



RFP 1052 - Lottery Operations and Services Partner

DOCUMENT SUBMITTAL CHECKLIST

Submissions Required with Proposal:

Description of Document	RFP	Submittal Requirements	Checklist
Transmittal Letter	§ 5.3	Must contain a statement that the proposal will remain valid for 365 days from the Proposal Due Date	
Bidder Acknowledgement of Addendum (Attachment 1)	§ 1.7	With Proposal, if applicable	
Document Submittal Checklist (Attachment 3)	§ 5.3	With Proposal	
Contract Form (Appendix B) (incorporates Appendix A)	§ 6.2	Must be signed—With Proposal	
Bidder/Offerer Disclosure/Certification Form (Appendix C)	§ 7.1	With Proposal	
Non-Collusive Bidding Certification (Appendix D)	§ 7.2	With Proposal	
New York State Vendor Responsibility Questionnaire (Appendix E)	§ 7.3	Complete the form online or submit with the Proposal	
Encouraging Use of New York State Businesses in Contract Performance (Appendix H)	§ 7.8	With Proposal	
Staffing Plan (Appendix I-2)	§ 3.22	With Proposal	
MWBE/SDVOB Utilization Plan Form (Appendix I-3) <ul style="list-style-type: none"> • Proposed Plan 	§ 3.22	Proposed plan, including estimated percentage—With Proposal	
Vendor Assurance of No Conflict of Interest or Detrimental Effect (Appendix K)	§ 7.10	With Proposal	
Statement on Sexual Harassment (Appendix L)	§ 7.11	With Proposal	
Anti-Discrimination EO 177 Certification (Appendix M)	§ 7.12	With Proposal	
Executive Order No. 16 Certification (Appendix N)	§ 7.13	With Proposal	

Insurer Qualifications and Insurance Requirements (Appendix Q) • Compliance Statement	§ 7.15	Include a statement of compliance with the insurer qualifications and insurance requirement—With Proposal	
Potential Conflict of Interest Disclosure Form (Appendix O)	§ 7.10	With Proposal	
Designation of Proprietary Information (FOIL)	§ 5.10	With Proposal	
Lottery References	§ 3.4	Include three with Proposal	
Technical Response	§ 3.1	Submit Technical and Pricing Proposals separately, as defined in the RFP	
Pricing	§ 3.21	Submit Technical and Pricing Proposals separately, as defined in the RFP	
Gender-Based Violence in the Workplace Certification (Appendix P)	§ 7.14	With Proposal	
Bond Requirements	§ 7.16	With Proposal	

Submissions Required Subsequent to Award:

Description of Document	RFP	Submittal Requirements	Checklist
Substitute Form W-9 (Appendix F)	§ 7.4	Upon notification of award	
ST-220 Contractor Certification Forms (Appendix G) • ST220-TD (submit to DTF) • ST220-CA (submit to Commission)	§ 7.5	Within seven calendar days of notification of award	
Equal Employment Opportunity Policy Statement (Appendix I-1)	§ 7.6	Within 72 hours of notification of award	
Consultant Disclosure Form A (Appendix J)	§ 7.9	Within 2 business days of notification of award	
Consultant Disclosure Form B (Appendix J)	§ 7.9	By May 15 th for each fiscal year (April 1-March 31)	
Insurer Qualifications and Insurance Requirements (Appendix Q)	§ 7.15	Provide insurance certificates upon notification of award	

FIRM NAME: _____

REPRESENTATIVE SIGNATURE: _____