



**Applications accepted on a continuous basis, as long as funds are available,
 through December 31, 2012 by 5:00 PM Eastern Time**

NYSERDA seeks proposals to address specific workforce development needs in support of Green Jobs- Green New York (GJGNY), a statewide program to promote energy efficiency and the installation of clean energy technologies to reduce energy costs, reduce greenhouse gas emissions, support sustainable community development, and create green job opportunities. There are three distinct Funding Categories to this solicitation. Applicants are encouraged to respond to one or more of the Funding Categories below based on interest and eligibility. Please indicate which Funding Categories are of interest by clearly labeling the proposal.

Funding Category	Funding Available	Application Due Date
A. Training Workshops/ Curriculum Development and Delivery	Up to \$1,230,000	First-come, first-served through December 31, 2012
B. Expand BPI certification written and field examination capacity to support the GJGNY Program	Up to \$150,000	First-come, first-served through December 31, 2012
C. Develop specialty heating technician standard(s) for installation and service of oil-fired and gas-fired forced air furnaces.	Up to \$100,000	May 22, 2012

Proposal Submission: Proposers must submit seven (7) double-sided copies of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which must contain an original signature. One (1) electronic copy of the proposal, on disc, is also required. Proposals must be clearly labeled and submitted to:

**Kelli Herndon, PON 2032
 NYS Energy Research and Development Authority
 17 Columbia Circle
 Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Kim Lenihan at (518) 862-1090, ext. 3410 or kal@nyserda.org. If you have contractual questions concerning this solicitation, contact Elsyda Ahmed at (518) 862-1090, ext.3232 or ela@nyserda.org. No communication intended to influence this procurement is permitted except by contacting Kim Lenihan (Designated Contact) at (518) 862-1090, ext. 3410 or kal@nyserda.org. 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.

Late, incomplete, or unsigned applications will be returned. Faxed or e-mailed applications will not be accepted. Applications will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA’s website at www.nyserda.ny.gov/

I. INTRODUCTION

GOALS AND OBJECTIVES

NYSERDA seeks proposals to address specific workforce development needs of Green Jobs- Green New York (GJGNY), a statewide program to promote energy efficiency and the installation of clean energy technologies to reduce energy costs, reduce greenhouse gas emissions, support sustainable community development, and create green job opportunities. Successful implementation of the GJGNY Program depends in large part on strategic deployment of workforce development, training, and professional credentialing activities. Proposers are encouraged to respond to one or more of the Funding Categories below, and must specifically indicate which Funding Categories are of interest by clearly labeling the proposal.

Currently, community colleges, community-based organizations, labor unions, workforce readiness organizations, and private and professional organizations provide training and professional credentialing in a wide range of areas applicable to the GJGNY's projected labor market. Coordinating such training and promoting professional credentialing will allow NYSERDA to most effectively establish a statewide workforce with the requisite skills to meet the market demand for weatherization and energy efficiency projects. Available funding by Funding Category is presented in Table 1 below.

Table 1: Available Funding by Funding Category

Funding Category	Funding Available
A. Training Workshops/ Curriculum Development and Delivery	Up to \$1,230,000
B. Expand BPI certification written and field examination capacity to support the GJGNY Program	Up to \$150,000
C. Develop specialty heating technician standard(s) for installation and service of oil-fired and gas-fired forced air furnaces.	Up to \$100,000

II. BACKGROUND

GJGNY is a statewide program to promote energy efficiency and the installation of clean energy technologies. The program supports legislative findings of "promoting widespread dissemination of energy efficiency and clean energy technologies" and represents a clear and cost-effective strategy for communities in New York State to curtail the emission of greenhouse gases and harmful air contaminants, reduce dependence on fossil fuels, lower housing costs, support community development, and create green jobs. NYSERDA has authorized \$8 million in workforce development funds to expand the training network in New York State as outlined in the GJGNY Workforce Development Operating Plan. The GJGNY Act specifically directs NYSERDA to: 1) establish standards for energy audits based on building type and other relevant considerations; and 2) enter into contracts to provide employment and training services to support the Green Jobs Green New York Program. For more information, and to read specific operating plans for each of the GJGNY Program elements, please visit <http://www.nyserda.org/GreenNY/>.

