

Proposal Submittal Checklist

Technical Proposal

- Technical Proposal Transmittal Sheet (Attachment 4)
- Company Overview, Qualifications and Overall Experience (Up to 5 pages)
- Description of Proposed Solution (Up to 5 pages)
- Project Team/Organization/Key Personnel (Up to 3 pages; excluding resumes)
- Sample

Diversity Practices Questionnaire

- Completed Diversity Practices Questionnaire (Attachment 5 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 6)
- Contract Pricing Proposal Forms (Attachment 7)
- Executive Order 16 Certification (Attachment 8 found at <https://dos.ny.gov/procurement-forms>)
- Consultant Disclosure Form A (Attachment 9 found at <https://dos.ny.gov/procurement-forms>)
- ST-220-CA (Attachment 10 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 no more than 6 months prior to proposal due date