

**ATTACHMENT 1  
MANDATORY REQUIREMENT**

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**BIDDER CERTIFICATIONS**

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By submitting a bid, Bidders are certifying they are qualified to perform the proposed work. Bidders shall have the necessary staff, equipment, permits and licensing, and compliance for the schedule set forth in this contract.

*Please initial where indicated for each item. Failure to complete and return this form will result in your bid being deemed non-responsive.*

**Certifications:**

- \_\_\_\_\_ 1. The contractor(s) must immediately remove any of its employees from assignment with NYSIF at the request of NYSIF
- \_\_\_\_\_ 2. Substitutions of key staff must be approved by NYSIF.
- \_\_\_\_\_ 3. The contractor(s) shall designate a specific individual to serve as the liaison with NYSIF in contract matters.
- \_\_\_\_\_ 4. Contractors' personnel shall adhere to the Code of Ethics as written by the Institute of Management Consultants USA (<http://www.imcusa.org/>) and the Association of Management Consulting Firms (<http://www.amcf.org/>).

\_\_\_\_\_  
**Signature of Officer**

**Sworn to before me this**

\_\_\_\_\_  
**Typed/Printed Name**

\_\_\_\_\_ **Day of** \_\_\_\_\_, **20**\_\_\_\_\_

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Notary Public**

\_\_\_\_\_  
**Company Name**

**Registration No:**  
**State:**

\_\_\_\_\_  
**Date Signed**