|  |  |  |
| --- | --- | --- |
| **Required document** | **Type of Submission** | **Included with Bid Submission** |
| **Attachment 1: Offeror’s Certification Form** | Required to be on USB Drive in the Administrative Proposal file | [ ]  |
| **Attachment 2: Formal Offer Letter** | Required to be on USB Drive in the Administrative Proposal file | [ ]  |
| **Attachment 3: Questions Template** | Used to submit questions during Questions and Answers Period.  |  |
| **Attachment 4: Non-Material Deviations Template** | Required to be on USB Drive in the Administrative Proposal file | [ ]  |
| **Attachment 5: FOIL Redaction Chart** | Required to be on USB Drive in the Administrative Proposal file | [ ]  |
| **Attachment 6: Biographical Sketch Form** | Required to be on USB Drive in the Technical Proposal file | [ ]  |
| **Attachment 7: Key Subcontractors or Affiliates** | Required to be on USB Drive in the Administrative Proposal file | [ ]  |
| **Attachment 8: Excel File Schedule of Fees** | Excel file provided and required to be on USB Drive as an Excel file | [ ]  |
| **Exhibit 1-3 Salary and Titles** | For reference only. |  |
| **Exhibit 4: Draft Contract** | For reference only. Any Bid Deviations should be addressed in the Question and Answer Period or via Attachment 4 |  |
| **Exhibit 5: Bid Submission Checklist** | Recommended to be on USB Drive in the Administrative Proposal file | [ ]  |
|  |  |  |
| **Appendices A, B, C, and E**  | For reference, will be part of Executed Contract |  |
| **Appendix D**  | MWBE Forms and EEO forms required to be submitted with Technical Proposal | [ ]  |
| **Mandatory Insurance Coverage- Appendix E****Proof of NYS WC, NYS DBL and Liability coverage is not required with bid submission but is mandatory for contract execution.** | NYS Workers Compensation (form CE-200 or C-105.2 or SI-12), NYS DBL (form CE-200 or DB-120.1 or DB-155) and Liability Proof of Coverage required for all conditional Awardees (ACORD certificate) Submit in Administrative Proposal | [ ]  |
| **ST 220 CA and ST 220 TD** | Optional to submit Form with submission but required from Conditional Awardee. Submit in Administrative Proposal | [ ]  |
| **Consultant Disclosure Form A** | Optional to submit Form with submission but required from Conditional Awardee. Submit in Administrative Proposal | [ ]  |