Request for Qualifications for Pre-Qualified Legal Counsel
Submission Checklist and Certifications

SECTION I - CONTACT INFORMATION

Firm Name	
Primary Contract regarding the Submission	
Title	
Email Address	
Telephone Number	
Primary Contact regarding Future Engagements (if different than Submission Primary Contact)	
Title	
Email Address	
Telephone Number	
Secondary Contact for Future Engagements (if desired, no secondary contact is required)	
Title	
Email Address	
Telephone Number	

SECTION V - ADMINISTRATIVE PROPOSAL FORMS

Place an "X" next to each form that Firm has completed and submitted as part of its Administrative Proposal. Failure to submit any of the required forms may result in the rejection of the Firm's submission.

	State Finance Law Section 139-k and 139-k Forms
	Vendor Responsibility Questionnaire
	Iran Divestment Act Statement
	Encouraging the Use of NYS Businesses in Contract Performance Form
	Certificate under State Tax Law Section 5-a (220-CA or Affidavit)
	W-9
	OCSD-1 - MWBE and SDVOB Participation / EEO Policy Statement
	OCSD-2 - Staffing Plan
	OCSD-4 MWBE and SDVOB Utilization Plan
	Executive Order 177 Certification
	Executive Order 16 Certification
	State Finance Law Section 139-m Certification

SECTION VI - CERTIFICATIONS

Please insert name of signer and Firm name on the first row, and initial each box that is applicable to the Firm's submission. Also, please include the office address located within the State of New York in the appropiate box below.

I, _____, on behalf of _____ do hereby certify, under penalty of perjury, the following:

	Firm's submission is a complete, organized response to this RFQ, inclusive of all required elements.
	Firm agrees to be bound by ESD's maximum hourly rate structure as set forth in Section V(2) of the RFQ.
	Firm has at least one (1) office within the State of New York. Office Address:
	All attorneys proposed to complete work on behalf of ESD are licensed and admitted to practice law in the State of New York and/or the relevant federal court jurisdictions as set forth in Section V(4) of the RFQ.
	Firm agrees to be bound by ESD's standard contractual terms and conditions ("Schedule A") as set forth in Section VII of the RFQ.
	Firm has demonstrated experience and or past performance in providing the work identified in each practice area it seeks to be pre-qualified for.
	Firm has at least one member of its proposed team with a minimum of five (5) years of relevant experience in each practice area it seeks to be pre-qualified for.
	Firm has appropriate staffing level and capacity to provide the resources required to complete engagements.
	Firm is a certified MWBE or SDVOB.

By signing this certification, I hereby certify that: 1) all of the above information contained in this document is true to the best of my knowledge and belief; and 2) that I have the authority to make this submission on behalf of the Firm.

_____

Name: _____

Title: _____

Firm: _____