III. FUNDING CATEGORIES/RANGE OF SERVICES

A) Training Workshops/ Curriculum Development and Delivery (Up to \$1,230,000 Available)

Proposers responding to this Funding Category should propose to develop and deliver technical workshops, utilizing energy modeling software training and other training methodologies that increase hands-on skills development and field experience to better prepare workers for GJGNY initiatives. Preference will be given to proposers who demonstrate that they: 1) will reach out to disadvantaged and emerging workers being targeted under GJGNY, and, 2) can show how they will coordinate with worker readiness and basic skills training providers, such as those with active NYSERDA Training Partnership Agreements, to develop career pathways relevant to GJGNY.

Training Workshops

Specific areas of interest for hands-on skills development include, but are not limited to, the following content areas:

- Short review/practice workshops providing technicians hands-on practice with the tools necessary to pass certification exams of the Building Performance Institute (BPI), addressing: blower door skills, combustion testing, using smoke sticks, carbon monoxide detection, combustion appliance zone testing, etc.;
- Short review/practice workshops and field training to support development of solar thermal installation skills and resolution of any issues related to siting or roof condition;
- Hands-on skills development workshops/continuing education units (CEU) for new and experienced technicians addressing: advanced insulation installation, leak identification and remediation techniques, gas leak detection and repair, training on ENERGY STAR® appliances, window and door repair/replacement techniques, lighting design, lighting installation, lighting control, basic water conservation, ducts and duct blasters, heat pumps, small business development, software and computer skills;
- Workshops designed to provide hands-on technical training to emerging and disadvantaged workers who have completed necessary work readiness training;
- New construction RESNET “inspection”/verifier workshops, such as HERS Rater training.

Energy Modeling Software Training Delivery

Specific areas of interest include delivery of energy modeling software training for use in NYSERDA's Home Performance with ENERGY STAR (HPwES) Program. NYSERDA anticipates qualifying energy modeling software from multiple vendors during the period of this solicitation. Training funds will be available under this solicitation only for modeling software that is approved for use in the HPwES Program. Proposers should outline how NYSERDA funds will be used (i.e., develop curriculum, develop online tutorials, deliver training, etc.). The training may be delivered on-site via instructor-led training, and may include online tutorials or other forms of blended learning. Proposed costs should not exceed \$500 per training participant, and the initial award to a training provider shall not exceed \$150,000. Additional awards may be available to a training provider if funding is available. NYSERDA anticipates a minimum of five awards for Energy Modeling Software Training Delivery.

B) Expand BPI Certification Written and Field Examination Capacity to Support the GJGNY Program (Up to \$150,000 Available)

Proposers responding to this Funding Category shall propose strategies to recruit, develop, and deploy BPI written and field exam proctors. It is expected that New York State will need an expanded number of written and field proctors to support BPI written and field testing and reduce the backlog for participants interested in completing their certification requirements. Proposers should present a development plan including the appropriate number of proctors to be developed by geographical region, number of expected participants currently served, expected capacity increase in written and field-testing capability, strategy to attain that goal, and any recommendations necessary for

successful accomplishment of these objectives. Proposers should explain how their proposal will help ensure regional access to written and field examination proctoring services, and should provide specific itemized explanation of how the funds will be used, including, but not limited to, BPI Test Center annual fees, BPI Proctor annual fees, costs for written and field exams (only incremental costs to be covered for current BPI Affiliates with plans to become a BPI Test Center), video equipment, and any other justified capital expenses related to BPI certification capacity building in New York State, subject to NYSEDA approval. Expenditures related to the costs described here and made after the December 2011 BPI announcement will be considered for reimbursement upon submission of a copy of invoice(s) and demonstration of payments made to BPI as outlined in the Proposal.

