



**Development of a Renewable Fuels Roadmap and  
Sustainable Biomass Feedstock Study for New York  
Request for Proposals (RFP): 1249**

**Revised July 11, 2008**

**Summary of Revisions**

The following change has been made to RFP 1249, “Development of a Renewable Fuels Roadmap and Sustainable Biomass Feedstock Study for New York”:

Under the **General Conditions, Section 5. - Contract Award**; the number of awards NYSERDA anticipates has been revised. The revised language should read: NYSERDA anticipates making one award under this solicitation.



**Development of a Renewable Fuels Roadmap and  
Sustainable Biomass Feedstock Study for New York**  
Request for Proposals (RFP): 1249

**\$750,000 Available**  
**PROPOSALS DUE: Tuesday, August 12, 2008**  
**5:00 pm Eastern Time\***

The New York State Energy Research and Development Authority (NYSERDA) Request for Proposals (RFP) 1249 seeks proposals to develop and conduct a Renewable Fuels Roadmap and Sustainable Biomass Feedstock Study for New York ("the Roadmap"). NYSERDA is issuing this RFP in coordination with the New York State Department of Environmental Conservation and the New York State Department of Agriculture & Markets.

For the purposes of the Roadmap, "renewable fuels" refers to biomass-based liquid fuels ("biofuels"). The Roadmap is intended to assess critical environmental, capacity, technology, efficiency, and economic issues for renewable fuels. This assessment will provide policy makers with a better understanding of the possible impacts that increased use of renewable fuels might have on economic development, energy supplies and diversity, the environment and public health. The Roadmap should suggest possible strategies and actions for mitigating possible negative impacts and ensure sustainable feedstock production. Furthermore, it will help identify the renewable fuels, feedstocks, pathways, and applications that would be sustainable and provide the most benefit to New York State by reducing dependence on imported fossil fuels, reducing life cycle greenhouse gases of the overall fossil fuel and renewable fuel mix, enhancing the environment, optimizing the use of available biomass, and creating economic opportunity. The Roadmap will evaluate competing uses for various feedstocks used to make renewable fuels, and consider New York State's unique land use patterns, water, biomass, and other resources. Because the renewable fuel industry is changing rapidly, the Roadmap is intended to be updated periodically to identify more economical and sustainable sources of renewable fuels progressing toward carbon neutrality. The Roadmap will address renewable fuels that are currently being used, near-term renewable fuels that are very close to contributing to the reduction in fossil fuel use in a three to ten year time horizon, and promising future renewable fuels that may make significant contributions to fossil fuel reductions in more than ten years.

NYSERDA has a total of \$750,000 available under this RFP. It is anticipated that one contract will be awarded. Cost sharing is not required. Leveraging of other funding is encouraged.

**PROPOSAL SUBMISSION:**

Proposers must submit one (1) original and nine (9) copies of the proposal (10 total), with a completed and signed Proposal Checklist attached to the front of each copy, one of which must contain an original signature, clearly labeled and submitted to:

**Roseanne Viscusi, RFP No. 1249**  
**NYSERDA**  
**17 Columbia Circle**  
**Albany, NY 12203-6399**

If you have **technical questions concerning this solicitation**, contact **Judy Jarnefeld** at (518) 862-1090, ext.3293 or [jj1@nyserda.org](mailto:jj1@nyserda.org). If you have **contractual questions concerning this solicitation**, contact **Nancy Marucci** at (518) 862-1090, ext. 3335 or [nsm@nyserda.org](mailto:nsm@nyserda.org).

No communication intended to influence this procurement is permitted except by contacting Judy Jarnefeld (Designated Contact) at (518) 862-1090, ext. 3293 or [jj1@nyserda.org](mailto:jj1@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 proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned. 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 solicitation, notification will be posted on NYSERDA's web site at [www.nyserda.org](http://www.nyserda.org).

# I. INTRODUCTION

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## GOALS AND OBJECTIVES

In their February 2008 report, the Governor's Renewable Energy Task Force ("the Task Force") recommended that a Renewable Fuels Roadmap and Sustainable Biomass Feedstock Study for New York ("the Roadmap") be developed.

[http://www.state.ny.us/governor/press/lt\\_RETf\\_Report.pdf](http://www.state.ny.us/governor/press/lt_RETf_Report.pdf)

The Task Force report stated that New York first needs to assess critical environmental, capacity, technology, efficiency, and economic issues for renewable fuels. This assessment will provide policy makers with a better understanding of the possible impacts that increased use of renewable fuels may have on the environment and public health and should put forth a plan to mitigate potential negative impacts and ensure sustainable feedstock production. The goal of the Roadmap is to help identify the renewable fuels, feedstocks, pathways, and applications that would be sustainable and provide the most benefit to New York State by reducing dependence on imported fossil fuels, reducing life cycle greenhouse gases of the overall fossil fuel and renewable fuel mix, enhancing the environment, optimizing the use of available biomass, and creating economic opportunity. In this way, the Roadmap will not only identify steps necessary to develop the industry in New York State, but by establishing sustainability criteria, will position environment, land-use, and health concerns in the forefront of the analysis. Sustainability criteria and indicators will be developed to assess biomass feedstocks and renewable fuel production in New York State. Though there is currently no clear consensus on specific criteria to define sustainability, for purposes of this Roadmap, the term "sustainability" refers to New York's desire to create an economically viable renewable fuels industry that: optimizes and protects New York's resources; does not create unacceptable environmental impacts; and maintains production and consumption needs while not adversely affecting the ability to do the same in the future.

The Roadmap will evaluate competing uses for various feedstocks used to make renewable fuels and consider New York State's unique land use patterns and resources. The Roadmap will address renewable fuels that are currently being used, near-term renewable fuels that are very close to significantly contributing to the reduction in fossil fuel use in a three to ten year time period, and promising future renewable fuels that may make significant contributions to fossil fuel reductions in more than ten years. Finally, it will identify technical or market barriers and suggest ways to overcome them.

The New York State Energy Research and Development Authority (NYSERDA), a member of the Task Force, was requested to work in consultation with the Governor's Office and the other agencies on the Task Force, including the New York State Department of Environmental Conservation, the New York State Department of Agriculture & Markets, and the New York State Department of Economic Development to develop the Roadmap. To meet the goals, NYSERDA seeks proposals to develop and complete a comprehensive Roadmap that: 1) addresses life-cycle environmental and public health consequences of renewable fuels compared to fossil fuels; 2) outlines sustainability criteria and best management practices to mitigate potential negative impacts; 3) analyzes New York State land use, resource condition, and feedstock supply (baseline and potential) and local, state and regional economic effects; 4) evaluates technological and economic barriers to large-scale feedstock production in New York and analyzes potential solutions; 5) compares current and future renewable fuel feedstock and process technologies to each other, current and future fossil fuels, and competing uses for biomass in terms of sustainability criteria, highest-value uses, and commercial viability in New York State.

