

ATTACHMENT 2
SUBMISSION CHECKLIST

Solicitation of Interest (SOI) # 1137
Pre-College Program for Legally Blind Students

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 agrees to provide services to all referred individuals.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant is registered in New York State as a Not-For-Profit.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant has a written agreement with a college or university with residential dormitories that are located on the campus and easily accessible by public transportation.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant has five years' experience providing a Pre-College Program for students in New York who are legally blind.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant has provided a total annual program cost and additional cost per participant as defined in the LOI instructions.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant has a physical building in NYS capable of providing blindness services.
Yes <input type="checkbox"/>	No* <input type="checkbox"/>	The applicant has provided the Program Director's name and Curriculum Vitae.
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 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?
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?

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

ATTACHMENT 2
SUBMISSION CHECKLIST

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

- Attachment 1 – Letter of Interest
- Attachment 2 – Submission Checklist
- Written agreement with a college or university
- Program Director’s name and Curriculum Vitae

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: _____

E-mail: _____ Phone: _____

FEIN/TIN: _____ Date: _____

Please indicate the name and e-mail address of an additional contact person below:
