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Commissioner

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Executive Deputy Commissioner

### Bid Submission Checklist

OMH reserves the right to disqualify any bids that do not contain the mandatory items as specified for this Solicitation and the resulting Contract. Applicants 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*):

Required Document	Type of Submission	Included with Bid Submission
Attachment A – Transmittal Form	Provide a completed hard copy with bid	
Attachment B – Non-Collusive Bidding Certification	Provide a signed hard copy with bid	
Attachment C – Vendor Responsibility Questionnaire	Submit either hard copy questionnaire or the VRQ online certification (NYS Vend Rep System) with bid	
Attachments J1: Offeror’s Affirmation of Understanding	Provide a signed hard copy	
Attachment J2: OMH Offeror Disclosure of Prior Non-Responsibility Determination	Provide a signed hard copy with bid	
Appendix A-1(a) – MWBE/EEO Policy Statement	Complete and sign per the instructions and submit a hard copy	
Attachment D – EEO Employment Opportunity Policy Statement	Complete and submit hard copy with bid	
Attachment E – EEO Employment Opportunity Staffing Plan	Complete and submit hard copy with bid	
Attachment F – MacBride Fair Employment Principles	Complete and submit hard copy with bid	
Attachment G – Sexual Harassment Prevention Certification	Complete form or provide attestation of inability to comply with bid	