="checkbox"/> <a href="#">MacBride Fair Employment Principles Form</a>	Attachment 4	Completion, signature, and submission required.
<input type="checkbox"/> <a href="#">Vendor Responsibility Questionnaire</a>	Attachment 5	Completion, signature, and submission required.
<input type="checkbox"/> <a href="#">Certification of Compliance with State Finance Law §139-k(5)</a>	Attachment 6	Completion, signature, and submission required.  <i>Note: Attachments 6, 7, and 8 are included in the same link/same document. Ensure you complete and submit <u>all pages</u> as required.</i>
<input type="checkbox"/> <a href="#">Disclosure of Prior Non-Responsibility Determinations</a>	Attachment 7	
<input type="checkbox"/> <a href="#">Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j(3) and §139-j(6)(b)</a>	Attachment 8	
<input type="checkbox"/> <a href="#">Proof of Workers Compensation and Disability Insurance</a>	Attachment 9	Submission of proof required.
<input type="checkbox"/> <a href="#">Substitute W-9 Form</a>	Attachment 10	Completion, signature, and submission required.
<input type="checkbox"/> <a href="#">ST-220TD &amp;/or ST-220CA</a>	Attachment 11	Completion, signature, and submission required.
<a href="#">Standard Clauses for New York State Contracts</a>	Appendix A	For reference only. No action required.
<a href="#">Federal Award Letter Special Conditions</a>	Appendix E	For reference only. No action required.
<a href="#">General Conditions</a>	Appendix D	For reference only. No action required.
<input type="checkbox"/> <a href="#">MWBE Certification</a>	Appendix F	Completion, signature, and submission required.
<a href="#">SDVOB Requirements</a>	Appendix G	For reference only. No action required.
<input type="checkbox"/> <a href="#">EO 177 Certification</a>	Appendix H	Completion, signature, and submission required.



## 2. TECHNICAL PROPOSAL REQUIREMENT CHECKLIST

Requirement	Reference	Bidder's Action
<input type="checkbox"/> Organizational Capacity	To be attached by Bidder	Completion and submission required.
<input type="checkbox"/> Work Plan ( <a href="#">Sample Attached Here</a> )	To be attached by Bidder	Completion and submission required.
<input type="checkbox"/> <a href="#">Desired Experience Questionnaire</a>	Attachment 13	Completion and submission required.
<input type="checkbox"/> Resumes, CVs, and References	To be attached by bidder	Completion and submission required.

## 3. COST PROPOSAL REQUIREMENT CHECKLIST

Requirement	Reference	Bidder's Action
<input type="checkbox"/> <a href="#">Budget</a>	Attachment 14	Completion and submission required.
<input type="checkbox"/> <a href="#">Budget Narrative</a>	Attachment 14	Completion and submission required.