

**RESPONSIVENESS AND RESPONSIBILITY CHECKLIST FOR RFP'S**

CONTRACT NO: \_\_\_\_\_

TITLE: \_\_\_\_\_

RESPONSIVENESS	PROPOSERS																	
	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA	Y	N	NA
Proposal Letter Signed by Duly Authorized Official & Notarized																		
Addenda ___ thru ___ acknowledged																		
Proposal Forms Rec'd (ref Submittal Requirements Section 12)																		
Pricing Sheet/Form 60 Complete																		
Cert. Current Cost & Pricing Data																		
List of Proposed Subcontractors																		
SB Dept Final memo indicates Proposer is responsive to Goal																		
DBE/SBE Goal Affidavit Completed																		
<b>Proposer Completely Filled out &amp; signed the Following Certifications:</b>																		
Cert. MTA Code of Conduct																		
Cert. MTA Lobbying																		
Cert. Federal Lobbying																		
Cert. Prospective Contr. Debarment																		
Cert. Lower Tier Debarment																		
General Cert.																		
Buy America Cert.																		
Conflict Cert.																		
Conflict of Interest Checklist																		
Cert. of Campaign Contributions																		
Cert. for Drug & Alcohol																		
Samples Submitted, Reviewed and found acceptable																		
Insurance Cert. submitted, reviewed & found acceptable																		
Evidence of Proper License & verification of license																		

\* any certifications with exceptions noted by Proposer must be reviewed by Manager, Legal or Ethics prior to completing responsiveness review

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RESPONSIBILITY REVIEW	PROPOSERS																	
	Y	N	Ref	Y	N	Ref	Y	N	Ref	Y	N	Ref	Y	N	Ref	Y	N	Ref
1) Adequate Financial Resources																		
2) Internet Search for Company Information/News																		
3) If listed on stock exchange, review of latest SEC Filings																		
4) Satisfactory Past Performance Review Completed																		
5) Necessary organization, experience, accounting & operational controls or ability to obtain them																		
6) Compliance with applicable license, regulations & tax laws																		
7) Necessary production , construction and tech. Equip. & facilities or ability to obtain them (pre-award site visit)																		
8) Satisfactory Record of Integrity:																		
a) Proposer not on Debarred List																		
b) Pre-Qualification Determination Memo indicates Proposer has passed pre-qual.																		
9) Proposer able to comply with delivery schedule and/or performance requirements																		
Other:																		

Contract Administrator: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_