Effective February 1, 2012, BPI will require entities that offer written and/or field exams to sign a new contract with BPI for designation as an approved BPI Test Center. Written and field exam sessions must be proctored by a BPI trained and approved proctor. Proctors can provide some training. However, they may not train and proctor an exam on the same topic for the same candidate. The Proposer shall describe how they plan to work in coordination with BPI, approved BPI Testing Centers and other training providers in New York State, including, but not limited to, the twelve Centers for Energy Efficiency and Building Science (CEEBS) locations, to schedule the written and field certification exam during training to provide a more seamless path from training to certification. Existing CEEBS locations are encouraged to respond to this proposal to help offset the costs associated with becoming an approved BPI Test Center and related expenses in engaging an approved BPI proctor at the CEEBS location.

C) Develop Specialty Heating Technician Standard(s) (Up to \$100,000 Available)

Proposers responding to this Funding Category should seek to develop specialty heating technician standard(s) for the installation and service of oil-fired and gas-fired forced air heating systems.. The standard(s) should incorporate the Quality Installation Standard developed by the Air-Conditioning Contractor Association (ACCA), as appropriate. The standard should also incorporate building science, health and safety knowledge, and appropriate field installation skills. Furthermore, proposers should consider stakeholder input from key industry groups, including, but not limited to, the Empire State Petroleum Association, NYS Weatherization Directors Association Building Performance Institute, North American Technician Excellence, National Oil-heat Research Alliance, National Organization of Oil and Energy Service Professionals, and the Oil Heat Institute of Long Island.

Proposers should outline a strategy to work with industry and subject matter experts to establish the proposed standard or standards for the installation and service of oil-fired and gas-fired furnaces. Proposals must follow methods approved by the American National Standards Institute (ANSI) for the development of industry-consensus standards development and must include a plan to apply for ANSI approval. Proposers shall describe a plan for outreach to the credentialing organizations and for aligning the new curriculum with existing industry credentials and BPI standards. Additionally, the proposal should include an expected timetable for this alignment.

IV. PROPOSER QUALIFICATIONS

Proposers must demonstrate expertise commensurate with the performance requirements of the respective Funding Category of interest.

A) Training Workshops/ Curriculum Development and Delivery

- 5 years training experience and demonstrated understanding of technical areas proposed, or as approved by NYSEDA based on submitted qualifications
- Demonstrated understanding of how the training will help meet the needs of GJGNY
- NYSEDA Approval of Energy Modeling Software for use in HPwES Program (only required for Proposals to deliver energy modeling software training)

B) Expand BPI Certification Field Examination Capacity

- 5 years experience in energy efficiency training/certification exam delivery in New York State
- 2 years experience in conducting field examination for professionals seeking BPI certification

C) Develop Specialty Heating Standard(s)

- 5 years experience in national standards development
- Demonstrated experience in heating industry

V. AVAILABLE FUNDING

NYSERDA anticipates awarding multiple contracts to address specific workforce training and development needs identified in this solicitation. The anticipated number of awards is presented in Table 2 below. The total number of awards may not exceed the available funding limits for each Funding Category. Proposers may respond to one or more Funding Categories.

Table 2: Anticipated Awards by Funding Category

Funding Category	Funding Available	Anticipated Number of Contract Awards
A. Training Workshops/ Curriculum Development and Delivery	Up to \$1,230,000	Approximately 8 contracts
B. Expand BPI certification written and field examination capacity to support the GJGNY Program	Up to \$150,000	Approximately 20 contracts
C. Develop specialty heating technician standard(s) for installation and service of oil-fired and gas-fired forced air furnaces.	Up to \$100,000	1

VI. PROPOSAL REQUIREMENTS

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. The Executive Summary must clearly indicate the Funding Area(s) to which the proposer is responding. Each page of the proposal should state the name of the proposer, the PON number, and the page number. Proposers will be evaluated within each individual category to which they are proposing. For each category proposed, proposers **MUST** submit a stand-alone, statement of work, schedule, and budget. Proposers may be selected for one or more Funding Category.

