



ATTACHMENT 1: IFB 2025 CONFERENCE – 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 and Bid Response Form) must be submitted in separate PDF files within one email.

1. ADMINISTRATIVE PROPOSAL REQUIREMENT CHECKLIST		
Requirement	Reference	Bidder's Action
<input type="checkbox"/> IFB 2023 Conference 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	Attachment 4	Completion, signature, and submission required.
<input type="checkbox"/> Vendor Responsibility Questionnaire	Attachment 5	Completion, signature, and submission required.
<input type="checkbox"/> Offerer's 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/document. Ensure you complete and submit all pages as required.</i>
<input type="checkbox"/> Offerer's Disclosure of Prior Non-Responsibility Determinations	Attachment 7	
<input type="checkbox"/> Offerer's 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 ST220CA	Attachment 11	Completion, signature, and submission required.
<input type="checkbox"/> Consultant Disclosure Form A	Attachment 12	
<input type="checkbox"/> Sexual Harassment Prevention	Attachment 13	Completion, signature, and submission required.
<input type="checkbox"/> Standard Clauses for New York State Contracts	Appendix A	For reference only. No action required.
<input type="checkbox"/> Agency-Specific Clauses	Appendix A-1	For reference only. No action required.
<input type="checkbox"/> Federal Award Letter Special Conditions	Appendix E	For reference only. No action required.
<input type="checkbox"/> General Conditions	Appendix D	For reference only. No action required.
<input type="checkbox"/> MWBE Certification	Appendix F	Completion, signature, and submission required.
<input type="checkbox"/> SDVOB Requirements	Appendix G	For reference only. No action required.
<input type="checkbox"/> EO 177 Certification	Appendix H	Completion, signature, and submission required

2. BID RESPONSE		
Requirement	Reference	Bidder's Action
<input type="checkbox"/> Bid Response Form	Attachment 14	Completion and submission required as a cover sheet to the formal bid proposal.