**Specific objectives, in no particular order of priority, are to explore:**

- the life cycle **environmental and public health consequences** including all upstream emissions and the sources of those emissions, as well as direct land use and water use impacts of expanding the development and deployment of renewable fuels. Proposers will be expected to build upon and address gaps outlined in the draft Executive Summary of NYSERDA Report 08-07, "The Environmental Impacts of Biofuels in New York State," available at: <http://www.nyserdera.org/publications/default.asp> with emphasis on developing a better understanding of: 1) the role of renewable fuels in air quality, climate impacts, water resources and ecosystems; and, 2) methodologies, emission factors, and life-cycle greenhouse gas default values to quantify emissions and direct and indirect land use impacts of the production and use of renewable fuels;
- how varying the **scale** of renewable fuel production volumes, and varying **time frames** for implementation of specific production volumes will impact New York. (For example, at what scale does production of renewable fuel using current technology become unsustainable or uneconomical? At what scale is it unsustainable or uneconomical using future technology? How will the markets for competing uses for biomass feedstocks be affected as the scale of renewable fuel production varies? Are there specific business models to produce renewable fuels that become more effective as production volumes increase? How does New York avoid unintended negative consequences? How do those answers change if the time scale is accelerated? How do those answers change when different renewable fuels or different pathways to produce them are considered?)
- the development of **best practices** for supplying feedstocks and producing renewable fuels on a sustainable basis, including assessing available and emerging sustainability criteria and indicators; assessing how farming and forestry practices and processing techniques specific to New York could increase sustainable feedstock production and improve carbon storage; defining barriers to tracking and verifying use of best practices; defining what New York feedstocks and locations for growing feedstocks meet best practices or proposed sustainability criteria; and, defining the extent proposed sustainability criteria scenarios may constrain biomass feedstock supplies in New York. (Note: the best practices that are developed for solid biomass that is used in renewable fuels production will likely also apply to use of solid biomass in other applications such as power production);
- the current industrial and research base in New York that can participate in the renewable fuels **market**, including interaction with land management entities, government agencies, equipment manufacturers, and existing forest products and agricultural industries in New York and the Northeast Region;
- the **distribution infrastructure** to bring fuels to market, including assessing how New York can strengthen its infrastructure to ensure its distribution network is both adequate and compatible to support multiple fuel distribution needs as we transition to advanced biofuels and cellulosic feedstocks; assessing how New York can optimize infrastructure improvements to not only serve New York's needs for renewable fuels, but benefit the State in multiple ways; and, assessing the environmental and economic benefits that may result from system integration or system components (i.e. feedstocks, renewable fuel manufacturers, and distributors) being in close proximity;
- an assessment of **workforce** and training needs and identification of potential relevant assistance programs;
- the **financial resources** necessary to build a sustainable renewable fuels industry and identification of potential sources of funding;
- the economic development **benefits and impacts to rural and agricultural regions** of the

State, (including high-tech and low-tech job creation and loss related to feedstock supply, renewable fuel production, and distribution);

- the technical, economic, and social factors that could impact the **commercial viability** of renewable fuels (including the question of when future renewable fuels are likely to become available at large scale; the effect of increasing renewable fuel production and demand on the price of biomass feedstocks, renewable fuel, land, food, and feed in New York; as well as the effect on the State's energy security and fuel source diversity);
- the **highest-value uses** of sustainable biomass (i.e. is use of biomass to produce renewable fuel and its coproducts the most efficient use of biomass and the most effective pathway for reducing fossil fuel use and greenhouse gases, or are there more beneficial uses of biomass?);
- a detailed baseline and analysis of future trends for the metrics of **sustainable land management**: models and measurement tools (including geospatial) to assess land management and characteristics including soil type, slope, water resources, sensitive habitats, biodiversity and carbon storage;
- **land use inventory and resource** condition (including a detailed baseline and analysis of future trends for changes in land use), standing biomass (forests, crops, agricultural residues, and forest residues), available marginal lands, and suitability for future bioenergy crops; and,
- **feedstock supply** including a detailed baseline and analysis of future trends, identification of new and improved feedstocks; techniques for planting, harvesting, production, storage, transportation, and processing; feedstock distribution infrastructure needs; geographical variation within New York, as well as an analysis of competing uses for existing, new and improved feedstocks. Include waste feedstocks but exclude mixed municipal solid waste streams from consideration.

***The Final Report for the Roadmap should explore the objectives and provide information that will help the Task Force address the following questions in order to set strategic and performance goals for renewable fuels in New York:***

- *What are the policy drivers and how should they be prioritized? What are the current problems and how should we approach the solutions? What targets are needed? How do we create performance-based standards and policies that continually improve the environment and New York's economy, rather than feedstock-specific or technology-specific policies that create artificial market responses with unintended consequences?*
- *What are the performance standards and environmental safeguards needed to responsibly produce and use renewable fuels in New York? For example, is a low-carbon fuel standard a sensible approach?*
- *If the first generation of renewable fuels is represented by corn-based ethanol and soy-based biodiesel, what are the second and third generation opportunities?*
- *What role should incentives play as New York transitions to advanced renewable fuels and where are those incentives best placed? What is the role of government? How does government create policies that are not too stringent, too lax or too transient to be effective, yet are flexible enough to address future circumstances?*
- *Are there options for growing renewable fuels in New York that lead beyond sustainability to an actual enhancement of the environment and public health?*
- *What time frame should subsidies take and how should funding for the incentives be provided?*
- *What is the magnitude and time frame of the annual investment in research and development to provide a sustainable supply of feedstock to meet the projected demand?*
- *What will ensure success for a renewable fuels industry in New York?*
- *How can New York integrate our renewable fuels efforts with efforts elsewhere in the Northeast and nationally? How should New York incorporate international (e.g. Canadian) feedstock availability into our plans?*

## II. PROGRAM REQUIREMENTS

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### WHO MAY PROPOSE

- Proposers are encouraged to form interdisciplinary teams when appropriate to meet project goals.
  - Teams may consist of a variety of **entities**: scientists; analysts; technologists; experts in specific fields; economists; commercial firms; government organizations; universities; research organizations; industry associations; or other stakeholders.
  - **Results-oriented** teams are encouraged with expertise in technical, business, analytical, operations, technical communication, financing, and administrative fields.
  - Teams may consider providing the following **technical** expertise: environmental scientists; social scientists; agronomists; public policy analysts; economists; technologists; experts in: renewable fuel processing – thermochemical and biological, forestry, agriculture, fuel production and fuel distribution; or experts in other fields, as appropriate.
- The lead proposer could be any organization responsible for successful completion of the project. If the proposal is selected for funding, the lead proposer will enter into an Agreement with NYSERDA as NYSERDA's contractor.
- Include **letters of commitment** from each team member in an appendix to the proposal.

### Proposers must:

- Address **each of the specific objectives listed in Section I**. Proposers must submit comprehensive proposals that address in detail all of the objectives in Section I, but that **emphasize** gathering the following information for the Final Report:
  - Recognizing the appropriate performance standards and environmental safeguards, provide information and an analysis of the implications of existing or potential **long-term policy or investment options**, including the probability of success of specific approaches based on technical and economic criteria;
  - A similar analysis of the implications of existing or potential **near-term policy or investment options**, given the uncertainties in information available now. What policies make sense to implement now, and what should wait?
  - Identify where additional scientific inquiry is needed, including data uncertainties, specific areas of interest for future research, and research priorities.
  - Identify public outreach needs.
- Include tasks in the proposed work that define and address:
  - renewable fuels that are **currently** being used, **near-term** renewable fuels that are very close to significantly contributing to the reduction in fossil fuel use in a three to ten year time period, and promising **future** renewable fuels that may make significant contributions in more than ten years;
  - renewable fuels and their coproducts;
  - the current baseline, as well as future trends that reflect the rapidly evolving technological changes impacting renewable fuel production and feedstock availability;

- complete pathways from land use to feedstock to fuel to end use applications;
  - varying technologies to produce renewable fuels;
  - a comparison of renewable fuels with the fossil fuels they replace, including trends in the fossil fuel industry such as the changing composition of crude oil; and,
  - factors specific to **New York's** unique natural and economic resources as they relate to the Northeast region.
- Include tasks in the proposed work that describe coordination with a **Roadmap Advisory Group**, as directed. Membership in the Roadmap Advisory Group at a minimum will include the Governor's Office, NYSERDA, Department of Environmental Conservation, the Department of Agriculture & Markets, and New York State Department of Economic Development. Where appropriate, work should also include coordination with other entities the Advisory Group may identify.
  - Include tasks in the proposed work that describe how information will be gathered from **stakeholders** (e.g. landowners, loggers, farmers, state agencies, environmental groups, renewable fuel producers, biotechnology companies, petroleum companies, petroleum distributors, petroleum marketers, end-users of renewable fuels).
  - Define specific **deliverables** to be met at the completion of each task. Interim deliverables that provide frequent feedback to NYSERDA and the Roadmap Advisory Group for their use in evaluation of progress are strongly encouraged. It is anticipated that certain tasks (or chapters in the Final Report) will need to be completed earlier than others. **In particular, the Draft Preliminary Report should:** identify uncertainties, provide a detailed baseline of New York's feedstock supply, including an assessment of the availability of New York's sustainable biomass supply, and provide a detailed baseline of New York's land use.
  - Describe, briefly in the Executive Summary and in more detail in a Research Methodology Addendum, the **research methodology**, including how data will be gathered and analyzed, what models will be used and why those models were chosen. Be clear about what will not be addressed in the Roadmap.
  - Describe the **management plan**, including how the management plan has been organized, and how the team will partner with other research groups.
  - Describe how the **technical breadth** of the project team addresses the necessary balance of interdisciplinary experience for successfully completing the project.
  - Provide evidence of a **demonstrated track record** of successfully completing complex subject-relevant technical reports or publications in a timely fashion.
  - Include tasks in the proposal to develop and implement strategies to **measure success** of the project. Specify performance goals.
  - Submit a **per-task cost table**. It is anticipated that projects will be paid on a performance basis as per-task deliverables are met.
  - Address the required **timeline** for the proposed work. At a minimum, deliverables are expected on the following dates: Outline of the Preliminary Report on November 20, 2008, Draft Preliminary Report on March 16, 2009, Preliminary Report on July 15, 2009 and Final Report on September 15, 2009. Following submission of the Final Report, the successful contractor will be expected to provide annual updates to the Roadmap for two consecutive

