

NYS EDA Tourism Travel Trade Consultant/Firm RFP  
**Administrative Proposal 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 Conflicts of Interest form
- Completed and submitted State Finance Law Sections 139-j and 139-k forms (Section IX)
- Completed and submitted ST-220-CA Form or affidavit (Section IX)
- Copy of VendRep receipt (Section IX)
- Completed and submitted Equal Employment Opportunity Policy Statement and SDVOB participation (Form OCSD-1 and Schedule B-1, Section IX)
- Completed and submitted Iran Divestment Act Statement (Section IX)
- Completed and submitted Use of NYS Business Form (Section IX)
- Certify you are in compliance with EO-177 and EO-16 (Section IX)
- Certify you are in compliance with EO-16 (Section IX)
- Provide proof of Insurance in compliance with Requirements (Section IX)
- Include companies W-9 Form (Section IX)

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

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

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

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

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