The proposal should be double-sided and must be in the following format:

Section 1: Introduction and General Information - The proposers should briefly identify key information about their organizations. Responding proposers or proposing teams must include the following information for each team member with his or her response:

- Firm name, address, telephone number and fax number, an e-mail address and contact person;
- Year firm was established;
- Name and address of parent company (if applicable);
- If your firm is not New York-based, a discussion of the mechanism that will guarantee the provision of prompt, efficient, and cost-effective services in New York State.

Proposers should describe why they are qualified to perform and complete the services requested under this solicitation. This section should be limited to no more than 1-2 pages and provide a brief introduction of the proposer and the team members, if applicable. Proposers should describe any current activities that this proposal may build upon.

Section 2: Executive Summary - Summary of the proposed program (not to exceed one (1) page).

The summary should state the goals of the proposal clearly and concisely. The Executive Summary must clearly indicate the Funding Area(s) to which the proposer is responding, and provide a short summary of proposed tasks for each funding area, and state the proposer's plans beyond this solicitation.

Section 3: Narrative Description of Range of Services Covered

Proposers should describe, in detail, the activities proposed and the range of services that will be provided by the proposer or the proposing team for each Funding Area to which the Proposer is responding. The Proposers should describe their approach/methodology and define the rationale for the proposed approach. Proposers should also provide details on any current activities that this proposal may build upon. Section 3 should address the "what" and "why" related to the proposed training, accreditation, and certification initiatives and activities. Section 4 should describe "how" those activities will be developed and implemented as further described below, as applicable.

For Funding Category A, the Proposer should address the areas below, where applicable, and provide more specific information about how these areas will be addressed in Section 4 (Statement of Work).

CURRICULA/ACCREDITATION: How will curricula be developed? How and who will develop new curricula? How will curricula be integrated into existing energy efficiency workforce training programs, as appropriate? Please provide a list of the skills that updated curricula will cover. How will the accreditation process be developed and deployed?

DELIVERY: How will training be delivered? How will students register for the training? How will consistency of training at various training sites be achieved? How will the accreditation process be managed?

FACILITIES AND EQUIPMENT: What equipment is needed for training? Will instructor training be needed to ensure proper use of the equipment? How will this training be accomplished? What is the expected life of the equipment? Where will training classes be conducted?

MARKETING AND OUTREACH: What methods will be used? Who will be responsible for these efforts? How will these efforts be coordinated with other related program marketing and outreach?

BUDGET AND OTHER SOURCES OF FUNDING: What are the proposers' other sources of funding? Is there a complete description of each funding source?

EVALUATION: How will students' performance be evaluated? How will the effectiveness of a course/class be assessed?

For Funding Category B, the Proposer should address the areas below, where applicable, and provide more specific information about how these areas will be addressed in Section 4 (Statement of Work).

REGIONAL NEED FOR FIELD PROCTORS: How many field proctors are available now? Please describe your assessment of the need to develop more field proctors for a given geographical region.

PARTICIPANTS SERVED: How many participants are expected to be served by your plan? How will you measure success?

FIELD PROCTOR STRATEGY: How do you expect to implement the proposed effort in a manner that will maximize the number of certified professionals? How is this different than what has been done in the past?

REQUIREMENTS OF ANSI/ISO/IEC 17024: Describe how the proposed plan is consistent with the requirements of this international standard and BPI policy. How will you guarantee separation between training delivery and certification assessment?

COORDINATION WITH TRAINING CENTERS: How do you plan to coordinate with training centers for participant registration, metrics tracking? What goals do you have for your region regarding numbers trained, and numbers certified?

