

ATTACHMENT 1: SUBMISSION CHECKLIST
RFQ# T000595 – Unbanked Data Production

Bidder Name _____

Date _____

Technical Proposal

1. Did the Bidder provide a complete electronic version of the Technical Proposal? Yes _____ No _____
2. Does the proposal contain all components of the Technical Proposal, as stated below?
 - A. **Table of Contents** Yes _____ No _____
 - B. **Executive Summary** Yes _____ No _____
 - C. **Project Plan and Timeline** Yes _____ No _____
 - D. **Published Research** Yes _____ No _____
 - E. **Staffing Plan and Relevant Experience** Yes _____ No _____
3. Excluding table of contents, staff resumes, is the Technical Proposal 30 pages or fewer? Yes _____ No _____

Cost Proposal

1. Did the Bidder provide a complete electronic version of the Cost Proposal? Yes _____ No _____
2. Did the Bidder complete and sign Attachment 6: Cost Proposal Response Form? Yes _____ No _____

Administrative Proposal

1. Did the Bidder provide a complete electronic version of the Administrative Proposal? Yes _____ No _____
2. Did the Bidder submit signed copies of:
 - Attachment 2: Bidder Information and Attestation Yes _____ No _____
 - Attachment 3: New York State Required Certifications Packet Yes _____ No _____
 - Attachment 4- MWBE and Equal Employment Opportunities Requirements, Attachments 4.1 and 4.2 Yes _____ No _____