

ATTACHMENT 1: BIDDER SUBMISSION CHECKLIST
C000585 – Livery Insurance Rate Study and Rate Recommendations

Bidder Name

Date

Technical Proposal:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Did the Bidder provide a complete electronic version of the Technical Proposal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Does the proposal contain all components of the Technical Proposal, as stated below? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| A. Table of Contents | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| B. Attachment 8: Minimum Bidder Qualifications Form | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| C. Executive Summary | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| D. Proposed Project Plan and Timeline | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| E. Staffing, Relevant Experience and References | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| F. Sample/Template Actuarial Report | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Excluding table of contents, staff resumés, and letters of reference, is Technical Proposal 30 pages or fewer? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Cost Proposal:

- | | | |
|--|------------------------------|-----------------------------|
| 1. Did Bidder provide a complete and responsive electronic version of the Cost Proposal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Did Bidder complete and sign Attachment 9: Cost Proposal Response Form? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Administrative Proposal:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Did Bidder provide a complete electronic version of the Administrative Proposal? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Did Bidder submit signed copies of: | | |
| • Attachment 1: Bidder Submission Checklist | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Attachment 2: Bidder Information and Attestation | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Attachment 3: New York State Required Certifications Packet | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Attachment 4: MWBE and Equal Employment Opportunity Requirements (Attachments 4.1 and 4.2) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Attachment 5: Response to the Diversity Practices Questionnaire, with supporting documents (Attachment 5.1) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| • Attachment 6: Vendor Responsibility Questionnaire (hardcopy or submitted electronically in the State's VendRep system) for the Bidder and any subcontractor anticipated to receive a subcontract in excess of \$100,000 | <input type="checkbox"/> Yes | <input type="checkbox"/> No |