years.

- **Cost sharing is not required.**
  - NYSERDA's share of funding will be limited to a maximum of **\$750,000**.
  - Proposals **must** provide value to NYSERDA commensurate with funding requested. The amount of funding requested will be considered for overall reasonableness with respect to meeting project objectives.
- In addition, proposers are encouraged to identify and emphasize, as appropriate, other innovative and effective approaches, strategies, and tools that support the goals and objectives of this program.

**Other Considerations:**

- A proposal may be considered **non-responsive** if it fails to comply with the requirements above, the Proposal Format of Section III, or the General Conditions of Section V.
- Before an award is made, potential contractors may be required to demonstrate: access to financial resources sufficient to perform the proposed work, appropriate technical experience and adequate facilities (or the ability to access them), a good performance record, and the ability to qualify for an award under applicable laws and regulations.

### **III. PROPOSAL REQUIREMENTS**

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**Format** - Your goal as a proposer should be to **concisely** present the information needed to fully address the objectives and evaluation criteria (see Section I and IV). Proposals that grossly exceed the page limits or fail to follow the format guidelines may be rejected as non-responsive.

Proposers must submit one original and nine copies (total of 10) of the completed proposal to the attention of Roseanne Viscusi at the address on the front of this Request for Proposals. A completed and signed Proposal Checklist must be attached as the front cover of your proposal, one of which must contain an original signature. Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned. Faxed or e-mailed copies will be not be accepted.

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. Each page of the proposal should state the name of the proposer, the RFP number, and the page number. The proposal must be in the following format:

**Proposal Checklist** - Complete and sign the Proposal Checklist attached to this RFP, and include it as the front cover of each copy of the proposal. Note the following:

- Indicate whether you accept the Standard Terms and Conditions as contained in the attached Sample Agreement. If you do not accept the Standard Terms and Conditions, be prepared to provide alternative terms with justification based on the risk and benefit to NYSERDA and New York State.
- Be sure the individual signing the Checklist is authorized to commit the proposer's organization to the proposal as submitted.

**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 are 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.

**1. Executive Summary** - Briefly summarize your proposal emphasizing the following:

- The problem or opportunity and its significance to New York State.
- Describe briefly the **research methodology**, including how data will be gathered and analyzed, what models will be used and why those models were chosen. (Provide more detail in the Research Methodology Addendum as described in III.6. Appendix, and fully describe research methodology in specific tasks in the Statement of Work, as appropriate.)
- Alternative approaches, and why your proposed approach was selected. Include assumptions.
- Benefits if the project is successful. Quantify the benefits to the extent possible.

**The executive summary should be no more than two or three pages in length.** Please put the bulk of your effort into fully describing each task in the Statement of Work.

**2. Statement of Work** - Provide the following:

The Statement of Work (SOW) is the primary document that outlines work activities and required performance for payment by NYSERDA. It is an action document that 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". Include quantifiable milestones as deliverables where possible.

You may use the following Statement of Work outline as the basis for your Statement of Work and expand or modify it as necessary to fit your project and provide additional information.

The Statement of Work must be structured as an ordered set of tasks as follows:

*Introduction: Briefly and clearly state the overall technical and performance goals of the project.*

**TASK 1: PROJECT MANAGEMENT**

***Subtask 1.1: Project Manager***

*The Contractor shall assign [insert name] as project manager who will be responsible for communications with NYSERDA and coordination of all project personnel, subcontractors, schedule, budget, and reporting. [Name] shall serve as the coordinator between all project participants, including coordination of written progress reports, conference calls, project review meetings, and other developments.*

### **Subtask 1.2: Advisory Group Meetings**

At a minimum, plan a kickoff Advisory Group meeting and a wrap-up Advisory Group meeting. For each Advisory Group meeting, prepare a meeting agenda (in advance), take minutes, and describe key meeting results in the monthly and final reports. Arrange the Advisory Group kickoff meeting to present strategy and discuss project scope, objectives, and overall task prioritization, as well as interim goals. Arrange a wrap-up Advisory Group meeting towards the end of the project to present findings and discuss the Advisory Group's comments on the preliminary report. In order to allow for detailed Advisory Group comments, distribute the preliminary report to the Advisory Group at least 2 weeks in advance of the wrap-up meeting. Although the preliminary report must address all deliverables, be prepared to perform further analysis as required to address Advisory Group comments and incorporate them into the final report. (see note in Budget section)

#### **Deliverables:**

- Kick-off Presentation to Advisory Group**
- Kick-off meeting**
- Wrap-up Presentation to Advisory Group**
- Wrap-up meeting**

### **Subtask 1.3: Subcontractor Coordination (If applicable)**

The Contractor shall... [State how activities will be coordinated between the proposer and any partners or subcontractors, and NYSERDA. A discussion of subcontracting arrangements should also be included.]

### **Subtask 1.4: Reporting**

#### Monthly Reporting

The Contractor shall prepare and submit monthly reports describing the progress of the project. Copies of the monthly progress report shall be submitted to NYSERDA's Project Manager. The Monthly Progress Reports shall be in the following letter format:

- Title of project
- Agreement number
- Period of this report
- Progress during reporting period
- Planned progress in the future
- Identification of problems
- Planned solutions
- Ability to meet schedule and reasons for slippage in schedule
- Schedule -- percent completed and projected
- Analysis of actual costs incurred in relation to the budget.

#### Preliminary Report

The Contractor shall prepare and submit a preliminary report to the Advisory Group, documenting the results of the entire project thus far, including all deliverables identified in the tasks, and a brief description of all methods, analyses, and results. (The length of the preliminary report is targeted to be 50 pages or less.)

- 1) At least one outline shall be given to NYSERDA for review.
- 2) A first draft of the preliminary report shall be given to NYSERDA for technical review, with at least 30 days allowed for review.

#### Final Report

The Contractor shall prepare and submit a first final report, consistent with Exhibit F of the Sample Agreement, documenting the results of the entire project, including all deliverables identified in the tasks, and a brief description of all methods, analyses, recommendations, and results. (The length of the final report is targeted to be 50 pages or less.) **The Final Report shall include a complete Executive Summary that succinctly summarizes findings, policy options, and future research needs. It shall identify technical or market barriers, and ways to overcome them.**

- 1) At least one outline shall be given to NYSERDA for review.
- 2) A first draft of the final report shall be given to NYSERDA for technical review, with at least 30 days allowed for review.
- 3) A second draft of the final report shall be prepared, which conforms with the "Report Format and Style

Guide" (the Guide contained in Exhibit C of the Agreement). The second draft shall address or incorporate questions and comments resulting from review of the first draft. The second draft shall be given to NYSERDA for technical review follow-up and for format review, with at least 30 days allowed for review.

- 4) A copy of the final report, in compliance with Exhibit C, shall be submitted to NYSERDA's Project Manager, which adequately addresses NYSERDA's comments.