For Funding Category C, the Proposer should address the minimum ANSI requirements for creating a consensus standard, including, but not limited to those steps outlined below. The Proposer may include certification schema development and other tasks as justified by the Proposer.

Requirements for Consensus Standard Development

1. Publish a Project Initiation Notice (PIN) to establish the scope, limitations and boundaries of what is to be accomplished).
2. Investigate the relevant standards (and certifications) that already exist.
3. Assemble Standards Technical Committee, consisting of technical experts in the specialty heating area.
4. Develop and publish standard for public comment.
5. Develop final version of the standard(s).

Tasks for Certification Development (Optional as justified by Proposer)

1. Assemble a certification schema committee, consisting of technical experts in the skill set required by the certification.
2. Establish the knowledge base for the certification.
3. Define the skill sets of the proposed certification.
4. Create the certification schema for the certification:
5. What does a certified individual need to know and do?
6. How does the certified individual demonstrate competency?
7. Establish the testing protocol. What are the qualifications of a proctor? (The proctor must be a third party).
8. Publish the proposed certification schema for public comment. The public comment period needs to be sufficiently long enough to ensure a reasonable response.
9. Have the certification scheme committee review the comments and make changes as necessary.
10. Create a final version of the certification.

Section 4: Statement of Work - The Statement of Work details how the proposer will fulfill the tasks outlined in Section 3 immediately above. The Statement of Work is the primary contractual document that identifies the deliverables and provides a basis for payment. It is an action document that specifically delineates each step or procedure required to accomplish the applicable tasks outlined in “**Section 3: Narrative Description of Range of Services Covered.**” The Statement of Work must be prepared as an ordered set of tasks, including subtasks as necessary. Proposers should describe the actions they will take to complete each task and what the anticipated outcome of each task is. Each action should, therefore, be identified, indicating who will perform it, how it will be performed, when it will be performed, and its anticipated deliverables. In addition to responding to the defined tasks, the proposer is invited to present additional tasks as long as they promote, and are consistent with, the goals and objectives of this initiative.

In order to effectively evaluate a proposer's Statement of Work, there must be concrete and specific ideas presented in the proposal for each element of all tasks. Proposers are expected to demonstrate their understanding of each task and what it entails by elaborating on how they would carry it out.

Use the following format to describe each task or subtask:

Task 1: Title of Task 1

Subtask 1.1 The Contractor shall....

Subtask 1.2 The Contractor shall....

The Task 1 deliverables: (please list concrete, tangible deliverables to be delivered for this Task)

Task 2: Title of Task 2

Subtask 2.1 The Contractor shall....

Subtask 2.2 The Contractor shall....

The Task 2 deliverables: (please list concrete, tangible deliverables to be delivered for this Task)

Section 5: Management Structure - The proposal shall identify all project participants, including the program director, who will be responsible for ensuring that the tasks within the Statement of Work are carried out properly and in a timely manner. The proposer should provide a clear description of the roles and responsibilities of each key person in completing the work plan. An organization chart should be included in the proposal. Proposals that include teaming arrangements must specify one party as the Prime Contractor. The Prime Contractor will have overall responsibility for the administration of the Agreement and completion of the Statement of Work. The proposer should also describe how coordination with NYSERDA and its clean-energy training partners will be accomplished.

Section 6: Qualifications - The proposers shall demonstrate how they are qualified to carry out the tasks in the Statement of Work. The proposal should clearly demonstrate how the proposer meets the experience, skills, and abilities necessary to effectively develop and implement this Program, as described above. Given the wide variety of skills and expertise needed to complete some elements of these tasks, the proposers should describe ideas or strategies to augment their capabilities with external resources, if needed. Proposals should include examples of relevant training, testing, accreditation, and certification projects and programs that have been completed by the proposers that would demonstrate their qualifications to develop and implement this Program. Each proposer should include the name and telephone number of at least three references for whom its organization has completed projects. Resumes of all key team members should be provided.

