

ATTACHMENT 9

Bidder Submission Checklist

#:	QUESTION:	RESPONSE:
1	Bidder has provided three (3) Digital Storage Devices (USB flash drives) clearly labeled, containing the documents listed below, completed in their entirety, signed, notarized and scanned where applicable:	<input type="checkbox"/>
2	Bidder has provided three (3) hardcopy Bid Submissions, with original signatures and notarizations, clearly labeled containing the following documents, completed in their entirety, signed in black or blue ink, notarized where required:	<input type="checkbox"/>

#:	DESCRIPTION OF DOCUMENT	FORMAT FOR ELECTRONIC SUBMISSION	RESPONSE FOR ELECTRONIC SUBMISSION	RESPONSE FOR HARDCOPY SUBMISSION:
3	Completed Page 1 of the Solicitation	PDF	<input type="checkbox"/>	<input type="checkbox"/>
4	Completed Page 2, <i>Bidder Certification and Affirmation</i> with Ink Signatures	PDF	<input type="checkbox"/>	<input type="checkbox"/>
5	Completed Page 3, <i>Individual, Corporation, Partnership or LLC Acknowledgement</i> with Ink Signatures	PDF	<input type="checkbox"/>	<input type="checkbox"/>
6	Proof of SBOE certification of Voting System(s), consisting of approval notification from SBOE	PDF	<input type="checkbox"/>	
7	Completed Attachment 1, <i>Pricing</i>	Excel and PDF	<input type="checkbox"/>	
	Pricing tab	Excel	<input type="checkbox"/>	
	Required Reasonableness of Price Documentation	PDF	<input type="checkbox"/>	
8	Completed Attachment 2, <i>NYS Required Certifications</i>	PDF	<input type="checkbox"/>	<input type="checkbox"/>
9	Completed Attachment 3, <i>Encouraging Use of NYS Businesses in Contract Performance</i>	PDF	<input type="checkbox"/>	
10	Completed Proof of Compliance for Attachment 4, <i>Bidder's Insurance Requirements</i>	PDF	<input type="checkbox"/>	
	Proof of Compliance for Commercial General Liability Insurance	PDF	<input type="checkbox"/>	
	Certificate of Insurance	PDF	<input type="checkbox"/>	
	Endorsement - Additional Insured	PDF	<input type="checkbox"/>	
	Endorsement - Waiver of Subrogation	PDF	<input type="checkbox"/>	
	Proof of Compliance for Comprehensive Business Automobile Liability Insurance	PDF	<input type="checkbox"/>	
	Certificate of Insurance	PDF	<input type="checkbox"/>	
	Endorsement - Additional Insured	PDF	<input type="checkbox"/>	
	Endorsement - Waiver of Subrogation	PDF	<input type="checkbox"/>	
	Proof of Compliance for Data Breach and Privacy/Cyber Liability	PDF	<input type="checkbox"/>	

#:	DESCRIPTION OF DOCUMENT	FORMAT FOR ELECTRONIC SUBMISSION	RESPONSE FOR ELECTRONIC SUBMISSION	RESPONSE FOR HARDCOPY SUBMISSION:
	Certificate of Insurance	PDF	<input type="checkbox"/>	
	Proof of Compliance for Technology Errors and Omissions	PDF	<input type="checkbox"/>	
	Certificate of Insurance	PDF	<input type="checkbox"/>	
	Proof of Compliance for Crime Insurance	PDF	<input type="checkbox"/>	
	Certificate of Insurance	PDF	<input type="checkbox"/>	
	Proof of Compliance with Workers' Compensation Coverage Requirements	PDF	<input type="checkbox"/>	
	Form CE-200, Form C-105.2 (9/07), Form U-26.3, Form SI-12, or Form GSI-105.2	PDF	<input type="checkbox"/>	
	Proof of Compliance with Disability Benefits Coverage Requirements	PDF	<input type="checkbox"/>	
	Form CE-200, Form DB-120.1, or Form DB-155	PDF	<input type="checkbox"/>	
11	Completed Attachment 5, <i>Bidder Information Questionnaire</i>	Excel	<input type="checkbox"/>	
12	Completed Attachment 6, <i>Use of Service-Disabled Veteran-Owned Business Enterprises in Contract Performance</i>	PDF	<input type="checkbox"/>	
13	Completed Attachment 7, <i>FOIL Redaction Request</i>	PDF	<input type="checkbox"/>	
14	Completed Attachment 9, <i>Bidder Submission Checklist</i>	PDF	<input type="checkbox"/>	<input type="checkbox"/>
15	Completed Attachment 12, <i>Company Ownership, Board Members and Stakeholders</i>	PDF	<input type="checkbox"/>	
16	Completed Standard Vendor Responsibility Questionnaire; OR	PDF	<input type="checkbox"/>	<input type="checkbox"/>
	Certification that Questionnaire has been completed online	PDF	<input type="checkbox"/>	
17	Completed ST-220CA, Contractor Certification (notarized with signatures)	PDF	<input type="checkbox"/>	<input type="checkbox"/>
18	Completed Form EEO -100, Equal Employment Opportunity Staffing Plan (obtain form at https://ogs.ny.gov/mwbe/forms)	PDF	<input type="checkbox"/>	<input type="checkbox"/>
19	Addenda acknowledgements issued for this Solicitation (if applicable)	PDF	<input type="checkbox"/>	<input type="checkbox"/>