**The Final Report for the Roadmap should explore the objectives and provide information that will help the Task Force address the following questions in order to set strategic and performance goals for renewable fuels in New York:**

- What are the policy drivers and how should they be prioritized? What are the current problems and how should we approach the solutions? What targets are needed? How do we create performance-based standards and policies that continually improve the environment and New York's economy, rather than feedstock-specific or technology-specific policies that create artificial market responses with unintended consequences?
- What are the performance standards and environmental safeguards needed to responsibly produce and use renewable fuels in New York? For example, is a low-carbon fuel standard a sensible approach?
- If the first generation of renewable fuels is represented by corn-based ethanol and soy-based biodiesel, what are the second and third generation opportunities?
- What role should incentives play as New York transitions to advanced renewable fuels and where are those incentives best placed? What is the role of government? How does government create policies that are not too stringent, too lax or too transient to be effective, yet are flexible enough to address future circumstances?
- Are there options for growing renewable fuels in New York that lead beyond sustainability to an actual enhancement of the environment and public health?
- What time frame should subsidies take and how should funding for the incentives be provided?
- What is the magnitude and time frame of the annual investment in research and development to provide a sustainable supply of feedstock to meet the projected demand?
- What will ensure success for a renewable fuels industry in New York?
- How can New York integrate our renewable fuels efforts with efforts elsewhere in the Northeast and nationally? How should New York incorporate international (e.g. Canadian) feedstock availability into our plans?

Update to Final Report – Annually for Two Years following Final Report

One year following the submission of the Final Report, the Contractor shall prepare and submit an Update Report to the Advisory Group for technical review. The Update Report shall include documentation of technical advances, policy changes and their potential economic impacts, changes to the body of literature, etc. appropriate to the rapidly changing field of renewable fuels. (The length of the Update Report is targeted to be 50 pages or less.) The Contractor shall finalize the Update Report and provide a copy that adequately addresses NYSERDA's comments. The Contractor shall repeat the update after the second year following the submission of the final report.

**Deliverables:**

**Monthly progress reports**

**Meetings: arrangements, agenda, minutes**

**Final Report: Outline, first draft, second draft**

**Update Reports: Year One following Final Report, Year Two following Final Report**

Task 2, 3, 4, etc: Defining methodology, Developing protocols, Researching, Surveying, et al Tasks (as appropriate)

Add as many tasks and subtasks as necessary to cover all actions needed to achieve the goals and objectives of your project. Arrange your tasks logically and elaborate on the details of each one. Be specific as to who will perform the work, when, where, and how. Begin each task description with "Task 'X': Title, The Contractor shall.. (do such and such)." Fully detail tasks such as: defining methodology, planning, developing protocols, researching literature, data collection, analysis, preparation and submittal of interim reports, or reports on specific sections, or other tasks necessary as appropriate to fulfill the research design. You **must** include one or more task deliverables for each task. Task deliverables should be specific and designed to be met at task completion. Measure benefits of the project, as appropriate. Identify and quantify performance targets. These are the means by which near-term success of the overall project will be

measured, evaluated, and verified against the project's goals and objectives. These targets should relate to specific project objectives, tasks, and deliverables, and should be measured by completion of the project.

Your specific tasks might include the following components:

- ▶ Document, synthesize and prepare a separate chapter in the Final Report for each of the renewable fuel topics outlined in the objectives.
- ▶ Review academic and private literature.
- ▶ Review current renewable fuel policies and incentives.
- ▶ Establish talking points, develop interviewee list, contact stakeholders, and conduct interviews, surveys, and workshops to define renewable fuel policy and investment priorities. It is suggested one or more workshops be held after the Preliminary Draft Report is due.
- ▶ Provide information that will help the Advisory Group implement the findings of the Roadmap.

**Task 2, 3, 4, etc. deliverables:**

*For each task, delineate one or more specific deliverables to be met at task completion. (Required)*

**3. Proposed Schedule – Provide** the following: *(one page is suggested)*

- Present a realistic schedule, with a starting point and duration for each task and subtask in the Statement of Work, preferably in a bar chart. Identify critical path items and timing of major milestones. At a minimum, deliverables are expected on the following dates: Outline of the Preliminary Report on November 20, 2008, Draft Preliminary Report on March 16, 2009, Preliminary Report on July 15, 2009 and Final Report on September 15, 2009. Following submission of the Final Report, the successful contractor will be expected to provide annual Update Reports to the Roadmap for two consecutive years.

**4. Proposer Qualifications and Management Plan - Identify** the following: *(one to five pages is suggested, depending on number of team members)*

- Proposer and any other team members and major subcontractors. Provide a chart showing key roles and responsibilities, and the relationship between team members. Describe the **management plan** for your project team, and how it meets the criteria for technical, business, analytical, operations, technical communication, financing, and administrative experience that is necessary for successfully completing the project.
- Project Manager and other key individuals.
- Qualifications of all businesses, organizations, and individuals named above, including relevant experience and references.
  - Describe the **technical breadth** of your interdisciplinary team, including environmental scientists; social scientists; agronomists; public policy analysts; economists; technologists; experts in: renewable fuel processing – thermochemical and biological, forestry, agriculture, fuel production and fuel distribution; or experts in other fields, as appropriate.
  - Provide actual examples of team members' experience, as appropriate.
  - Provide evidence of a **demonstrated track record** of successfully completing complex subject-relevant technical reports or publications in a timely fashion.
  - Describe how you will partner with other research groups during the project, as appropriate.
  - Describe how your team is qualified to address issues specific to New York State, including specific New York policies, biomass feedstocks, or trends in renewable fuels. Specify team members located in New York State, if any.

- NYSERDA contracts awarded in the past five years, if any.

## 5. Budget - Provide the following:

- **Contract Pricing Proposal Form (CPPF) - [The CPPF, with associated instructions, is provided as an attachment to this RFP. Each proposal must include a completed CPPF. Additional CPPF formats are available at: <http://www.nyserda.org/Funding/stdforms.asp> ]**

Attach supporting documentation to outline 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 a rate is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If a rate is based on estimated costs or actual results from the prior reporting period, include calculations to support the proposed rate. Calculation should provide enough information for NYSERDA to evaluate and confirm that the rates 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 any difference between the proposed and actual rate. Requests for financial statements or other needed financial information may be made if deemed necessary.

- **Per-Task Cost Table (required)** It is anticipated that projects will be paid on a performance basis as per-task deliverables and overall performance targets are met. Therefore, proposers **must** submit one table indicating both:
  - 1) the total expenditures for each task in the Statement of Work, and
  - 2) the percent of total effort for each task.

Please note: Advisory Group Meetings based in Albany, New York and two Annual Updates to the Final Report are required. The Advisory Group will review the preliminary report and may request additional analysis or clarification on certain tasks. **Allow funds for further analysis** of identified issues in between submission of the preliminary report and the draft final report. In addition, **allow funds to allow for two substantial annual updates** to the Final Report.

## 6. Appendix

- **Letters of Commitment or Support** - If you are relying on any other organization or business to do some of the work, provide services or equipment, or share in any non-NYSERDA cost, include a letter from that organization or business describing its commitment. Also include letters of commitment or support from businesses or organizations critical to the future commercialization, demonstration, or implementation of the project. **Absence of letters of commitment or support will be interpreted as the proposer not having commitment or support from those parties.**
- **Research Methodology Addendum (required) –**

1) Provide an outline of the structure you anticipate using to develop the Final Report (i.e. the Roadmap). Delineate chapter headings.

