

**Global NY Business Development and Related Services RFP  
Request for Proposals Checklist**

I \_\_\_\_\_, a principal of the firm \_\_\_\_\_ certify that the following information has been submitted as part of the response to this Request for Proposals.

Submitted all required information with respect to the Proposal, including but not limited to information specifically outlined in Proposal Requirements

Submitted Proposals using proper format as indicated under the submission section of the RFP. A folder must be uploaded to the Dropbox with all required forms and proposal included. (Company X – NMTC – Date uploaded)

Completed and submitted State Finance Law Sections 139-j and 139-k Forms

Completed and submitted ST-220-CA Form or Affidavit

Copy of VendRep

Completed and submitted Iran Divestment Act Statement

Completed and submitted Use of NYS Business Form

Certify you are in compliance with EO-177 and EO-16

Provide proof of Insurance in compliance with Requirements

Include companies W-9 Form

*Note: Incomplete responses will not be considered by ESD*

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

E-mail: \_\_\_\_\_

