

NYS Department of Corrections and Community Supervision
RFP 2024-21 Smartphone Technology and Smartphone Devices

Attachment 2 – Submission Checklist

All bidders should complete the checklist presented below and submit the following items listed in the checklist.

>Please reference RFP Section 7.0 – Proposal Submission for the appropriate format and quantities for each proposal.

>Ensure items that require it have a signature and/or notarization.

<p>Bidder Company Name: _____</p> <p>Signature: _____</p> <p>Print Name: _____</p> <p>Date: _____</p>	<ul style="list-style-type: none"><input type="checkbox"/> Technical Proposal – Submit the content requested in RFP Section 6.2:<ul style="list-style-type: none"><input type="checkbox"/> Title Page<input type="checkbox"/> Table of Contents<input type="checkbox"/> Narrative, including:<ul style="list-style-type: none"><input type="checkbox"/> Documentation that provides sufficient evidence of meeting the Minimum Qualifications (<i>mandatory per RFP Section 6.2(C.1)</i>)<input type="checkbox"/> Attachment 1 - Bid Signature Page (<i>mandatory per RFP Section 6.2(C.2)</i>)<input type="checkbox"/> Attachment 2 – Submission Checklist (<i>this attachment</i>) (<i>mandatory per RFP Section 6.2(C.2)</i>)<input type="checkbox"/> Attachment 3 – Bidder’s Certified Statements (<i>mandatory per RFP Section 6.2(C.2)</i>) <input type="checkbox"/> Cost Proposal: Attachment 8 – Cost Proposal Form <input type="checkbox"/> Diversity Practices Questionnaire: Attachment 9 – Diversity Practices Questionnaire <input type="checkbox"/> Additional Items to Include/Complete at Time of Submission:<ul style="list-style-type: none"><input type="checkbox"/> Vendor Responsibility Questionnaire (<i>must be certified within the last six (6) months</i>) <input type="checkbox"/> Paper Submission OR <input type="checkbox"/> Electronic FilingCertified Date: _____<input type="checkbox"/> Contractor Certification Form ST-220-CA (<i>must be notarized</i>) available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf<input type="checkbox"/> Certificate(s) of Insurance<input type="checkbox"/> Proof of Compliance with Workers’ Compensation Coverage Requirements<input type="checkbox"/> Proof of Compliance with Disability Benefits Coverage Requirements
<ul style="list-style-type: none"><input type="checkbox"/> Administrative Proposal - Submit each component outlined in RFP Section 6.1:<ul style="list-style-type: none"><input type="checkbox"/> Any Addenda to this solicitation<input type="checkbox"/> Attachment 4 – References, plus signed letters on official letterhead from each reference<input type="checkbox"/> Freedom of Information Law (FOIL) – Proposal Redactions (<i>as applicable</i>)<input type="checkbox"/> Attachment 5 – Vendor Responsibility Attestation<input type="checkbox"/> Attachment 6 – Bidder Disclosure of Prior Non-Responsibility Determination<input type="checkbox"/> Attachment 7 – Vendor Assurance of No Conflict of Interest or Detrimental Effect<input type="checkbox"/> Attachment 10 – EO 177 Certification<input type="checkbox"/> Attachment 11 – MWBE / EEO Policy Statement<input type="checkbox"/> Attachment 12 – Encouraging Use of New York Business in Contract Performance<input type="checkbox"/> Attachment 13 – EEO100 Staffing Plan<input type="checkbox"/> Attachment 14 - Individual, Corporation, Partnership, or LLC Acknowledgement (<i>must be notarized</i>)<input type="checkbox"/> Attachment 15 - Sexual harassment Prevention Policy Certification<input type="checkbox"/> Attachment 16 - Procurement Lobbying Certification<input type="checkbox"/> Attachment 17 - EO 16: Prohibiting State Agencies and Authorities from Contracting with Businesses Conducting Business in Russia	