# ATTACHMENT 12 - PROPOSAL DOCUMENT CHECKLIST

**Please reference Section 7.0 for the appropriate format and quantities for each proposal submission.**

|  |
| --- |
| **RFP20007 – CACFP System Modernization RFP** |
| **FOR THE ADMINISTRATIVE PROPOSAL** |
| **RFP §** | **CRITERIA** | **INCLUDED** |
| **§ 6.1.A** | **Attachment 1 - Bidder’s Disclosure of Prior Non-Responsibility Determination**  |[ ]
| **§ 6.1.B** | **Freedom of Information Law – Proposal Redactions** |[ ]
| **§ 6.1.C** | **Attachment 3 - Vendor Responsibility Attestation** |[ ]
| **§ 6.1.D** | **Attachment 4 - Vendor Assurance of No Conflict of Interest or Detrimental Effect** |[ ]
| **§ 6.1.E** | **Attachment 5 - Guide to New York State DOH M/WBE Required Forms & Forms** |[ ]
| **§ 6.1.F** | **Attachment 6 - Encouraging Use of New York Businesses in Contract Performance** |[ ]
| **§ 6.1.G** | **Attachment 7 - Bidder’s Certified Statements** |[ ]
| **§ 6.1.H** | **Attachment 9 - References** |[ ]
| **§ 6.1.I** | **Attachment 10 - Diversity Practices Questionnaire** |[ ]
| **§ 6.1.J** | **Attachment 11 - EO 177 Prohibiting Contracts with Entities that Support Discrimination**  |[ ]
| **FOR THE TECHNICAL PROPOSAL** |
| **RFP §** | **CRITERIA** | **INCLUDED** |
| **§ 6.2.A** | **Title Page** |[ ]
| **§ 6.2.B** | **Table of Contents** |[ ]
| **§ 6.2.C** | **Attachment 13 – Minimum Bidder Qualifications and Preferred Qualifications** |[ ]
| **§ 6.2.D** | **Technical Proposal Content** |[ ]
| **§ 6.2.D.1** | **Corporate Background Experience - Attachment 16 – Technical Proposal Narrative** |[ ]
| **§ 6.2.D.2** | **Staffing and Qualifications - Attachment 14 – Key Personnel Forms and Attachment 18 – Initial Staffing Plan** |[ ]
| **§ 6.2.D.3** | **Proposed Approach Narrative - Attachment 16 – Technical Proposal Narrative**  |[ ]
| **§ 6.2.D.4** | **Functional and Nonfunctional Solution - Attachment 15 – Functional and Nonfunctional Solution Requirements** |[ ]
| **FOR THE COST PROPOSAL****REQUIREMENT** |
| **RFP §** | **REQUIREMENT** | **INCLUDED** |
| **§ 6.3** | **Attachment 17 – Cost Proposal** |[ ]