

**Proposals Due by December 16, 2013 by 5:00 PM Eastern Time\***

NYSERDA seeks proposals to: (1) research or demonstrate innovative or novel applications of energy efficient technologies or designs for the agriculture sector that also have the potential to improve quality or yield of agricultural products; or (2) evaluate technology barriers for agricultural applications that currently limit energy savings, efficient transport to markets, or the application of novel crop production systems.

**Category A** - Examples of preferred topics for research or demonstration under this category include improving energy efficiency of on-farm cold storage or rapid-chill technologies; novel, energy efficient greenhouse designs; and the timing and intensity of supplemental light for plant growth in greenhouses using light-emitting diodes (LED). *Proposals for research to evaluate the effect of light spectrum on crop production using LED will not be funded under this PON.*

**Category B** - Topics for evaluation of technology barriers under this category include review of on-farm geothermal systems as a supplemental energy source; evaluation of transportation methods/strategies used by urban and peri-urban agricultural producers; or comparing the seasonal performance of traditional, commercial greenhouses with enclosed vertical farms. Proposers must evaluate existing uses of technologies or strategies and make recommended changes for improvements.

**Proposal Submission:** Proposers must submit two (2) print copies and one (1) electronic media copy (CD) of the proposal in Microsoft Word format (appendices may be in PDF format) with a completed and signed Proposal Checklist attached to the front of each copy, one (1) of which must contain an original signature. Proposals must be clearly labeled and submitted to:

**Roseanne Viscusi, PON 2845  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

**If you have technical questions** concerning this PON, contact Sandra Meier, (518) 862-1090 ext. 3462 or [sm4@nyserda.ny.gov](mailto:sm4@nyserda.ny.gov). **If you have contractual questions** concerning this PON, contact Nancy Marucci at (518) 862-1090, ext. 3335 or [nsm@nyserda.ny.gov](mailto:nsm@nyserda.ny.gov).

No communication intended to influence this procurement is permitted except by contacting Sandra Meier (Designated Contact) at (518) 862-1090, ext. 3462 or [sm4@nyserda.ny.gov](mailto:sm4@nyserda.ny.gov). Contacting anyone other than this Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

\* Proposals must be **received by NYSERDA** by 5:00 PM Eastern Time on December 16, 2013. Late proposals will be returned. Incomplete proposals may be subject to disqualification. It is the bidder's responsibility to ensure that all pages have been included in the proposal. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSERDA location other than the address above. If changes are made to this PON, notification will be posted on NYSERDA's web site at [www.nyserda.ny.gov](http://www.nyserda.ny.gov).

## ***I. INTRODUCTION***

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NYSERDA seeks proposals to: (1) research or demonstrate innovative or novel applications of energy efficient technologies or designs for the agriculture sector that also have the potential to improve quality or yield of agricultural products; or (2) evaluate technology barriers for agricultural applications that currently limit energy savings, efficient transport to markets, or the application of novel crop production systems.

## ***II. PROJECT CATEGORIES***

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This PON includes two (2) categories of projects. **The proposer must indicate under which category they are proposing.** Proposals will be evaluated and ranked across categories. The two (2) project categories are described below:

**Category A: Research and Demonstration of Innovative or Novel Technologies for Agriculture.** Individual projects may be funded up to \$250,000; 25% co-funding, including in-kind services, is preferred; project term up to three (3) years.

Proposers must research or demonstrate innovative or novel applications of technologies or designs that reduce electricity use alone or in combination with lighting, heating, cooling, water demands or other environmental parameters associated with farm, dairy, aquaponics or greenhouse operations. Technologies or improvements that also have the potential to improve quality, health or yield of agricultural products will be scored higher in the proposal review. Demonstration of significant potential energy benefit must be justified in the proposal and ultimately with data from the project. Research may be conducted at a soil-based crop farm or dairy, in a greenhouse, laboratory, or in growth chambers. *Evaluation of technologies funded under NYSERDA financial incentive programs (such as NYSERDA's Existing Facilities Program [PON 1219] and the New Construction Program Financial Incentives [PON 1601] will not qualify for funding but may be included as part of the research proposal.*

