

## ATTACHMENT 13



### Bid Submission Checklist

IFB entitled:  
"Employee Benefit Card"

DCS reserves the right to disqualify any bids that do not contain the **mandatory items** as specified for this Solicitation and the resulting Contract. Bidders should use the following checklist when submitting bids and include all required documents with Bid Submissions (*mark the box to indicate inclusion of the documents*).

<b>ADMINISTRATIVE SUBMISSION CHECKLIST</b>		
<b>Requirement</b>	<b>Reference(s)</b>	<b>Bidder's Action</b>
<input type="checkbox"/> Standard Clauses for New York State Contracts	APPENDIX A	For reference only. No action required.
<input type="checkbox"/> Standard Clauses for All Department Contracts	APPENDIX B	For reference only. No action required.
<input type="checkbox"/> Information Security Requirements	APPENDIX C	For reference only. No action required.
<input type="checkbox"/> Insurance Requirements	APPENDIX E	For reference only. No action required.
<input type="checkbox"/> Offeror Affirmation of Understanding and Agreement	ATTACHMENT 1	Completion, signature, and submission required.
<input type="checkbox"/> Procurement Lobbying Policy	ATTACHMENT 2, IFB SECTION 2.1	For reference only. No action required.
<input type="checkbox"/> Formal Offer Letter	ATTACHMENT 3, IFB SECTION 4.2	Signature, notarization, and submission required.
<input type="checkbox"/> Questions Template	ATTACHMENT 4, IFB SECTION 2.1.5	Required if there are any Offeror questions.
<input type="checkbox"/> NYS Department of Civil Service Debriefing Guidelines	ATTACHMENT 5	For reference only. No action required.
<input type="checkbox"/> Offeror Certifications Form	ATTACHMENT 7, IFB SECTION 4.1	Signature, notarization, and submission required.
<input type="checkbox"/> Non-Material Deviations Template	ATTACHMENT 8, IFB SECTION 4.3	Required for any proposed Non-Material Deviations.
<input type="checkbox"/> Key Subcontractors or Affiliates	ATTACHMENT 9, IFB SECTION 4.5	Completion and submission required.
<input type="checkbox"/> FOIL Request for Redaction Chart	ATTACHMENT 11, IFB SECTION 4.4	Required for any requested redactions.
<input type="checkbox"/> Bid Submission Checklist	ATTACHMENT 13	For reference only. No action required.
<input type="checkbox"/> Glossary of Defined Terms	ATTACHMENT 15	For reference only. No action required.
<input type="checkbox"/> Vendor Responsibility Questionnaire	IFB SECTION 4.6	Completion, signature, and submission required.
<input type="checkbox"/> NYS Tax Law Section 5-a Forms ST-220TD &/or ST-220CA	IFB SECTION 4.7	Completion, signature, and submission required.

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#### TECHNICAL SUBMISSION CHECKLIST

Requirement	Reference(s)	Bidder's Action
<input type="checkbox"/> Executive Summary	IFB SECTION 5.1	Completion and submission required.
<input type="checkbox"/> EBC, Card Carrier and Envelope Prototype	IFB SECTION 5.2	

#### COST SUBMISSION CHECKLIST

Requirement	Reference(s)	Bidder's Action
<input type="checkbox"/> Price Quotation Form	ATTACHMENT 12, IFB SECTION 6.1	Completion and submission required.