# Attachment 8: Proposal Checklist

This form is provided to Bidders as a tool to assist them in preparing their proposal. It does not need to be returned with the bid and should be retained by the Bidder for their records.

## Bid Delivery Requirements

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Has your response to this Solicitation been packaged in accordance with Section 5.5 ‘*Packaging of Solicitation Response’*, sealed and submitted to the appropriate address shown in Section 5.6 ‘*Proposal Delivery Instructions’*? |  |  |
| Does your response to this Solicitation include a label on the outside of the box/package that includes the following Information?**BID ENCLOSED**Name of bidding organizationBid Number (23012)Bid Opening Date and Time The number of boxes/packages (i.e. 1 of 2, 2 of 2)  |  |  |
| If using a delivery company that requires the use of their shipping package/envelope, is your response to this Solicitation placed in a second sealed package/envelope, and labeled as above? |  |  |
| If delivering in person, have you complied with our Building Access Procedures outlined in Section 5.8 ‘*Important Building Access Procedures’* to ensure timely delivery? |  |  |

## Administrative Proposal Requirements

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Has Bidder taken care to ensure that the **latest** versions of all Proposal documents have been submitted to OGS? |  |  |
| Have you submitted one (1) **origina**l hard copy of the Proposal? |  |  |
| Have you labeled and enclosed the corresponding electronic media within the Proposal? |  |  |
| Is the electronic media submitted on CDs, CD-ROMs, DVDs or flash drives? |  |  |
| Have you included a cover sheet labeled with the official name of the Bidder’s organization, name and number of the Solicitation within the Proposal? |  |  |
| If any part is in a loose-leaf binder, does the information appear on the spine of the binders as well? |  |  |
| Is the Cover Sheet (Page 1 of the Solicitation) completed, signed and submitted? |  |  |
| Is the Acknowledgement Page (Page 2 of the Solicitation) completed, signed, notarized and submitted? |  |  |
| Have you completed and submitted Attachment 1 – ‘Price Pages’?  |  |  |
| Is Attachment 02 – ‘*General Questions’* completed and submitted? |  |  |
| Is Attachment 04 – ‘*NYS Required Certifications’* completed, signed and submitted? |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Yes** | **No** |
| Is a commitment to obtain all necessary proof of insurance as outlined in Attachment 05 – *‘Contractor’s Insurance Requirements*’, or proof of compliance provided?  |  |  |
|  Does it address General Liability Insurance coverage? |  |  |
| Does it address Workers’ Compensation coverage? |  |  |
| Does it address Disability Benefits coverage? |  |  |
| Is Attachment 06 – ‘*Encouraging Use of New York State Businesses in Contract Performance’* completed and submitted? |  |  |
|  Does it contain supporting documentation, if required? |  |  |
| Is Contractor Certification to Covered Agency (Form ST-220-CA) signed, notarized and submitted?  |  |  |
| Is Form EEO 100 – Equal Employment Opportunity Staffing Plan completed, signed and submitted? |  |  |
| Have you completed the Vendor Responsibility Questionnaire For-Profit Business Form? If done online, have you submitted proof?  |  |  |
| If done via paper copy, have you attached it? |  |  |
| Has proof of registration with the NYS Department of State as an entity authorized to conduct business in New York State been submitted?  |  |  |
| If there is any unrequested documentation or sales literature included in your proposals, have you submitted it in a separate, sealed envelope labeled “Supplemental Information”? |  |  |
| Have you completed and submitted Attachment 07- ‘*Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance’*? |  |  |
| If applicable, have you completed and submitted Attachment 09- *‘Manufacturer’s Affidavit of Recycled Content?’* |  |  |