**Category A proposal preferred topics are:**

**Improving on-farm cold storage or rapid-chill technologies.** Many seasonal crop farms are transitioning to year-round markets and require effective, efficient storage; quick chill for long-term fruit or vegetable storage and for bulk-milk collection are also recognized needs for producers. Proposals should include tasks to evaluate existing or new technologies for a specific agricultural application, design changes that improve the energy efficiency of the technology without sacrificing performance or reliability, and demonstrate the improved technology. Proposers should address farm scale and costs of the proposed improved technology, and include a direct comparison with existing technology.

**Demonstrating an innovative, energy efficient greenhouse design.** Proposers must demonstrate an innovative, energy-efficient greenhouse design that will improve crop productivity and reduce electric, heating, cooling, water demands or other environmental parameters associated with controlled environment agriculture (CEA) operations. Proposers must quantify the energy use of proposed component systems for comparison with currently accepted standards of greenhouse technologies, and evaluate crop production on an energy unit basis.

**Investigating the timing and intensity of supplemental light for plant growth in greenhouse applications, using light emitting diodes (LED) as the lighting technology.** Proposers should experiment with optimizing energy use by LED lighting for crop production which may include manipulation of light timing and intensity. Research activities must include quantifying electricity use of LED and the effect on crop growth compared with existing industry standard lighting options. Proposals that provide clear justification of how the experimental variables of interest will measure the relationship between light and plant physiological responses will score higher in the technical review. *Proposals for research that evaluates how light spectrum affects crop production using LED will not be funded under this PON as NYSERDA is currently funding on-going research activities in this area.*

**Category B: Evaluation of Technology Barriers for Agriculture.** Individual projects may be funded up to \$100,000; 25% co-funding or in-kind services preferred; project term up to 18 months.

**Category B topics are limited to any of the following:**

**Reviewing the application of on-farm geothermal as a supplemental energy source.** The review must evaluate (e.g., performance, operation and maintenance costs, owner satisfaction) installed on-farm geothermal systems (focus on those within New York State), identify economic and technical barriers to adoption, recommend system design modifications and post-installation monitoring that will improve effectiveness, adoption and costs of geothermal systems.

**Evaluating transportation methods and strategies currently used by urban and peri-urban agricultural producers.** In response to growing demand for local food in urban and peri-urban areas of New York State, innovative transportation methods and strategies are necessary to optimize the aggregation, storage, and distribution of agricultural products. Proposers should review transportation methods and strategies currently used by agricultural producers to deliver products to and within urban and peri-urban areas of New York State and recommend energy efficient transport strategies for a future demonstration project. Proposals that complement the Food Hub Initiative (<http://www.governor.ny.gov/press/cuomo-announces-3-6-million-cfa>) are preferred.

**Comparing the energy demand and performance of a traditional, commercial greenhouse with an enclosed vertical farm.** Traditional greenhouses take advantage of sunlight for crop growth, using supplemental lighting only when necessary to maintain plant growth. The demand for food is increasing worldwide, as is the desire to minimize the impacts of agriculture production on natural resources. Crop farming using enclosed buildings with complete environmental control and largely supplemental light is proposed as a viable farming model. Proposers must compare seasonal energy performance of a traditional, commercial glasshouse with an enclosed vertical farm (complete climate control, full supplement lighting), expressed as energy inputs per weight of produce. Proposals must include an evaluation of system performance in terms of relative resource consumption, the environmental footprint including carbon emissions within the lifecycle of the model that is defined, and suggest improvements where opportunities exist. *Proposals that do not address these inputs by assigning all energy costs and impacts to the sole use of renewable energy will not be funded.*

