

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 electronic copies of the proposal via the designated email (Proposal Requirements)
- 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)
- Provide proof of Insurance in compliance with Requirements (Section IX)
- Include companies W-9 Form (Section IX)

Signed: _____

Date: _____

Name: _____

E-mail: _____
