

**ATTACHMENT 2**  
SUBMISSION CHECKLIST

**Solicitation of Interest (SOI) # 1122**  
**Branding and Design Experts**

Applicant: \_\_\_\_\_ FEIN/TIN: \_\_\_\_\_

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

Yes <input type="checkbox"/>	<b>No*</b> <input type="checkbox"/>	The applicant is one or more of the following types of organizations: <ul style="list-style-type: none"> <li>○ NYS-certified Minority and Women-Owned Business Enterprise (MWBE)</li> <li>○ NYS-certified Service-Disabled Veteran-Owned Business (SDVOB)</li> <li>○ NYS-domiciled Small Business Enterprise (SBE)</li> </ul>
Yes <input type="checkbox"/>	<b>No*</b> <input type="checkbox"/>	The applicant agrees to provide the services requested by this SOI in the <b>Scope of Work</b> section.
Yes <input type="checkbox"/>	<b>No*</b> <input type="checkbox"/>	The applicant has five (5) years of experience in a marketing and branding field <u>and/or</u> has an established portfolio of clients (possessing either or both is satisfactory).
Yes <input type="checkbox"/>	<b>No*</b> <input type="checkbox"/>	The applicant has a bachelor's degree in graphic design, marketing, communications, or another related field.
Yes <input type="checkbox"/>	<b>No*</b> <input type="checkbox"/>	The applicant possesses digital and technological capacity with an understanding of web-based environments.
Yes <input type="checkbox"/>	<b>No*</b> <input type="checkbox"/>	The applicant is eligible to do business with New York State.
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"/>	<b>No*</b> <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?
Yes <input type="checkbox"/>	<b>No*</b> <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?

**\* A response of "no" to any question marked with an asterisk may disqualify the applicant.**

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Submit the following completed documents prior to the deadline via email to [RFP@ocfs.ny.gov](mailto:RFP@ocfs.ny.gov):

- Attachment 1 – Letter of Interest (please include your hourly rate)
- Attachment 2 – Submission Checklist
- Attachment 3 – Affirmation of Business Status
- Resume(s)
- Proof of Degree(s)
- Portfolio(s) that demonstrate having established clients in a marketing and branding field with evidence of digital and technological capacity and an understanding of web-based environments (may be provided as documents and/or weblinks)

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: \_\_\_\_\_