### ***III. PROPOSAL REQUIREMENTS***

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Proposers must submit two (2) print copies and one (1) electronic media copy (CD) of the proposal in Microsoft Word format (appendices may be in PDF format) to the attention of Roseanne Viscusi at the address on the front of this Program Opportunity Notice. A completed and signed Proposal Checklist must be attached as the front cover of your proposal, one of which must contain an original signature. Proposals must be **received by NYSERDA** by 5:00 PM Eastern Time on December 16, 2013. **Late proposals will be returned and proposals lacking the appropriate completed and signed Proposal Checklist may be returned. Faxed or e-mailed copies will not be accepted.**

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics; double-sided print is the preferred format. Unnecessary appendices beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the proposer, the PON number, and the page number. The proposal must be in the following format and sequence listed below (suggested page limits for each section are shown in parentheses following the section title).

**1. Proposal Checklist - Complete the specific Proposal Checklist attached as part of this PON, and include it as the front cover of the original and each copy of the proposal.**

- Indicate whether you accept the standard terms and conditions as contained in the attached Sample Agreement. Applicants are strongly encouraged to review these terms and conditions with their attorney prior to submitting a proposal. **Contract development will be prioritized for applicants that accept these standard terms and conditions.** If you do not accept the standard terms and conditions, provide alternate terms with justification based on the risk and benefit to NYSERDA and New York State. Due to NYSERDA's desire to have projects underway as quickly as possible, awards may be rescinded if exceptions to NYSERDA's standard terms and conditions are not resolved in a reasonable amount of time, as determined by NYSERDA.
- Be sure the individual who is signing the Proposal Checklist is authorized to commit the proposer's organization to the proposal as submitted.
- Indicate to which category you are proposing on the proposal checklist.

**2. Executive Summary** (2-page maximum) – Provide a summary of the proposed research including the objective, scope and methodology.

**3. New York State Impact and Project Benefits** (2-page maximum) –Describe the potential energy, environmental, and economic benefits to New York State.

**4. Statement of Work and Schedule** - The Statement of Work (SOW) is the primary contractual document that outlines work activities and quantifies deliverables. The SOW specifically delineates each step or procedure required to accomplish the project objectives. Therefore, each action shall be identified, indicating who will perform it, how it will be performed and its intended result. Be clear and specific: concentrate on how and not why. Use active voice sentence structure to make clear who is responsible for specific actions; for example, use the following phrase to start the description of every task and subtask: "The Contractor shall ...."

Schedule. Present a work schedule with a starting point and duration for each task and subtask. Presentation of the schedule in a bar chart is preferred starting with "Month 1", Month 2", etc. The schedule should include timing of major milestones and meetings, demonstrations, reports and other key deliverables, and the start of metrics reporting to NYSERDA, showing progress toward project objectives and goals.

**5. Technology Transfer** (1-page maximum) – Include a task for reporting and information transfer. The following baseline reporting and information transfer work will be required for each project and should be considered in allocating resources for this task: Baseline reporting and information transfer shall be accomplished through presentations and submission of monthly or quarterly progress reports, a final technical report, and an article for a peer-reviewed journal or the general public. (The format of the final report will be determined with concurrence of the NYSERDA Project Manager.) Principal investigators are strongly encouraged to use a technical editor for all final documents. If requested by NYSERDA, findings to date shall be presented at meetings arranged by NYSERDA staff in Albany, NY. Electronic access to project data shall also be provided after appropriate quality assurance. Additional methods of information transfer and reporting may be proposed for involving pertinent policy makers or regulators and other target audience representatives during the project, and for using the anticipated project results to achieve projected public benefits.

**6. Proposer Qualifications** (3-page maximum)

Proposing Organization(s) - Include a brief description of organizations involved in the proposing team, including subcontractors. Include history of experience working in agriculture and the specific technology that is the subject of your proposal. Also describe why the proposed organization or team is the best qualified to perform/implement the project from a technical perspective. Include examples of previous successful projects and the current status of those successes, and **contact information for references** responsible for those projects.

Organizational Chart - Prepare an organizational chart listing all team members, including the principle investigator, project manager and any subcontractors and other sponsors involved in the project, showing their roles and responsibilities.