2) Answer each of the following questions regarding the soundness of your project methods and research design:

- How are your proposed project methods and overall research design suitable for meeting the project objectives and yielding accepted results?
  - Where will you obtain the needed data?
  - What existing publications do you plan on using? At a minimum, you should reference the following reports:
    - NYSERDA Report 08-07, "The Environmental Impacts of Biofuels in New York State," (draft Executive Summary) <http://www.nyserda.org/publications/default.asp>
    - the NYSERDA Report 07-09, "Assessing The Total Fuel Cycle Energy and Environmental Impacts Of Alternative Transportation Fuels: Development and Use of NY-GREET," <http://www.nyserda.org/publications/default.asp>
    - USDOE May 2007 "National Biofuels Action Plan Workshop Summary Report," available at <http://www.biofuelspostureplan.govtools.us/default.aspx?menu=support>
    - October 2007 "Roadmap for Bioenergy and Biobased Products in the United States," available at [http://www1.eere.energy.gov/biomass/pdfs/obp\\_roadmapv2\\_web.pdf](http://www1.eere.energy.gov/biomass/pdfs/obp_roadmapv2_web.pdf)
  - What stakeholders will you contact to gather information?
  - How will you analyze the data?
  - What models will you use and why are they appropriate?
  - What definition will you use in your proposal as a starting point for the key concept of "sustainability"?
  - Which objectives do you feel are most critical to emphasize?
  - What will not be addressed in the Roadmap? (For example, you are not expected to propose new modeling that describes indirect land use impacts as part of your tasks. You will, however, be expected to cover this topic through literature review and analysis of new models and approaches currently being developed by others.)
  - What are your specific targets of success and how will you measure whether you have achieved them? For example, how will you determine whether the sustainability criteria you will identify during the project are adequate, practical and weighted correctly relative to each other?
  - How will you present your findings to various stakeholders who have differing perspectives (e.g. landowners, loggers, farmers, state agencies, environmental groups, renewable fuel producers, biotechnology companies, petroleum companies, petroleum distributors, petroleum marketers, end-users of renewable fuels)?
- **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 alternate terms with justification based on the risk and benefit to NYSERDA and New York State.

## IV. PROPOSAL EVALUATION

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Proposals will be reviewed by a Technical Evaluation Panel (TEP) and will be scored and ranked according to the following criteria.

### EVALUATION CRITERIA

- **Requirements** - A **negative response** to any one of the questions identified below by a check mark (✓) **may eliminate** the proposal from further consideration. **Does the proposal:**
- ✓ Address the Program Requirements in Section II?
  - ✓ Include the required Per-Task Cost Table?
  - ✓ Include the required Research Methodology Addendum?
- **Overall**

- What is the likelihood of the proposal achieving its stated goals?
- Have the risks been identified and addressed?
- How well does the proposer understand the project?
- Is the proposed project likely to be the best approach to exploit the opportunity?
- How suitable and sound are the proposed project methods and overall research design for meeting the project objectives and yielding accepted results? Did the proposer provide an adequate explanation of research methodology, including how data will be gathered and analyzed, what models will be used and why those models were chosen? Is an adequate outline of the Final Report (i.e. the Roadmap) provided? Is there an adequate explanation of what will not be covered?
- Is the proposed work technically feasible, innovative, and superior to alternatives?

#### ■ **Proposer or Proposing Team**

- Is the project's organizational structure appropriate and does it include a single lead proposer responsible for managing all aspects of the project and ensuring project success?
- Are roles of responsibility for individual project personnel defined and is their experience appropriate for their responsibilities?
- How qualified is the proposer or team to perform the proposed work, based on the evidence provided?
- Does the proposer or team show a balance of expertise appropriate for the work? How well has the proposer organized a management plan and a project team with the necessary technical, business, analytical, operations, technical communication, financing, and administrative experience for successfully completing the project?
- Has the proposer assembled an interdisciplinary team, including environmental scientists; social scientists; agronomists; public policy analysts; economists; technologists; experts in: renewable fuel processing – thermochemical and biological, forestry, agriculture, fuel production and fuel distribution; or experts in other fields, as appropriate?
- Does the team include partnerships with other research groups?
- Is there evidence the proposer or team is qualified to address issues specific to New York State? Is the proposer familiar with specific NYS policies, biomass feedstocks, trends in renewable fuels, and related topics? How many of the team members are located in New York State?
- Is there evidence of a good performance record on other relevant projects? Specifically, does the proposer or team have a track record of successful and timely completion of subject-relevant technical reports or publications?
- Does the work include appropriate coordination with the Roadmap Advisory Group?
- How firm are the commitments from essential team participants?

#### ■ **Statement of Work (SOW) and Schedule**

- Is the SOW well-organized, clear, and complete?
- How comprehensive, realistic, and explicit is the Statement of Work with respect to the project objectives and proposal requirements? Is the level of detail provided sufficient to adequately describe the work to be accomplished?
- Is the SOW likely to achieve the goals of the project?
- Is the schedule provided in adequate detail?
- Are significant, appropriate, and quantifiable milestones and delivery of reports identified?

- Does each task list one or more specific and appropriate deliverable(s)?
- Did the proposer identify an effective strategy to measure project success? Did the proposer specify appropriate, specific, and measurable performance targets where applicable?
- How likely is the project to meet the significant milestones according to NYSERDA's timeline requirements?
- Will the contractor provide annual updates to the Roadmap for two consecutive years?

■ **Cost**

- Is the overall project cost justified based on the proposed work and expected benefits?
- Is the amount of funding allocated for specific tasks reasonable and sufficient? In particular, is the appropriate funding allocated for Final Report revisions and Annual Updates?

**OTHER CONSIDERATIONS**

Proposals will be reviewed to determine if they reflect NYSERDA's overall objectives, including: the availability and quality of public data that will come out of the project, the balance among NYSERDA projects of long-term and short-term benefits, risk/reward relationships, similar ongoing or completed projects, the general distribution of NYSERDA projects among industries and other organizations, and the distribution of projects within New York State.

**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(d)(2) 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 except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 [www.nyserda.org/nyserda.regulations.pdf](http://www.nyserda.org/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.state.ny.us/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.tax.state.ny.us/pdf/2006/fillin/st/st220td\\_606\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2006/fillin/st/st220td_606_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 perspective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at [http://www.tax.state.ny.us/pdf/2006/fillin/st/st220ca\\_606\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2006/fillin/st/st220ca_606_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](http://www.tax.state.ny.us/pdf/publications/sales/pub223_606.pdf).

**Contract Award** - NYSERDA anticipates making one award 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. NYSERDA expects to notify proposers in approximately eight weeks from the proposal due date whether a given proposal has been selected to receive an award.

**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 NYSERDA's best interest.

**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 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 that 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 B - Disclosure of Prior Findings of Non-responsibility

Attachment C - Contract Pricing Proposal Form (CPPF) and Instructions (This is the budget form.)

Attachment D - Sample Agreement

(If you are selected, the Sample Agreement will form the basis of the contract you would sign with NYSERDA. Do not use Exhibits E or F of the Sample Agreement to format the proposal you are submitting now. Those are intended for the Final Report you would submit upon completion of the project.)

# ATTACHMENT A - RFP No. 1249 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date: August 12, 2008	
Primary Contact (Prime Contractor) name and e-mail		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
Secondary Contact name and e-mail		Title	
Company		Phone	Fax
Address	City	State or Province	Zip

**THE PRIME CONTRACTOR MUST SIGN THIS FORM BELOW and ANSWER THE FOLLOWING QUESTIONS:**

Do you accept all Terms & Conditions in the Sample Agreement? (if no, explain on separate pg) \_\_ Yes \_\_ No

Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate pg) \_\_ Yes \_\_ No

Are you a Minority or Women-Owned Business Enterprise? \_\_ Yes \_\_ No

Does your proposal contain Minority or Women-Owned Business enterprises as subcontractors? \_\_ Yes \_\_ No

Are you submitting the required number of copies? (See proposal instructions.) \_\_ Yes \_\_ No

Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)? \_\_ Yes \_\_ No  
(if yes, explain on separate page)

**ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?**

Executive Summary _____ Statement of Work _____ Schedule _____ Proposer Qualifications _____ Completed and Signed Contract Pricing Proposal Form _____ Per-task Cost Table _____ Research Methodology Addendum _____ Letters of commitment from all participating organizations _____ Exceptions to Terms & Conditions (if applicable) _____	Indictment/Conviction of Felony (if applicable) _____ NYSERDA Contracts Awarded (if applicable) _____ Prior and/or Competing Proposals (if applicable) _____ Disclosure of Prior Findings of Non-responsibility _____
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**AUTHORIZED SIGNATURE & CERTIFICATION**

I certify that the above information, and all information submitted in connection with State Finance Law §139-j and §139-k, is complete, true, and accurate, and that the proposal requirements noted have been completed and are enclosed. I affirm that I understand and will comply with NYSERDA's procedures under §139-j(3) and §139-j(6)(b) of the State Finance Law. I understand that this proposal may be disqualified if the solicitation requirements are not met. I the undersigned am authorized to commit my organization to Part I and Part II of this proposal.

