|  |  |  |
| --- | --- | --- |
| **Required documents** | **Type of Submission** | **Included with Bid Submission** |
| **Attachment 1: Offeror’s Certification Form** | **Mandatory-** \* Required to be on USB Drive In Administrative Proposal- |  |
| **Attachment 2: Formal Offer Letter** | **Mandatory-** \* Required to be on USB Drive In Administrative Proposal- |  |
| **Attachment 3:** **Questions Template** | Submitted to DCSProcurement.ny.gov prior to 10/6/2023 |  |
| **Attachment 4: Non-Material Deviations Template** | **Mandatory-** \* Required to be on USB Drive In Administrative Proposal- |  |
| **Attachment 5: FOIL Redaction Chart** | **Optional-** \* Required to be on USB Drive In Administrative Proposal-if redactions requested. |  |
| **Attachment 6: Biographical Sketch Form** | **Mandatory-** \* Required to be on USB Drive In Technical Proposal- |  |
| **Attachment 7:** **Subcontractors or Affiliates** | **Mandatory-** if using subcontractors or affiliates \* Required to be on USB Drive In Administrative Proposal- |  |
| **Attachment 8: Schedule of Fees** | **Mandatory-** Required to be on USB Drive \***In Excel Format in Cost Proposal**- |  |
| **Attachment 9: NYS Undertaking for Bank Deposites and Assignment of Securities** | **Optional- \*** Required to be on USB Drive. In Administrative Proposal-if submitted with Proposal. Required to be submitted prior to contract execution |  |
| **Attachment 10: Lookup File Layout Enrollees** | For Bidder’s reference. |  |
| **Attachment 10a Lookup File Layout Agency** | For Bidder’s reference. |  |
| **Attachment 11: Agnecy Transaction File Layout** | For Bidder’s reference. |  |
| **Attachement 12: Enrollee Transaction File Layout** | For Bidder’s reference. |  |
| **Attachment 13 Draft Contract** | For Bidder’s reference. Please use Non-Material Deviations template to request modifications and Submit in Administrative Proposal on USB Drive. |  |
| **Attachment 14 Glossary of Term** | For Bidder’s reference. |  |
| **Attachments 15-Bid Submission Checklist** | For Bidder’s reference Required to be on USB Drive.include with Administrative Proposal. |  |
| **Appendix D MWBE/EEO/SDVOB Requirements** | **Optional-** \* Required to be on USB Drive. In Administrative Proposal-if submitted with Proposal. Required to be submitted prior to contract execution |  |
| **Mandatory Insurance Coverage- Appendix E** | **Optional-** \* Required to be on USB Drive. In Administrative Proposal-if submitted with Proposal. Required to be submitted prior to contract execution for any conditional Awardees. |  |
| **ST 220 CA and ST 220 TD** | **Optional- \*** Required to be on USB Drive. In Administrative Proposal-if submitted with Proposal. Required to be submitted prior to contract execution |  |
| **Banking Service Schedules** | **Optional-** \* Required to be on USB Drive In Administrative Proposal if submitted- |  |
| **Proof of Financial Stability rating** | **Mandatory-** \* Required to be on USB Drive In Administrative Proposal- |  |
| **Proof of PCI DSS compliance** | **Mandatory-** \* Required to be on USB Drive in Administrative Proposal- |  |
| **NYS Vendor Responsibility Questionnaire Certification(On-line Certification Preferred)** | **Mandatory-** \* Required to be on USB Drive in Administrative Proposal**-** |  |