

### Bidder Proposal Checklist

RFP Number: Group 77018, RFP 21350\_\_ Bid Date: July 2, 2008\_\_\_\_\_

Bidder Name: Cisco Systems, Inc.\_\_\_\_\_

Reviewer(s): \_\_\_\_\_

The Bidder Proposal Checklist is provided to assist the Bidders in preparing their bid submissions. PSG reserves the right to request any additional information required to evaluate the bids submitted.

#### Section IX.1 Bid Document

For items 1-7, bidders are required to provide Three (3) original completed, signed, and notarized forms in their original proposals and TWO (2) Electronic versions such as a PDF format. Bidders should use both black or blue ink, and original seals/stamps.

- 1. The completed and signed Signature Page (Front Page of RFP)  Yes
- 2. The completed, signed and notarized IX.8 Acknowledgment Page  Yes
- 3. If applicable, insert signed Addenda (Addendum # 1, Addendum # 2, etc.)  Yes
- 4. The completed and signed IX.10 Authorized Users Tables  Yes
- 5. The completed IX.11 Proposal Form Page(s)  Yes
- 6. The completed and signed Appendix 1  Yes
- 7. The completed and signed Appendix 2  Yes

For items 8-14, bidders are required to provide ONE (1) hard copy and TWO (2) Electronic versions.

- 8) The completed Bidder Proposal Checklist  Yes
- 9) The completed IX.7 Questionnaire  Yes
- 10) The completed IX.12 Response Matrix Form  Yes
- 11) The completed Appendix C – Reference NYS Cost Spreadsheet  Yes
- 12) The completed Appendix D – Manufacturer’s Certificate  N/A
- 13) The completed Appendix E/E1 – Manufacturer’s Guarantee  N/A
- 14) The completed Appendix F – Manufacturers & VAR/Distributor Information  Yes

#### Section IX.2 GENERAL QUALIFICATIONS Yes

**ONE (1) Hard copy and TWO (2) Electronic versions of the following:**

- General Qualifications Response
- Reference Section II

#### Section IX.3 OFFER DESCRIPTION(s), SPECIFICATION(s) and MAINTENANCE Yes

**Two (2) Electronic Media copies of the following:**

- Offering Descriptions, Specifications and Maintenance offering (as applicable)
- Reference Sections III, IV, V and VI (as applicable)

#### Section IX.4 EVIDENCE OF FINANCIAL SECURITY Yes

**ONE (1) Hard copy and TWO (2) Electronic versions of the following:**

- A Company Dunn & Bradstreet (D&B) **Comprehensive Insight Plus Report™ / Comprehensive Report**
- (Reference Sections II.2)

**Section IX.5 COMPARABLE CONTRACTS (Reasonableness of Price)**  **Yes**  
• (Reference Section – II.3 Pricing)

**Section IX.6 EXTRANEIOUS TERMS**  **Yes**  
**ONE (1) Hard copy and TWO (2) Electronic versions of the following:**

- Exceptions to the terms and conditions listed herein
- Reference Appendix B section 13 “EXTRANEIOUS TERMS” clause