Signature	Name
Title	Organization
Phone	Date

**NOTE:** This completed form **MUST** be signed and attached to the front of all copies of your proposal.

**Attachment B**  
**Disclosure of Prior Findings of Non-responsibility Form**  
**RFP 1249**  
**(Mandatory)**

Name of Individual or Entity seeking to enter the procurement contract:		
Address:		
Date:		
Solicitation or Agreement Number: RFP 1249		
Name and Title of Person Submitting this Form:		
Has any Governmental Entity made a finding of non-responsibility regarding the Individual or Entity seeking to enter the Procurement Contract in the last four years? (Please indicate with an "X")		Yes
		No
Was the basis for the finding of non-responsibility due to a violation of §139-j of the State Finance Law? (Please indicate with an "X")		Yes
		No
Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please indicate with an "X")		Yes
		No
If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.		
Government Agency or Authority:		
Date of Finding of Non-responsibility:		
Basis of Finding of Non-responsibility: (Add additional pages as necessary)		

Has any Government al Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named Individual or Entity due to the intentional provision of false or incomplete information ?		Yes
		No

(Please indicate with an "X")  
If you answered yes, please provide details below.

Government Agency or Authority:

Date of Termination or Withholding of Contract:

Basis of Termination or Withholding: (Add additional pages as necessary)

Offerer certifies that all information provided to NYSERDA with respect to State Finance Law §139-k is complete, true, and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_ Title: \_\_\_\_\_



**NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY**  
**Contract Pricing Proposal Form**

New York State Energy Research and Development Authority Contract Pricing Proposal Form – Attachment C			Solicitation/Contract No. RFP 1249	Page	
Contractor:			Name of Proposed Project:		
Address:					
Location (where work is to be performed):			NYSERDA funding:		
			Total Project Cost:		
Cost Element			Total Project Cost	Funding & Co-funding via NYSERDA	Cost-sharing & Other Co-funding
1. Direct Materials					
a. Purchased Parts					
b. Other					
Total Direct Materials					
2. Materials Overhead					
			Rate:		
3. Direct Labor (specify names/titles)			Hours	Rate/hr	
Total Direct Labor					
4. Labor Overhead			Rate %	\$ Base	
Total Labor Overhead					
5. Outside Special Testing					
6. Equipment					
7. Travel					
8. Other Direct Costs					
9. Subcontractors/Consultants					
Total Subcontractors/Consultants					
10. General & Administrative Expense			Rate %	Element(s)	
11. Fee or Profit (If allowable) Rate:					
12. Total Estimated Project Cost					
This proposal reflects our best estimates as of this date, in accordance with the instructions to proposers.					
Typed Name and Title:			Signature:		Date:

Has any executive agency of the U.S. government performed any review of your records in connection with any prime contract or subcontract within the past twelve months?      \_\_\_ Yes      \_\_\_ No  
 If yes, identify:

Supporting Schedule - Contract Pricing Proposal Form		
Element No.	Item Description	Amount

**INSTRUCTIONS FOR PREPARATION OF COST ESTIMATE**

Your cost proposal may be the basis of contract negotiation; it should be specific and complete in every detail. Supporting schedules (as described in Section B) providing the basis for your estimates must be provided.

**A. GENERAL**

The schedule must be submitted on NYSERDA's Contract Pricing Proposal Form.

**B. INSTRUCTIONS AND DESCRIPTION OF REQUIRED SUPPORT DETAIL**

(Title each supporting schedule and cross-reference it to the item number on the Contract Pricing Proposal Form)

**1a. DIRECT MATERIALS - PURCHASED PARTS**

Provide the following information for each proposed item with an estimated unit cost in excess of \$15,000.

- o Description of item
- o Proposed vendor
- o Quantity needed
- o Unit cost
- o Basis for cost (i.e., catalog, prior purchase, quote, etc.)
- o Total cost
- o Evidence of a competitive selection process in accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement.

**1b. OTHER DIRECT MATERIALS**

In accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement, for all items in excess of \$5,000, provide whatever information would be necessary to understand what is being obtained, how it is being obtained, what it will cost and how the estimated cost was determined with justification for all items.

**2. MATERIALS OVERHEAD (also applicable to other Indirect Rate categories: 4. LABOR OVERHEAD and 10. G&A EXPENSE)**

- o If Government-approved indirect rates are proposed, then supply a copy of an appropriate Government document verifying those rates.
- o If Government-approved rates are not proposed, supply the following, unless previously provided, for the years comprising the proposed period of contract performance.
  - o A description (chart or other) of the organization of the indirect cost center.
  - o The budget of indirect costs, by account, for each proposed indirect expense rate.
  - o The budget for the base, for each proposed rate, (direct labor dollars, hours, costs, etc.) itemized as to contract hours or costs, research and development hours of costs, and any other direct base effort.
  - o Actual incurred rates for the prior three years, including actual base and pool amounts.

**3. DIRECT LABOR**

- a. Commercial Enterprises

- (1) Attach supporting schedules showing:
  - o Each category or type of labor being estimated
  - o Applicable labor rates per hour (straight-time)
- (2) Explain the method used for computing the rates (i.e., actual of an individual, actual average of a category or other grouping, etc.) Also identify any proposed labor escalation and the bases for it.

b. Educational Institutions

Provide the following for each calendar year of the contract:

- (1) For individuals not on an "actual hours worked" basis:
  - o individual's name
  - o annual salary and the period for which the salary is applicable (preferably in weeks)
  - o the proportionate time to be charged to this effort.
- (2) For individuals who maintain time records as the basis for charging costs, supply the detail as requested in Instructions 3(a)(1)

4. LABOR OVERHEAD (Same as Instructions for 2. MATERIALS OVERHEAD)

5. OUTSIDE SPECIAL TESTING

- a. Describe the effort.
- b. Provide the units of time (hours, days, weeks), cost rates, and the vendor.
- c. In accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement, provide the basis for selection of the vendor. Identify M/WBE vendors contacted for quotes and if none, explain why. Explain and justify the basis for any non-competitive selection.

6. EQUIPMENT

Capability to perform the work with existing facilities and equipment is assumed. It is NYSERDA's policy not to compensate for general purpose facilities or equipment. If some special purpose items are needed solely for this contract and are not available by other means (contractor assets, lease, etc.), then provide the following information for each item of required equipment.

- o vendor
- o model number
- o quantity
- o competitive selection process
- o unit cost and source of cost/price (i.e., quote, catalog, purchase history)
- o description of the use or application (NYSERDA dedicated, contract dedicated, other)

7. TRAVEL

- a. NYSERDA will accept as a direct charge only that travel required to perform the statement of work.
- b. Attach a schedule indicating the need for the proposed travel, the estimated number of person-trips required, destinations, mode and cost of transportation, and number of days subsistence per trip for each destination.
- c. Identify and support any other special transportation costs required in the performance of this project.

8. OTHER DIRECT COSTS

- a. Identify the type of cost (i.e. postage, telephone, publications, graphics, etc.)
- b. Provide cost details for the amounts estimated (hours or units, rates, etc.)
- c. If any internal service center rates are applied, provide details similar to that required in Instruction #B.
- d. For computer costs identify the make, model and type of computer, hours of service and appropriate rates, and whether the machine is company owned or leased.

9. SUBCONTRACTORS/CONSULTANTS

- a. Explain the specific technical area in which such service is to be used and identify the contemplated consultants.
- b. State the number of days and the hours per day of such service estimated to be required and the consultant's quoted rate per day. Document when/where the consultant has received the proposed rate in performing similar services for others.

