

ATTACHMENT 2
SUBMISSION CHECKLIST

Solicitation of Interest (SOI) # 1117
Graphic Design at Taberg Residential Center

Applicant: _____

Please indicate whether the following statements described in the solicitation apply to your organization:

Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant agrees to provide the services requested in the Scope of Work section of the SOI announcement document.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant is one of the following types of organizations: <ul style="list-style-type: none"> • NYS-certified Minority and Women-Owned Business Enterprise (MWBE) • NYS-certified Service-Disabled Veteran-Owned Business (SDVOB) • NYS Small Business Enterprises (SBE)
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant is eligible to do business with New York State.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant agrees to provide an interview/demonstration.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant provided three (3) references and agrees satisfactory reference checks are required.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant has at least three (3) years of experience providing graphic design services, working in print shop, video creation/editing, digital photography, and music production/audio engineering production as described in the Scope of Work section of the SOI announcement document.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant provided a resume that details how they meet all required work experience.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant agrees to obtain clearance from the New York State OCFS State Central Registry. (The request for clearance must be submitted as soon as it is feasible to do so, and approval must be obtained prior to beginning work under this contract.)
Yes <input type="checkbox"/>	No <input type="checkbox"/>	The applicant certifies under penalty of perjury that, by submission of this proposal, each proposer and each person signing on behalf of any proposer, and in the case of a joint proposal each party thereto as to its own organization, has and has implemented a written policy addressing sexual harassment prevention in the workplace and provides annual sexual harassment prevention training to all of its employees, and that such policy does, at a minimum, meet the requirements of section two hundred one-g of the labor law? Please note that a proposal will not be considered for award nor will any award be made to a proposer who is not able to make this certification in compliance with State Finance Law section 139-l; provided, however, that if the proposer cannot make the foregoing certification, such proposer shall so state and shall furnish with the proposal a signed statement which sets forth in detail the reasons therein.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant certifies under penalty of perjury that they are not a Russian entity or Russia supporting entity as those terms are defined in Executive Order No. 14 dated February 27, 2022?

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Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant certifies under penalty of perjury that your organization is not conducting business operations in Russia, as those terms are defined in Executive Order No. 16 dated March 17, 2022?
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*** A response of “no” to any question marked with an asterisk will disqualify the applicant.**

Submit the following completed documents prior to the deadline via email to RFP@ocfs.ny.gov:

- Attachment 1 – Letter of Interest
- Attachment 2 – Submission Checklist
- Attachment 3 – Affirmation of Business Status
- Attachment 4 – References (use this template or your own format)
- Resumes displaying offeror meets all experience qualifications listed in Scope of Work.

By signing below, I attest that I have express authority to sign these statements on behalf of the applicant and am authorized by law to bind the applicant contractually.

Print Name: _____

Signature: _____

Title: _____

Organization: _____

Address: _____

Email: _____

Phone: _____

Date: _____