

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.1
- State Finance Law Sections 139-J and 139 - Section X.2
Submit all four pages and document must be signed.
- Vendor Responsibility Questionnaire – Section X.3
Submit all pages and attachments if applicable. Document must be signed and notarized.
- Iran Divestment Act – Section X.4
Should be on company letterhead and signed
- OCSD 1 & OCSD 4 – Section X.5
- Encouraging the Use of NYS Business in Contract Performance Form – Section X.6
- ST 220-CA or State Tax Law section 5-a – Section X.7
Document must be signed and notarized.
- Executive Order 177
- W-9 Form

Note: Incomplete responses may not be considered by ESD.

Name: _____ Title: _____

Signature: _____ Date _____

Phone: _____

E-mail: _____