Section 7: Schedule and Staff Plan - The proposers shall include a time line for completing each task and major subtask identified in their Statement of Work. This time line should be in bar chart form showing anticipated starting and completion times for each task, in terms of weeks or months after execution of the Agreement.

The proposal should also include a staffing plan that identifies the key personnel, including any subcontractors or other resources, responsible for completing each task and major subtask. Provide a table showing the number of hours each key person or subcontractor will spend on each task and the total hours per task plus trainer billing rates.

Section 8: Cost Proposal and Budget - The Contract Pricing Proposal Form (CPPF) is included as an attachment to this solicitation. The proposal must include a separate CPPF page for each of the following:

- Total proposal costs
- Each Funding Category proposed (Funding Category A, B, or C)
- Each of the applicable tasks in the Range of Services (only required for Funding Category A and C).

NOTE: Attach detailed budget breakdowns (using the CPPF Supporting Schedule) for subcontractors, equipment, material, and travel. A cost-plus-fixed-fee type of contract is contemplated to be used.

Cost Sharing

Cost Sharing is not required for any Funding Category, however, cost-sharing is highly encouraged. 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 which 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):

	Cash	Cost Sharing	Total
NYSERDA	\$	\$	\$
Proposer	\$	\$	\$
Others (list individually)	\$	\$	\$
Total	\$	\$	\$

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.

(Funding Category A only)

Anticipated Training Delivery Costs

The costs associated with the delivery of the classes that result from this solicitation will be funded through the registration fees paid by the attendees. It is NYSERDA's intention that these classes are delivered as cost-effectively as possible to the attendees. Proposers shall provide the anticipated cost to attendees for each of the training courses being proposed.

(Funding Category B only)

Anticipated Costs for BPI Test Center or Approved Proctor Fees

Proposers shall provide anticipated and otherwise substantiated costs for BPI Test Center annual fees, BPI Proctor annual fees, costs for written and field exams (only incremental costs to be covered for current BPI Affiliates with plans to become a BPI Test Center), video equipment, and any other justified capital expenses related to BPI certification capacity building in New York State, subject to NYSERDA approval. Expenditures related to the costs described here and made after the December 2011 BPI announcement will be considered for reimbursement upon submission of a copy of invoice(s) and demonstration of payments made to BPI as outlined in the Proposal.

(Funding Category C only)

Anticipated Standard(s) Development Costs

The costs associated with the development of the proposed standard(s). Proposers shall provide the anticipated cost to develop and publish standard per ANSI requirements, and may outline costs for certification revisions, updates or new development.

Section 9: Reporting - Include Quarterly Progress Reports and a Final Report.

Metric Reporting Requirements:

For Funding Category A, the following metrics for quarterly reports shall include, but not be limited to:

- Complete list of classes held during the previous reporting period, listed by category. The location(s) where the training sessions were held
- The number of attendees for each training session
- Names and contact information of students shall be available to NYSERDA upon request
- Registration fees paid by participants
- Program dollars spent on training sessions
- Training evaluation: Evaluations for each training session from both the attendees and the trainer are to be submitted. Evaluations shall be designed to get feedback on the effectiveness of the training and to provide information on how the training can be improved.

VII. PROPOSAL SUBMISSION

Proposers must submit seven (7) copies of the completed proposal to the attention of Roseanne Viscusi at the address on the front of this Program Opportunity Notice. One electronic copy of the proposal, on disc, is also required. A completed and signed Proposal Checklist must be attached as the front cover to all seven (7) copies of your proposal, one of which must contain an original signature. Proposals must be clearly labeled and submitted to:

**Kelli Herndon, PON 2032
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399**

Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist may be returned. Faxed or e-mailed copies will not be accepted.

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.state.ny.us/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.

VIII. EVALUATION OF APPLICATIONS

Only complete proposals will be evaluated. Proposers will be notified if their proposal is deemed incomplete. All complete proposals received will be subject to a Technical and Cost review. The review team will consist of NYSERDA staff and, as appropriate, external reviewers, as deemed necessary by NYSERDA.

