

**ATTACHMENT 1: SUBMISSION CHECKLIST
C000588 – Medical Malpractice Actuarial Services**

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. Attachment 8 - Minimum Bidder Qualifications Certification Yes No
C. Executive Summary Yes No
D. Sample Work Plan Yes No
E. Staffing Resumes, Relevant Experiences, and References for the Bidder Yes No
3. Is the Technical Proposal no more than 15 pages as outlined in Section 5.2 of the RFP? Yes No

Cost Proposal:

1. Did Bidder provide a complete and responsive electronic version of the Cost Proposal? Yes No
2. Did Bidder complete and sign Attachment 9: Cost Proposal Response Form? Yes No

Administrative Proposal:

1. Did Bidder provide a complete electronic version of the Administrative Proposal? Yes No
2. Did Bidder submit signed copies of:
 - Attachment 1: Bidder Submission Checklist Yes No
 - 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, 4.2 and 4.3) Yes No
 - Attachment 5: Response to the Diversity Practices Questionnaire, with supporting documents (Attachment 5.1) Yes 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 Yes No