10. GENERAL & ADMINISTRATIVE (G&A) EXPENSE (Same as instructions for 2. MATERIALS OVERHEAD)

11. FEE OR PROFIT

List the rate proposed for profit. No fee or profit is allowed under product development, demonstration or other certain cost-sharing projects.

ATTACHMENT D - SAMPLE AGREEMENT

Agreement No:  
Amount:  
Type: **Fixed-Price**

**Agreement**

**Agreement** dated this \_\_\_ day of \_\_\_\_\_, 2\_\_\_\_ by and between the **NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY** ("NYSERDA"), a New York public benefit corporation having its principal office and place of business at 17 Columbia Circle, Albany, New York 12203-6399, and \_\_\_\_\_ having its principal office and place of business at \_\_\_\_\_ (the "Contractor").

In consideration of the premises and of the mutual covenants and agreements hereinafter set forth, the parties do hereby agree as follows:

Article I

Definitions

Section 1.01. Definitions. Unless the context otherwise requires, the terms defined below shall have, for all purposes of this Agreement, the respective meanings set forth below, the following definitions to be equally applicable to both the singular and plural forms of any of the terms defined.

(a) General Definitions:

Agreement: This Agreement and Exhibits A, B, C, and D hereto, all of which are made a part hereof as though herein set forth in full.

\_\_\_\_\_ Budget: The Budget set forth in Exhibit A hereto.

\_\_\_\_\_ Contract Administrator: NYSERDA's Director of Contract Management, Cheryl L. Earley, or such other person who may be designated, in writing, by NYSERDA.

\_\_\_\_\_ Effective Date: The effective date of this Agreement shall be the date in the first paragraph of page one, above.

\_\_\_\_\_ Final Report: The Final Report required by the Statement of Work hereof.

\_\_\_\_\_ Person: An individual, a corporation, an association or partnership, an organization, a business or a government or political subdivision thereof, or any governmental agency or instrumentality.

Progress Reports: The Progress Reports required by the Statement of Work hereof.

Statement of Work: The Statement of Work attached hereto as Exhibit A.

Subcontract: An agreement for the performance of Work by a Subcontractor, including any purchase order for the procurement of permanent equipment or expendable supplies in connection with the Work.

Subcontractor: A person who performs Work directly or indirectly for or on behalf of the Contractor (and whether or not in privity of contract with the Contractor) but not including any employees of the Contractor or the Subcontractors.

Work: The Work described in the Exhibit A (including the procurement of equipment and supplies in connection therewith) and the performance of all other requirements imposed upon the Contractor under this Agreement.

(b) Data Rights and Patents Definitions:

Contract Data: Technical Data first produced in the performance of the contract, Technical Data which are specified to be delivered under the contract, or Technical Data actually delivered in connection with the contract.

Practical Application: To manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system, and under conditions which indicate that the benefits of the invention are available to the public on reasonable terms.

Proprietary Data: Technical Data which embody trade secrets developed at private expense, such as design procedures or techniques, chemical composition of materials, or manufacturing methods, processes, or treatments, including minor modifications thereof, provided that such data:

- (i) are not generally known or available from other sources without obligation concerning their confidentiality;
- (ii) have not been made available by the owner to others without obligation concerning its confidentiality; and
- (iii) are not already available to NYSERDA without obligation concerning their confidentiality.

Subject Invention: Any invention or discovery of the Contractor conceived or first actually reduced to practice in the course of or under this Agreement, and includes any art, method, process, machine, manufacture, design, or composition of matter, or any new and useful improvement thereof, or any variety of plants, whether patented or unpatented, under the Patent Laws of the United States of America or any foreign country.

Technical Data: Recorded information regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental or developmental, or demonstration, or engineering work, or be usable or used to define a design or process, or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer software (including computer software programs, computer software data bases, and computer software documentation). Examples of Technical Data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identification, and related information. Technical Data as used herein does not include financial reports, cost analyses, and other information incidental to contract administration.

Unlimited Rights: Rights to use, duplicate, or disclose Contract Data, in whole or in part, in any manner and for any purpose whatsoever, and to permit others to do so.

## Article II

### Performance of Work

Section 2.01. Manner of Performance. Subject to the provisions of Article XII hereof, the Contractor shall perform all of the Work described in the Statement of Work, or cause such Work to be performed in an efficient and expeditious manner and in accordance with all of the terms and provisions of this Agreement. The Contractor shall perform the Work in accordance with the current professional standards and with the diligence and skill expected for the performance of work of the type described in the Statement of Work. The Contractor shall furnish such personnel and shall procure such materials, machinery, supplies, tools, equipment and other items as may reasonably be necessary or appropriate to perform the Work in accordance with this Agreement.

Section 2.02. Project Personnel. It is understood and agreed that Mr./Ms. \_\_\_\_\_ shall serve as Project Director and as such shall have the responsibility of the overall supervision and conduct of the Work on behalf of the Contractor and that the persons described in the Statement of Work shall serve in the capacities described therein. Any change of Project Director by the Contractor shall be subject to the prior written approval of NYSERDA. Such approval shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval by NYSERDA, the requested change in Project Director shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days.

## Article III

### Deliverables

Section 3.01. Deliverables. All deliverables shall be provided in accordance with the Exhibit A Statement of Work.

#### Article IV

#### Compensation

Section 4.01. Payments. The Contractor will be paid, upon submission of proper invoices, the prices stipulated herein for Work delivered or rendered and accepted, less deductions, if any as herein provided. The total price which NYSERDA will pay to the Contractor represents the price of the Work. Subject to the limiting provisions of Article XII hereof, as NYSERDA's price of the Work, NYSERDA will pay to the Contractor the total price of \$ \_\_\_\_\_, payment of which will be made according to the Schedule of Payments contained in Section 4.02 hereof.

Section 4.02. Schedule of Payments. At the completion of each Milestone Billing Event so identified, the Contractor may submit invoices requesting payment by NYSERDA of the amounts corresponding to the amounts indicated below. NYSERDA shall make payment to the Contractor in accordance with and subject to its Prompt Payment Policy Statement attached hereto as Exhibit D. The Contractor shall be notified by NYSERDA in accordance with Section 504.4 (b)(2) of such Exhibit D, of any information or documentation which the Contractor did not include with such invoice.

#### Milestone Event

#### Price

Section 4.03. Title to Equipment. Title shall vest in the Contractor to all equipment purchased hereunder.

***[OR, if specific equipment has been identified by the Project Manager for NYSERDA to retain title in, then use the following:]***

Section 4.03. Title to Equipment. Title shall vest in NYSERDA to all of the following equipment purchased hereunder:

- 1)
- 2)
- 3)
- 4)

Upon the request of NYSERDA, the Contractor shall execute, acknowledge, deliver and perform, or cause to be executed, acknowledged, delivered or performed, all such bills of sale, assignments, conveyances or other documents or acts as NYSERDA may reasonably request in order to assure the better vesting in and confirming to NYSERDA, its successor and assigns, of title to and possession of such equipment. If, after six months following the completion of the Work or the termination of this Agreement, NYSERDA has not removed any such equipment, it

will be deemed abandoned and become the property of the Contractor. Any such removal of equipment by NYSERDA shall be at NYSERDA's expense.

Section 4.04. Final Payment. Upon final acceptance by NYSERDA of the Final Report and all other deliverables contained in Exhibit A, Statement of Work pursuant to Section 6.02 hereof, the Contractor shall submit a request for final payment with respect to the Work, together with such supporting information and documentation as, and in such form as, NYSERDA may require. A request for final payment shall include a statement as to whether any invention or patentable devices have resulted from the performance of the Work. All requests for final payment hereunder must, under any and all circumstances, be received by NYSERDA within six months following Acceptance of Work pursuant to Section 6.02 hereof. In accordance with and subject to the provisions of NYSERDA's Prompt Payment Policy Statement, attached hereto as Exhibit D, NYSERDA shall pay to the Contractor within the prescribed time after receipt of such request for final payment, the total amount payable pursuant to Section 4.01 hereof, less all Milestone Billing payments previously made to the Contractor with respect thereto.

