

This checklist has been provided to assist the Vendor in assuring the completeness of the proposal prior to submission to OGS. This document should be returned as part of the Vendor Submission.

Please indicate with a check in each box that the required document(s) have been provided in the Vendor Submission.

	Name/ Description of Document	Hard Copy	Electronic Copy (.pdf File)
1.	Periodic Recruitment Solicitation Cover Page - Vendor Signature Page (Page 1 of this Solicitation)		(Signed and Scanned)
2.	Acknowledgement Page (Page 2 of this Solicitation)		(Notarized and Scanned)
3.	ST-220-CA (Completed and Signed)		
4.	EE0 100 Form (Completed) (see Section 5.15)		(Signed and Scanned)
5.	Completed Attachment 10-Submission Checklist (this document)		
6.	Proof of Compliance with Appendix H - Insurance Requirements (Please refer to Attachment 11 - Insurance Checklist)		
7.	Contract Files or Invoices as Referenced In This Submission in support of Attachment 2 – Financial Submission		
8.	Contract Files or Invoices as Referenced In This Submission in support of Attachment 3 – Technical Submission		

	Name of Attachment	Tab Name	Hard Copy	Electronic Copy (Excel File)	Electronic Copy (Searchable .pdf File, except signed documents)
9.	Attachment 1 – Administrative Submission	Cover Sheet			(Signed, Notarized and Scanned)
		Affirmative Statements			
		Vendor Information			
		Encouraging Use of NYS Businesses			
		Use of SDVOBE			
		NYS Required Certifications			(Signed and Scanned)
		P-Card & Vendor Responsibility			
		FOIL Redaction			
10.	Attachment 2 - Financial Submission	Cover Sheet			(Signed, Notarized and Scanned)
		Vendor Price List Form			
11.	Attachment 3 – Technical Submission	Cover Sheet			(Signed, Notarized and Scanned)
		Affirmative Statements			
		Applicable Lot Responses (Lot 1, Lot 2, Lot 3)			