Qualifications of Key Individuals – Identify key individuals that will be involved in the project and its success. Provide 1- to 2-paragraph summaries of relevant technical expertise of these individuals. Submit resumes (as appendices) of all key project team members. The resumes should include education and experience that are relevant to the proposed work.

Previous Experience - Describe the proposing team's experience that is relevant to the proposed effort. List related projects that have been undertaken and successfully completed by the Proposer and/or subcontractors. List NYSERDA contracts awarded to the proposer, if any, in the past five (5) years.

**7. Budget**– Include a project budget using the attached Contract Pricing Proposal Form (CPPF) showing a total of project costs and proposer cost-share.

Funding - Maximum NYSERDA funding per project is as follows:

- Category A-Research and Demonstration of Innovative or Novel Technologies for Agriculture: \$250,000.
- Category B – Evaluation of Technology Barriers for Agriculture: \$100,000.

Cost Sharing - 25% co-funding (including in-kind services) is preferred. Cost sharing can be from the proposer, other team members, and other government or private sources. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor, indirect labor, or other general overhead may be considered "in-kind" contributions. NYSERDA will not pay for efforts that have already been undertaken. The proposer or proposing team cannot claim as cost-share any expenses that have already been incurred. Show the cost-sharing plan in the following format (expand table as needed):

FUNDING SOURCE TABLE			
Funding Source	Project Total		Total (cash + in-kind)
	Cash	In-Kind	
NYSERDA	\$		\$
Proposer	\$	\$	\$
Co-Funder (identify)	\$	\$	\$
Co-Funder (identify)	\$	\$	\$
Total (\$)	\$	\$	\$

**For all proposals, attach supporting documentation to support indirect cost (overhead) rate(s) included in your proposal as follows:**

1. Describe the basis for the rates proposed (i.e., based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
2. If rate(s) is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If rate(s) is based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) are consistent with generally accepted accounting principles for indirect costs.

NYSERDA reserves the right to audit any indirect rate presented in the proposal and to make adjustment for such difference. Requests for financial statements or other needed financial information may be made if deemed necessary.

Recoupment may be required for any new product that is developed as part of the work conducted under this PON. Please refer to Section V General Conditions.

**8. Appendices** – Include any resumes, company qualifications, or ancillary information that is deemed necessary to support your proposal. If appropriate, also include:

- **Letters of Interest or Commitment** – If you are relying on any other organization to do some of the work, provide services or equipment, or share in the non-NYSERDA cost, include a letter from that organization describing their planned participation. Also include letters of interest or commitment from businesses or other organizations critical to the demonstration, or implementation of the project. Absence of letters of interest or commitment will be interpreted as the proposer not having support from the identified parties.
- **Exceptions to the Terms and Conditions** – If you do not accept the standard terms and conditions (including the recoupment provisions) as contained in the attached Sample Agreement, provide on the Attachment A-1 alternate terms with justification based on the risk and benefit to NYSERDA and New York State.

**9. Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k**

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006. (The text of the laws is available at: <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, additional forms must be completed and filed with proposals: (1) a signed copy of the Proposal Checklist including required certifications under the State Finance Law and (2) a completed Disclosure of Prior Findings of Non-Responsibility form. Failure to include a signed copy of the Proposal Checklist referenced in this solicitation will disqualify your proposal.

## ***IV. PROPOSAL EVALUATION***

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Proposals that meet Proposal Requirements will be reviewed by a Technical Evaluation Panel (TEP) using the Evaluation Criteria identified below. After the proposals are reviewed, NYSERDA will issue a letter to each proposer indicating the proposal evaluation results. In accordance with available funding, proposers receiving top-ranking evaluations will be invited to enter into contract negotiations with NYSERDA. The proposer may also be asked to address specific questions or recommendations of the TEP before contract award.

