

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 Invitation to Bidders.

- Conflict of Interest Form (Section IX.i)
- Completed and submitted State Finance Law Sections 139-j and 139-k forms (Section IX.ii) - All four pages, 139 J&K must be signed
- Completed and submitted ST-220-CA Form or affidavit (Section IX.viii) – This document must be signed and notarized.
- Copy of VendRep receipt (Section IX.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 IX.vi)
- Completed and submitted Iran Divestment Act Statement (Section IX.iv) – This document must be on company letterhead and signed.
- Completed and submitted Use of NYS Business Form (Section IX.vii)
- EO-177 (Section IX.v)
- W9 - Form (Section IX.ix)

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

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

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

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

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