

ATTACHMENT 2
SUBMISSION CHECKLIST

Invitation For Bids (IFB) # 1102
Grant Compliance Review Services
Child Care Stabilization 1.0 Monitoring

This submission checklist is optional and is not required to be included in your proposal. Please see IFB **Section 2.2 Packaging of IFB Response, Required Contents of Bid Proposal** for additional information.

Complete	Requirement
<input type="checkbox"/>	OCFS-0910 Request for Bid Form
<input type="checkbox"/>	Attachment 1 – Bidder’s Certified Statements
<input type="checkbox"/>	Attachment 2 – References <ul style="list-style-type: none"> ○ three professional references for compliance review, auditing, or similar services, one of which for services provided within the past 12 months.
<input type="checkbox"/>	Written Narrative describing how the organization meets the eligibility requirements: <ul style="list-style-type: none"> ○ Has the capacity and agrees to conduct grant compliance reviews statewide, including conducting reviews on-site if electronic document submission is not possible. ○ Has identified the number of employees and the location(s) of all relevant offices in NYS or elsewhere that will be used for this project. ○ Has relevant experience conducting grant compliance reviews with human service agencies and/or nonprofit agencies at a statewide level. ○ Has a secure means of electronically receiving and storing providers’ supporting documentation. ○ Identifies whether staff can communicate with providers in other languages and/or have experience working with a professional translation service to provide the languages identified in Section 3.2, Product/Service Specifications, item 1.

Upon satisfactory completion, these required documents must be submitted to the Procurement Unit electronically via email to RFP@ocfs.ny.gov and received by the **Bid Due Date & Time** indicated in IFB **Section 1.3 Calendar of Events** in accordance with the instructions in IFB **Section 2.1 Instructions for Bid Submission**.