

CPR/FA/AED TRAINING AND CERTIFICATION RFP
DOCUMENT SUBMITTAL CHECKLIST

REQUIRED WITH PROPOSAL

DOCUMENT	RFP §	SUBMITTAL REQUIREMENTS	CHECK
Technical Response	2; 4.13(A)	Submit Technical Proposal separate from Pricing Proposal, as instructed in RFP.	
Pricing Proposal – Amended Attachment 2	2.3	Submit Pricing Proposal separate from Technical Proposal, as instructed in RFP.	
Administrative Response	4.13(B)	Submit documents below with proposal.	
Transmittal Letter	4.13(B)	Sign and submit with proposal.	
Contract Form – Appendix B (incorporates Appendix A and R)	3.2	Sign and submit with proposal.	
Procurement Lobbying Certification – Appendix C	4.12(A)	Complete, sign and submit with proposal.	
Non-Collusive Bidding Certification – Appendix D	4.12(B)	Complete, sign and submit with proposal.	
Vendor Responsibility Questionnaire Certification – Appendix E	4.12(C)	Complete, sign and submit with proposal.	
Consultant Disclosure Form A, Planned Employment – Appendix H	4.12(F)	Complete, sign and submit with proposal.	
MWBE EEO Policy Statement – Appendix J-1	4.12(H)	Complete, sign and submit with proposal.	
Staffing Plan (MWBE 101) – Appendix J-2	4.12(H)	Complete, sign and submit with proposal.	
MWBE Utilization Plan – Appendix J-3	4.12(H)	Complete, sign and submit with proposal.	
MWBE Request for Waiver – Appendix J-4	4.12(H)	Complete, sign and submit with proposal, <i>if applicable.</i>	
Diversity Practices Questionnaire – Appendix K	2.2(C)	Complete, sign and submit with proposal.	
Utilizing SDVOB in Contract Performance – Appendix L-1	4.12(I)	Complete, sign and submit with proposal.	
NYS Subcontractors and Suppliers – Appendix M	4.12(J)	Sign and submit with proposal.	
Vendor Assurance of No Conflict of Interest – Appendix N	4.12(K)	Sign and submit with proposal.	
Sexual Harassment Policy Certification – Appendix O	4.12(L)	Complete, sign and submit with proposal.	
EO 177 Anti-Discrimination Certification – Appendix P	4.12(M)	Sign and submit with proposal.	
Acknowledgement of Addendum – Attachment 1	3.2(B)	Sign and submit with proposal, <i>if applicable.</i>	
Reference Form – Attachment 5	2.2(A)	Complete and submit with proposal.	

OPTIONAL WITH PROPOSAL

DOCUMENT	RFP §	SUBMITTAL REQUIREMENTS	CHECK
Substitute Form W-9 – Appendix F	4.12(D)	Submit with proposal or upon notification of award, <i>if applicable</i> .	
Electronic Payment Authorization Form – Appendix G	4.12(E)	Enroll through OSC prior to award selection or upon notification of award, <i>if applicable</i> .	
Consultant Disclosure Form A, Planned Employment – Appendix H	4.12(F)	Submit with proposal or upon notification of award.	
Sales and Use Tax – Appendix I	4.12(G)	Submit ST220-CA to OPWDD. Submit ST220-TD to Dept. of Tax and Finance.	
Insurance Documentation – as prescribed in Appendix Q	4.12(N)	Submit with proposal or upon notification of award.	

REQUIRED SUBSEQUENT TO AWARD

DOCUMENT	RFP §	SUBMITTAL REQUIREMENTS
Substitute Form W-9 – Appendix F	4.12(D)	Submit to OPWDD upon notification of award, <i>if applicable</i> .
Electronic Payment Authorization Form – Appendix G	4.12(E)	Enroll through OSC upon notification of award, <i>if applicable</i> .
Consultant Disclosure Form A, Planned Employment – Appendix H	4.12(F)	Submit upon notification of award.
Sales and Use Tax – Appendix I	4.12(G)	Submit ST220-CA to OPWDD. Submit ST220-TD to Dept. of Tax and Finance.
Insurance Documentation – as prescribed in Appendix Q	4.12(N)	Submit upon notification of award.
Consultant Disclosure Form B, Annual Employment Report – Appendix H	4.12(F)	Submit by May 15 of each year for actual employment during prior fiscal year.
Workforce Utilization Periodic Report – Appendix J-5	4.12(H)	Submit quarterly if devoted staff. Submit semi-annually if entire staff.
MWBE Quarterly Subcontracting/Supplier Activity Report – Appendix J-6	4.12(H)	Submit quarterly.

BIDDER: _____

REPRESENTATIVE SIGNATURE: _____

NAME: _____ TITLE: _____

DATE: _____ FEIN: _____