Each proposal will be scored on its individual merit. Proposers must first meet all minimum eligibility requirements. Those who do not meet the minimum eligibility requirements will be notified and their proposals will not be reviewed. For those who do meet minimum eligibility requirements, NYSERDA will review the proposal and evaluate it based on the goals of GJGNY and the criteria listed below. The review will result in a pass or fail designation for each proposal. Proposals receiving a passing evaluation will be

awarded on a first-come, first-served basis until funding is exhausted. In some cases, the Proposer, after consultation with NYSERDA, may be able to revise their proposal and resubmit it for a new review.

NYSERDA reserves the right to award a contract for any or all parts of a proposal. Proposal review will be based on the following Evaluation Criteria, listed in order of importance:

Responsiveness to the Program Requirements: Has the proposer demonstrated an understanding of the GJGNY program goals and objectives, including the need to provide career pathways for disadvantages, unemployed, and emerging workers? Does the proposer have clear and achievable goals? Does the Statement of Work adequately address the range of services outlined for each Funding Area proposed? Does the proposer present a realistic and effective plan and strategy to support the Program? Does the proposer demonstrate the ability to perform workforce training, accreditation, certification development, and any other function as described in this PON in an effective and economical manner? Does the proposer clearly and concisely describe the target population to be served? Are results and deliverables clearly stated and consistent with the proposer's activities? Do team members provide demonstrated value to activities outlined in the proposal?

Relevant Experience and Qualifications: Is the proposed staffing plan and the qualifications and experience of staff appropriate and adequate for conducting tasks and activities outlined in the proposal? Does the team have experience with similar projects, technical area, and student populations to be served? Does the project lead, responsible for oversight of the program, have the skill set and managerial experience to ensure successful completion of the program? Does the proposer demonstrate familiarity with the programs offered through GJGNY?

Cost Effectiveness: Is the proposal cost effective? Are hourly rates and total hours reasonable and appropriate for completion of each task and for the personnel of subcontractors completing the tasks? Is the proposer's allocation of costs appropriate? Are travel costs reasonable? Are marketing costs reasonable? Are resources clearly described and accounted for? Does the budget include all identified potential expenses required to achieve successful completion of the project plan and its management?

Comprehensiveness of Approach and Management Plan: Are sufficient resources being devoted to the program and each individual task? Is the project organization, including the staffing plan and schedule, clear and well-defined? Does the plan include strategy for coordination and interaction with all of the relevant parties, including NYSERDA, key stakeholders, training partners and contractors, and other organizations? Are the program management/implementation plan and timeline complete and does it include specific activities, target dates for completion, collaborative agencies and responsible personnel? Does the team have the capability to adequately track, monitor, and report program activities?

Other: Is the proposal well-organized, well-written, and complete? Is the schedule for project completion and deliverables clear? Are significant benefits to New York State identified? What, if any, is NYSERDA's experience with the proposer or proposing team?

IX. GENERAL CONDITIONS

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 www.nyserda.ny.gov/about/nyserda.regulations.pdf. 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
30 South Pearl Street
Albany, NY 12245

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

Empire State Development
Minority and Women's Business Development Division
30 South Pearl Street
Albany, NY 12245

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 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.nystax.gov/pdf/2007/killin/st/st220td_507_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.nystax.gov/pdf/2007/killin/st/st220ca_507_fill_in.pdf). The Department has developed guidance for contractors which is available at http://www.tax.state.ny.us/pdf/publications/sales/pub223_606.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. 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.

Limitation - This solicitation 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 NYSEDA's best interest. NYSEDA 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 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 NYSEDA after the award of a contract, NYSEDA 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.

X. ATTACHMENTS

Attachment A - Proposal Checklist

Attachment B -Disclosure of Prior Findings of Non- Responsibility

Attachment C - Contract Pricing Proposal Form (CPPF)

Attachment D – Sample Agreement