

## **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 RFP.

- Conflict of Interest Form - Section X.i
- State Finance Law Sections 139-J and 139 - Section X.ii  
*Submit all four pages and document must be signed.*
- Vendor Responsibility Questionnaire – Section X.iii  
*Submit all pages and attachments if applicable. Document must be signed and notarized.*
- Iran Divestment Act – Section X.iv  
*Should be on company letterhead and signed*
- Executive Order 16 – Section X.v
- Executive Order 177 – Section X.vi
- OCSD 1 & OCSD 4 – Section X.vii
- Encouraging the Use of NYS Business in Contract Performance Form – Section X.viii
- ST 220-CA or State Tax Law section 5-a – Section X.ix  
*Document must be signed and notarized.*
- W-9 Form – Section X.x

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

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

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

Phone / Email : \_\_\_\_\_