Empire State Development
Invitation to Bid
Administrative Submission Checklist

I _____, a principal of the firm _____
certify that the following information has been submitted as part of the response to this Invitation to Bid ("ITB").

- ☐ Submitted all required information with respect to the ITB, including, but not limited to, information specifically outlined in ITB Requirements
- ☐ Submitted electronic copy of the Bid Form via Dropbox (ITB Requirements)
- ☐ 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 Vendor Responsibility Questionnaire ("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 bidder's W-9 Form (Section IX)

Note: Incomplete responses may not be considered by Empire State Development

Signed: _____ Date: _____

Name: _____ E-mail: _____