

## Proposal Submittal Checklist

### Technical Proposal

- Technical Proposal Transmittal Sheet (Attachment 4)
- Qualifications and Overall Experience
- Understanding of Project Goals and Objectives (Up to 10 pages plus graphics)
- Project Team/Organization/Key Personnel

### Diversity Practices Questionnaire

- Completed Diversity Practices Questionnaire (Attachment 10 found at <https://dos.ny.gov/procurement-forms>)
- MWBE Form D (Attachment 11 found at <https://dos.ny.gov/supplier-diversity>)

### Cost Proposal

- Non-Collusive Bid Certification (Attachment 1 found at <https://dos.ny.gov/procurement-forms>)
- Conflict of Interest Statement (Attachment 2 found at <https://dos.ny.gov/procurement-forms>)
- Procurement Lobbying Forms (Attachment 3 found at <https://dos.ny.gov/procurement-forms>)
- Cost Proposal Transmittal Sheet (Attachment 5)
- Contract Pricing Proposal Forms (Attachment 6)
- Consultant Disclosure Form A (Attachment 7 found at <https://dos.ny.gov/procurement-forms>)
- ST-220-CA (Attachment 8 found at <https://dos.ny.gov/procurement-forms>)
- Executive Order 16 Certification (Attachment 9 found at <https://dos.ny.gov/procurement-forms>)
- SDVOB Form 100 (Attachment 12 found at <https://dos.ny.gov/supplier-diversity>)

**Other**

- Vendor Responsibility Questionnaire certified within 6 months of proposal due date
- Not-for-profit proposers are prequalified in NYS Statewide Financial System by proposal due date, incorporated pursuant to NYS Not-For-Profit Corporation law and have an approved tax-exempt status under the Internal Revenue Service code