

ATTACHMENT 1: RFP VOCNA 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 VOCNA Project Complete Submission Checklist	(CURRENT DOCUMENT)	Include completed as Attachment 1 in proposal.
<input type="checkbox"/> Mandatory Minimum Requirements Certification	Attachment 2	Completion, signature, and submission required.
<input type="checkbox"/> Non-Collusive Bidding Certification	Attachment 3	Completion, signature, and submission required.
<input type="checkbox"/> MacBride Fair Employment Principles Form	Attachment 4	Completion, signature, and submission required.
<input type="checkbox"/> Vendor Responsibility Questionnaire	Attachment 5	Completion, signature, and submission required.
<input type="checkbox"/> Certification of Compliance with State Finance Law §139-k(5)	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"/> Disclosure of Prior Non-Responsibility Determinations	Attachment 7	
<input type="checkbox"/> Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j(3) and §139-j(6)(b)	Attachment 8	
<input type="checkbox"/> Proof of Workers Compensation and Disability Insurance	Attachment 9	Submission of proof required.
<input type="checkbox"/> Substitute W-9 Form	Attachment 10	Completion, signature, and submission required.
<input type="checkbox"/> ST-220TD &/or ST-220CA	Attachment 11	Completion, signature, and submission required.
Standard Clauses for New York State Contracts	Appendix A	For reference only. No action required.
Federal Award Letter Special Conditions	Appendix E	For reference only. No action required.
General Conditions	Appendix D	For reference only. No action required.
<input type="checkbox"/> MWBE Certification	Appendix F	Completion, signature, and submission required.
SDVOB Requirements	Appendix G	For reference only. No action required.
<input type="checkbox"/> EO 177 Certification	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 (Sample Attached Here)	To be attached by Bidder	Completion and submission required.
<input type="checkbox"/> Desired Experience Questionnaire	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"/> Budget	Attachment 14	Completion and submission required.
<input type="checkbox"/> Budget Narrative	Attachment 14	Completion and submission required.