

APPENDIX A

ADMINISTRATIVE PROPOSAL CHECK LIST

FIRM NAME: _____

I _____, a principal of the above-referenced firm and certifies that the following information has been submitted as part of the response to this RFQ.

- Conflict of Interest Form (Section VIII.i)
- Completed and submitted State Finance Law Sections 139-j and 139-k forms (Section VIII.ii) - All four pages, 139 J&K must be signed
- Completed and submitted ST-220-CA Form or affidavit (Section VIII.viii) – This document must be signed and notarized.
- Copy of VendRep receipt (Section VIII.iii) – Please submit all the pages and attachments if necessary. This document must be signed and notarized.
- Completed and Equal Employment Opportunity Policy Statement (Form OCSD-1, Section VIII.vi)
- Completed and submitted Iran Divestment Act Statement (Section VIII.iv) – This document must be on company letterhead and signed.
- Completed and submitted Use of NYS Business Form (Section VIII.vii)
- EO-177 (Section VIII.v)

Our Proposal is for the following areas of law: _____

Note: Incomplete responses may not be considered by ESD.

Name: _____ Title: _____

Signature: _____ Date _____

Phone: _____

E-mail: _____