



Office of Information Technology Services

RFP # C000979 Salesforce Implementation EA

Attachment 9 - Bid Checklist

Checklist Item	Page #
☐ Bidder must submit either an electronic (preferred) or a hard copy of the bid documents. Electronic documents must be saved as searchable Microsoft Word, Excel, and/or Adobe Acrobat formats, with the Administrative Bid and Financial Bids in separate files from each other.	
☐ Bid proposal contains a table of contents.	
☐ Financial Proposal includes a completed Attachment 4 – Financial Bid Workbook	
☐ Administrative Proposal does not include any financial information. <i>Inclusion of cost information in the administrative Bid will result in Bid disqualification.</i>	
☐ Administrative Proposal must include the completed attachments below:	
☐ Attachment 1 – Minimum Bidder Qualifications, completed	
☐ Attachment 2 – Vendor Questions & Extraneous Terms with Answers	
☐ Attachment 3 – Firm Offer Letter & Conflict of Interest Disclosure, signed/notarized	
☐ Attachment 5 – Consultant Confid. & Non-Disclosure Agreement signed	
☐ Attachment 6 – FOIL & Litigation Disclosure	
☐ Attachment 7 – NYS ITS Required Forms, signed	
☐ Attachment 8 – ST-220CA and ST-220TD Certification, signed/notarized	
☐ Attachment 9 – Bidder Checklist	
☐ Technical Proposal does not include any financial information. <i>Inclusion of cost information in the administrative Bid will result in Bid disqualification</i>	
☐ Attachment 10- Technical Proposal Form	
I certify, with my signature below, that all required and requested information listed above is completed and included in this bid submission.	
Authorized Signature:	Date:
Print Name and Title:	
Company represented:	