**Problem and Proposed Solution**

- Is the proposed work feasible, innovative, and superior to alternatives?
- Are fundamental scientific principles and issues related to the problem or opportunity well understood and clearly presented?
- Does the proposer exhibit an understanding of the technology being proposed for study? Does the proposer exhibit knowledge of the state-of-the-art, competing products or alternative solutions?

**New York State Impact and Project Benefits**

- Does the proposal show a full understanding of the potential benefits to New York State?
- How likely is it that the projected benefits will be realized?
- Does the proposed project have favorable energy, environmental and economic impacts in New York State? How significant are these impacts?

**Statement of Work and Schedule**

- Is the work strategy in the SOW sound and likely to achieve the goals?
- Is the SOW well organized, complete, and appropriate for the goals identified?
- How realistic is the schedule for achieving the goals of the proposed project?

- Is the proposed level of effort reasonable to complete the proposed project?

**Proposer Qualifications**

- Has the proposing team provided evidence of being qualified?
- Were resumes of key individuals included in the proposal?
- To what degree does the proposer have the relevant and necessary background and experience?

**Project Cost and Value**

- Is the overall project cost justified and reasonable based on the level of effort proposed and the expected benefits?
- How appropriate are the proposer's cofunding contributions (sources and amounts)?
- How firm are the commitments and support from essential participants, cofunders, and related business and other organizations? Are required letters of commitment included in the proposal?
- Are the overhead rates reasonable and supported with appropriate documentation?
- Are equipment, facility, material, and travel costs based on reasonable estimates?
- Are the labor rates reflective of the industry?

## ***V. GENERAL CONDITIONS***

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**PROPRIETARY INFORMATION** -Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://nyserda.ny.gov/~media/Files/About/Contact/NYSERDARegulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

**OMNIBUS PROCUREMENT ACT OF 1992** - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development  
Division for Small Business  
625 Broadway  
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development  
Minority and Women's Business Development Division  
625 Broadway  
Albany, NY 12207

**State Finance Law sections 139-j and 139-k** - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four (4) years.

**Tax Law Section 5-a** - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220td\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf)).

Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

**CONTRACT AWARD** -NYSERDA anticipates making multiple awards under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal (see Proposal Checklist). Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify proposers in approximately ten weeks from the proposal due date whether your proposal has been selected to receive an award. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

**ANNUAL METRICS REPORTS** -If awarded, the proposer will be required to submit to NYSERDA's Project Manager on an annual basis, a prepared analysis and summary of metrics addressing the anticipated energy, environmental and economic benefits that are realized by the project. All estimates shall reference credible sources and estimating procedures, and all assumptions shall be documented. Reporting shall commence the first calendar year after the contract was executed. Reports shall be submitted by January 31st for the previous calendar years activities (i.e. reporting period). Please see Attachment F: Sample Metrics Reporting Guides for the metrics that you will be expected to provide and the reporting duration. **NYSERDA may decline to contract with awardees that are delinquent with respect to metrics reporting for any previous or active NYSERDA agreement.**

**RECOUPMENT** - For any new product development projects requesting NYSERDA funding over \$50,000, NYSERDA will require a royalty based on sales of the new product developed. NYSERDA's standard royalty terms are 1.5% of sales for products produced in New York State (for a period of fifteen years or until the Contractor pays NYSERDA an amount equal to the amount of funds paid by NYSERDA to the Contractor, whichever comes first) and 5% of sales for products produced outside of New York State (for a period of fifteen years or until the Contractor pays NYSERDA an amount equal to three times the amount of funds paid by NYSERDA to the Contractor, whichever comes first).

**LIMITATION** -This PON does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or

all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

**DISCLOSURE REQUIREMENT** - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five (5) years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

***Attachments***

**Attachment A - Proposal Checklist**

**Attachment A1 - Terms and Conditions**

**Attachment B - Disclosure of Prior Findings of Non-responsibility (mandatory)**

**Attachment C - Contract Pricing Proposal Form (CPPF) and Instructions**

**Attachment D - Sample Agreement**

**Attachment E – Sample Metrics Reporting Guides**

**Attachment F – Solicitation Marketing Questionnaire**