

**ATTACHMENT 1: SUBMISSION
CHECKLIST IFB #C000661 – Law Books**

Bidder Name

Date

Minimum Requirements:

1. Did Bidder submit completed electronic version of:
Attachment 7 – Minimum Bidder Qualifications Form; and Yes No

Cost Proposal:

2. Did Bidder provide a complete and responsive electronic version of the
Cost Proposal? Yes No
3. Did Bidder complete and sign Attachment 8: 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 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
 - Attachment 5: 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