

**ATTACHMENT 1: IFB THC 2026 Conference Complete Submission Checklist**



A successful proposal will be in the order listed below. All items must be included in proposal in the correct order. As described, each Proposal Component (Administrative and Bid Response Form) must be submitted in separate PDF files within one email.

<b>1. ADMINISTRATIVE PROPOSAL REQUIREMENT CHECKLIST</b>		
<b>Requirement</b>	<b>Reference</b>	<b>Bidder's Action</b>
<input type="checkbox"/> IFB THC 2026 Conference Complete Submission Checklist	CURRENT DOCUMENT	Include completed as Attachment 1 in proposal
<input type="checkbox"/> Mandatory Minimum Requirements Certification	Attachment 2	Completion, signature, and submission required.
<input type="checkbox"/> Non-Collusive Bidding Certification	Attachment 3	Completion, signature, and submission required.
<input type="checkbox"/> MacBride Fair Employment Principles	Attachment 4	Completion, signature, and submission required.
<input type="checkbox"/> Vendor Responsibility Questionnaire	Attachment 5	Completion, signature, and submission required.
<input type="checkbox"/> Offerer's Certification of Compliance with State Finance Law §139-k (5)	Attachment 6	Completion, signature, and submission required.  <i>Note: Attachments 6, 7, and 8 are included in the same link/document. Ensure you complete and submit <b>all pages as required.</b></i>
<input type="checkbox"/> Offerer's Disclosure of Prior Non-Responsibility Determinations	Attachment 7	
<input type="checkbox"/> Offerer's Affirmation of Understanding of and Agreement Pursuant to State Finance Law §139-j (3) and §139-j (6) (b)	Attachment 8	
<input type="checkbox"/> Proof of Workers Compensation and Disability Insurance (if applicable)	Attachment 9	Submission of proof required.
<input type="checkbox"/> Substitute W-9 Form	Attachment 10	Completion, signature, and submission required.
<input type="checkbox"/> Standard Clauses for New York State Contracts	Appendix A	For reference only. No action required.

<b>2. BID RESPONSE</b>		
<b>Requirement</b>	<b>Reference</b>	<b>Bidder's Action</b>
<input type="checkbox"/> Bid Response Form	Attachment 11	Completion and submission required as a cover sheet to the formal bid proposal.