

## REQUEST FOR QUOTE SUBMISSION CHECKLIST

Respondents must return this Submission Checklist as part of Tab One of their response to the Division of Housing and Community Renewal (DHCR) Rent Regulation System Modernization (RRSM) Request for Quote (RFQ). Additional response requirements can be found in Section E, Submission Requirements, of the RFQ document.

RFQ INFORMATION
<b>Title: Rent Regulation System Modernization</b>
<b>RFQ Number: 221110</b>

CONTRACTOR RESPONSE		
<i>Responses are limited only to awarded Contractors of Solicitation 22802 and of the Lot(s) being solicited.</i>		
<b>OGS Contract No.</b>	<b>Contractor Name</b>	
<b>Contact Name</b>	<b>Phone Number</b>	<b>E-Mail</b>

Respondents must complete the table below to ensure that all required documents are included in the RFQ submission.

RRSM SUBMISSION CHECKLIST		
Location	Document Name	Included in Response
<b>Tab One</b>	Application Coversheet	
	Submission Checklist	
	Cover Letter	
	Certification(s), if relevant	
<b>Tab Two</b> <i>Technical Response</i>	Statement of Understanding	
	Qualifications Response Form	
	Technical Approach, including completed Requirements Matrix	
	Deliverables	
	Key Role Staffing Matrix	
	Staffing Resumes	
<b>Tab Three</b> <i>Financial Response</i>	Staffing Plan	
	Cloud Solution Financial Response	
<b>Tab Four</b> <i>Diversity and SDVOB Response</i>	<a href="#">EEO Staffing Plan Form, PROC-1</a>	
	<a href="#">Utilization Plan, PROC-2</a>	
	<a href="#">EEO Workforce Utilization Report, PROC-5</a>	
	<a href="#">Cumulative Payment Statement, PROC-6</a>	