Mandatory Submission Checklist & Rules

Submission Format (Choose One Method):

1. **Option A — Electronic Submission (BidNet Direct):**
    - Upload a complete, digitally signed PDF copy of the full proposal and any required pricing spreadsheets directly through the BidNet Direct portal prior to the submission deadline.
    - *Note:* Registration on BidNet Direct is free under the "Limited" package option to view documents, ask questions, download addenda, and submit bids.

    Option B — Physical / Mail-In Submission:

    - **Paper Copy:** Submit **one (1) signed original** bound hard copy of the proposal.
    - **Digital Copy:** Include **one (1) encrypted USB flash drive** containing a complete PDF copy of the full proposal and any required pricing spreadsheets inside the sealed package.

2. **Sealed Package Labeling:**
    - Mailed Proposals must be submitted in a single sealed envelope or box.
    - The exterior of the submission package must be clearly labeled with the following details:
        - **RFP Number & Title:** RFP-GC-120 / Information Technology Assessment and Strategic Planning
        - **Vendor Name & Address:** [Insert Vendor Legal Name]
        - **Due Date & Time:** 2/12/2027 5:00 PM EST
        - **Attention:** Purchasing / Michael Conrad

3. **Delivery Address & Receipt Deadline:**
    - **Delivery Address:** 400 Doansburg Road, Brewster, NY 10509
    - **Receipt Rule:** Bids must be **physically received** at the address above prior to the submission deadline. **Postmarks will not be accepted as proof of timely delivery.** Late submissions will be rejected unopened.

4. **Questions & Addenda Protocol:**
    - **Inquiries:** All vendor questions regarding scope, terms, or procedures must be submitted exclusively through the **BidNet Q&A portal** by 1/15/2027 at 5:00 EST. Questions sent via phone, email, or standard mail will not receive a response.
    - **Official Addenda:** Official answers and project modifications will be posted directly to BidNet as formal Addenda.
    - **Mandatory Acknowledgment:** Vendors must download, complete, sign, and include the official **Addendum Acknowledgment Form** (found in Attachment) within their sealed physical package. Submissions missing a signed acknowledgment for all issued addenda may be deemed non-responsive and disqualified.

5. **Public Opening:**
    - Sealed packages will be publicly logged and opened on **2/16/2027 at 10 AM** at **400 Doansburg Road, Brewster, NY 10509**.