

APPENDIX C – Checklist of Submission Requirements

Submitted on or before February 27, 2024 at 4:30 PM EST

Administrative Proposal (1 original, 1 copy)

- Packaged together, separate from the Technical and Fiscal Proposals, and sealed
- Outside of the package should be identified with the Office of Addiction Services and Supports' name, and the phrase "Administrative Proposal: RFP - 23026" and "Submitted by: [Bidder's Name]"
- Include a **Cover Letter** with the following completed forms attached:
 - Attachment 3 – Vendor Assurance of No Conflict of Interest/Detrimental Effect Form
 - Attachment 4 – Non-Collusive Bidding Certification
 - Attachment 5 – Bidder's Certified Statements
 - Attachment 6 – Diversity Practices Questionnaire
 - Attachment 7 – Executive Order 177 Certification
 - Attachment 8 – Executive Order 16 Certification
 - Attachment 9 – §139-I Statement on Sexual Harassment
 - Attachment 12 – Procurement Lobbying Law
 - Letter of Commitment
 - Proof of Eligibility

The following forms may be submitted as part of the Administrative Proposal or submitted during contract negotiations. (Note: only the Successful Bidder will be required to submit these forms.)

- Attachment III – (Minority and Women-Owned Business Enterprises)
Form #1 and/or Form #2, Form #4 and Form #6
- Attachment IV – Encouraging Use of NYS Business in Contract Performance
- Attachment V – Qualified Service Organization/Business Associate Agreement
- Attachment VI – Consultant Disclosure Form A
- Attachment VII – Form ST-220-TD and Form ST-220-CA

Fiscal Proposal - Attachment 2 (1 original, 1 copy)

- Packaged together, separate from the Administrative and Technical Proposals, and sealed
- Outside of the package should be identified with the Office of Addiction Services and Supports' name, and the phrase "Fiscal Proposal: RFP - 23026" and "Submitted by: [Bidder's Name]"

Technical Proposal (1 original, 1 copy)

- Packaged together, separate from the Administrative and Fiscal Proposals, and sealed
- Outside of the package should be identified with the Office of Addiction Services and Supports' name, and the phrase "Technical Proposal: RFP - 23026" and "Submitted by: [Bidder's Name]"
- A Technical Narrative
- NIH bio sketches of staff at academic institution named in the application