



**Gaming
Commission**

RFP: Certified Public Accounting Services

VENDOR ACKNOWLEDGEMENT OF ADDENDUM

Amendment Number: Four

Date Issued: July 9, 2015

Summary:

Revised Attachment 3 - Document Submittal Checklist.

By signing below, the bidder attests to receiving and responding to the amendment number indicated above.

FIRM NAME: _____

REPRESENTATIVE SIGNATURE: _____



RFP – Certified Public Accounting Services

DOCUMENT SUBMITTAL CHECKLIST

Submissions Required:

Description of Document	RFP	Submittal Requirements	Checklist
Contract Form (Appendix B) (incorporates Appendix A)	§1.1 & §1.12	With Proposal (must be signed)	
Procurement Lobbying BODC Form (Appendix C)	§1.9	With Proposal	
Non-Collusive Bidding Certification (Appendix D)	§1.13	With Proposal	
NYS Vendor Responsibility Questionnaire (Appendix E)	§1.14	With Proposal	
Designation of Proprietary Information	§1.15	With Proposal and With Phase Two Proposal, as defined in RFP	
Technical & Pricing Proposals	§1.16	Submit Technical and Pricing Proposals Separately as Defined in RFP	
Conflicts of Interest (Exhibit 8/8a)	§1.21	With Proposal	
Insurance Documentation	§2.15	Proof of coverage with Proposal	
Equal Employment Opportunity (EEO) (Appendix J) <ul style="list-style-type: none"> Policy Statement Staffing Plan (J-2) 	§2.16	Policy Statement: with Proposal; J-2: proposed staffing plan – with Proposal	
Minority and Women-Owned Business Enterprise Program (Appendix J) <ul style="list-style-type: none"> Proposed Utilization Plan 	§2.16	Proposed Utilization Plan, including estimated value – with Proposal	
New York State Contractors & Suppliers (Appendix K)	§2.19	With Proposal	

Submissions Required Subsequent to Award:

Description of Document	RFP	Submittal Requirements	Checklist
W-9 (Appendix F)	§2.8	Upon notification of award	
E-pay (Appendix G)	§2.9	Upon notification of award	
Consultant Disclosure	§2.10	Form A: Within 2 Business	

		Days of Notification of Award. Form B: Annually by May 15.	
Sales & Use Tax (Appendix I) <ul style="list-style-type: none"> • ST220-CA (submit to Lottery) • ST220-TD (submit to DTF) 	§2.13	Within seven calendar days of notification of award	
Insurance Documentation	§2.15	Proof of Additional Insured.	
Equal Employment Opportunity (EEO) (Appendix J) <ul style="list-style-type: none"> • Utilization Report (J-3) 	§2.16	J-3: quarterly if devoted staff; semi-annually if entire staff.	
Minority and Women-Owned Business Enterprise Program (Appendix J) <ul style="list-style-type: none"> • Utilization Plan Form (J-4) • Quarterly Activity Report (J-5 and J-6) 	§2.16	J-4: Utilization Plan - within 14 days after notification of award; J-5 and J-6: 10 days following the end of the previous quarter.	
Consultant Disclosure	§2.10		

FIRM NAME: _____

REPRESENTATIVE SIGNATURE: _____