

ADMINISTRATIVE PROPOSAL CHECK LIST

**BIDDER:** \_\_\_\_\_

I \_\_\_\_\_, a principal of the firm \_\_\_\_\_ 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)

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

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

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

Phone: \_\_\_\_\_

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