

EXHIBIT 2



**Department of
Civil Service**

Bid Submission Checklist IFB entitled: “Application Management System”

DCS reserves the right to disqualify any bids that do not contain the **mandatory items** as specified for this Solicitation and the resulting Contract. Bidders should use the following checklist when submitting bids and include all required documents with bid proposals (*mark the box to indicate inclusion of the documents*).

BID SUBMISSION CHECKLIST		
Requirement	Reference	Bidder's Action
<input type="checkbox"/> Standard Clauses for New York State Contracts	APPENDIX A	For reference only. No action required.
<input type="checkbox"/> Standard Clauses for All Department Contracts	APPENDIX B	For reference only. No action required.
<input type="checkbox"/> Information Security Requirements	APPENDIX C-1	For reference only. No action required.
<input type="checkbox"/> MWBE/EEO/SDVOB Requirements	APPENDIX D	Completion, signature, and submission required.
<input type="checkbox"/> Insurance Requirements	APPENDIX E	Completion, signature, and submission required.
<input type="checkbox"/> Offeror's Certification Form	ATTACHMENT 1, IFB SECTION 4.1	Signature, notarization, and submission required.
<input type="checkbox"/> Formal Offer Letter	ATTACHMENT 2, IFB SECTION 4.2	Signature, notarization, and submission required.
<input type="checkbox"/> Questions Template	ATTACHMENT 3, IFB SECTION 2.1.4	Required if any Offeror questions.
<input type="checkbox"/> Non-Material Deviations Template	ATTACHMENT 4, IFB SECTION 4.3	Required if any proposed Non-Material Deviations.
<input type="checkbox"/> FOIL Redaction Chart	ATTACHMENT 5, IFB SECTION 4.4	Required for any FOIL requests.
<input type="checkbox"/> NYS Consultant Services Contractor's Planned Employment	ATTACHMENT 6, IFB SECTION 4.5	Completion and submission required.
<input type="checkbox"/> Key Subcontractors or Affiliates	ATTACHMENT 7, IFB SECTION 4.5	Completion and submission required.
<input type="checkbox"/> Schedule of Fees	ATTACHMENT 8, IFB SECTION 6.1	Completion and submission required.
<input type="checkbox"/> Technical Requirements Chart	ATTACHMENT 9	Completion and submission required.
<input type="checkbox"/> Draft Contract	EXHIBIT 1	For reference only. No action required.
<input type="checkbox"/> Bid Submission Checklist	EXHIBIT 2	Completion, signature, notarization, and submission required.
<input type="checkbox"/> Vendor Responsibility Questionnaire	IFB SECTION 4.6	Completion, signature, and submission required.
<input type="checkbox"/> NYS Tax Law Section 5-a Forms ST-220TD &/or ST-220CA	IFB SECTION 4.7	Completion, signature, and submission required.