ATTACHMENT 1: SUBMISSION CHECKLIST
C000606 - Audio-Visual Equipment Design 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? ☐ Yes ☐ No
   - A. **Table of Contents** ☐ Yes ☐ No
   - B. **Executive Summary** ☐ Yes ☐ No
   - C. **Project Plan for meeting SLAs** ☐ Yes ☐ No
   - D. **Plan Drawings** ☐ Yes ☐ No
   - E. **References** ☐ Yes ☐ No
3. Excluding table of contents and letters of reference, is Technical Proposal 25 pages or fewer? ☐ 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 10: 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, 4.2, 4.3, 4.4 and 4.5) ☐ 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