Section 4.05. Release by the Contractor. The acceptance by the Contractor of final payment shall release NYSERDA from all claims and liability that the Contractor, its representatives and assigns might otherwise have relating to this Agreement.

Section 4.06. Maintenance of Records. The Contractor shall keep, maintain, and preserve at its principal office throughout the term of the Agreement and for a period of three years after acceptance of the Work, full and detailed books, accounts, and records pertaining to the performance of the Agreement, including without limitation, all bills, invoices, payrolls, subcontracting efforts and other data evidencing, or in any material way related to, the direct and indirect costs and expenses incurred by the Contractor in the course of such performance.

Section 4.07. Maximum Commitment. The maximum aggregate amount payable by NYSERDA to the Contractor hereunder is \$\_\_\_\_\_. NYSERDA shall not be liable for any costs or expenses in excess of such amount incurred by the Contractor in the performance and completion of the Work.

Section 4.08. Audit. NYSERDA shall have the right from time to time and at all reasonable times during the term of the Agreement and such period thereafter to inspect and audit any and all books, accounts and records at the office or offices of the Contractor where they are then being kept, maintained and preserved pursuant to Section 4.06 hereof. Any payment made under the Agreement shall be subject to retroactive reduction for amounts included therein which are found by NYSERDA on the basis of any audit of the Contractor by an agency of the United States, State of New York or NYSERDA not to constitute an allowable charge or cost hereunder.

## Article V

### Assignments, Subcontracts and Purchase Orders

Section 5.01. General Restrictions. Except as specifically provided otherwise in this Article, the assignment, transfer, conveyance, subcontracting or other disposal of this Agreement or any of the Contractor's rights, obligations, interests or responsibilities hereunder, in whole or in part, without the express consent in writing of NYSERDA shall be void and of no effect as to NYSERDA.

Section 5.02. Subcontract Procedures. Without relieving it of, or in any way limiting, its obligations to NYSERDA under this Agreement, the Contractor may enter into Subcontracts for the performance of Work or for the purchase of materials or equipment. Except for a Subcontractor or supplier specified in a team arrangement with the Contractor in the Contractor's original proposal, and except for any Subcontract or order for equipment, supplies or materials from a single Subcontractor or supplier totaling under \$25,000, the Contractor shall select all Subcontractors or suppliers through a process of competitive bidding or multi-source price review. A team arrangement is one where a Subcontractor or supplier specified in the Contractor's proposal is performing a substantial portion of the Work and is making a substantial contribution to the management and/or design of the Project. In the event that a competitive bidding or multi-source price review is not feasible, the Contractor shall document an explanation for, and justification of, a sole source selection. The Contractor shall document the process by which a Subcontractor or supplier is selected by making a record summarizing the nature and scope of the work, equipment, supplies or materials sought, the name of each person or organization submitting, or requested to submit, a bid or proposal, the price or fee bid, and the basis for selection of the Subcontractor or supplier. An explanation for, and justification of, a sole source selection must identify why the work, equipment, supplies or materials involved are obtainable from or require a Subcontractor with unique or exceptionally scarce qualifications or experience, specialized equipment, or facilities not readily available from other sources, or patents, copyrights, or proprietary data. All Subcontracts shall contain provisions comparable to those set forth in this Agreement applicable to a Subcontractor or supplier, and those set forth in Exhibit B to the extent required by law, and all other provisions now or hereafter required by law to be contained therein. The Contractor shall submit to NYSERDA's Contract Administrator for review and written approval any Subcontract(s) specified in the Statement of Work as requiring NYSERDA approval.

Section 5.03. Performance. The Contractor shall promptly and diligently comply with its obligations under each Subcontract and shall take no action which would impair its rights thereunder. The Contractor shall not assign, cancel or terminate any Subcontract without the prior written approval of the Contract Administrator as long as this Agreement remains in effect. Such approval shall not be unreasonably withheld and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval by NYSERDA, the requested assignment, cancellation, or termination of the Subcontract shall be considered approved by NYSERDA. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days.

## Article VI

## Schedule; Acceptance of Work

Section 6.01. Schedule. The Work shall be performed as expeditiously as possible in conformity with the schedule requirements contained herein and in the Statement of Work. The draft and final versions of the Final Report shall be submitted by the dates specified in the Exhibit A Schedule. It is understood and agreed that the delivery of the draft and final versions of such reports by the Contractor shall occur in a timely manner and in accordance with the requirements of the Exhibit A Schedule.

Section 6.02. Acceptance of Work. The completion of the Work shall be subject to acceptance by NYSERDA in writing of the Final Report and all other deliverables as defined in Exhibit A, Statement of Work.

## Article VII

### Force Majeure

Section 7.01. Force Majeure. Neither party hereto shall be liable for any failure or delay in the performance of its respective obligations hereunder if and to the extent that such delay or failure is due to a cause or circumstance beyond the reasonable control of such party, including, without limitation, acts of God or the public enemy, expropriation or confiscation of land or facilities, compliance with any law, order or request of any Federal, State, municipal or local governmental authority, acts of war, rebellion or sabotage or damage resulting therefrom, fires, floods, storms, explosions, accidents, riots, strikes, or the delay or failure to perform by any Subcontractor by reason of any cause or circumstance beyond the reasonable control of such Subcontractor.

## Article VIII

### Technical Data; Patents

#### Section 8.01. Rights in Technical Data

(a) Technical Data: Rights in Technical Data shall be allocated as follows:

(1) NYSERDA shall have:

- (i) Unlimited Rights in Contract Data except as otherwise provided below with respect to Proprietary Data; and
- (ii) no rights under this Agreement in any Technical Data which are not Contract Data.

(2) The Contractor shall have:

- (i) the right to withhold Proprietary Data in accordance with the provisions of this clause; and
- (ii) the right to use for its private purposes subject to patent, or other provisions of this Agreement, Contract Data it first produces in the performance of this Agreement provided the data requirements of this Agreement have been met as of the date of the private use of such data.

The Contractor agrees that to the extent it receives or is given access to Proprietary Data or other technical, business or financial data in the form of recorded information from NYSERDA or a NYSERDA contractor or subcontractor, the Contractor shall treat such data in accordance with any restrictive legend contained thereon, unless another use is specifically authorized by prior written approval of the Contract Administrator.

#### Section 8.02. Patents.

(a) The Contractor may elect to retain the entire right, title and interest throughout the world to each Subject Invention of the Contractor conceived or first actually reduced to practice in the performance of the Work under the Agreement; except, that with respect to any Subject Invention in which the Contractor elects to retain title, NYSERDA shall have a non-exclusive, non-transferrable, irrevocable, paid-up license for itself, the State of New York and all political subdivisions and other instrumentalities of the State of New York, to practice or have practiced for or on their behalf the Subject Invention throughout the world, exclusively for their own use of the Subject Invention.

(b) Within six months of the time a Subject Invention is made, or as part of the request for final payment, whichever shall occur first, the Contractor shall submit to NYSERDA a written invention disclosure. Within twelve months of the time a Subject Invention is made, or as part of the request for final payment, whichever shall occur first, the Contractor shall advise NYSERDA in writing whether the Contractor elects to retain principal rights in the Subject Invention. The Contractor shall file the patent application for a Subject Invention within two years of the date of election. If the Contractor fails to disclose a Subject Invention, fails to elect to retain principal rights thereto, or to file a patent application within the time specified in this paragraph, or if the Contractor elects not to retain principal rights in a Subject Invention, the Contractor shall convey to NYSERDA title to the Subject Invention unless NYSERDA shall waive in writing its right to take title. In the event the Contractor elects not to retain principal rights in a Subject Invention, the Contractor shall retain a non-exclusive, royalty-free license throughout the world in such Subject Invention transferable only with the written approval of NYSERDA. Such approval shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval, the requested transfer shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days.

(c) The Contractor shall submit to NYSERDA, not less frequently than annually, written reports which indicate the status of utilization of Subject Inventions in which the Contractor retains principal rights. The reports shall include information regarding the status of development, date of first commercial sale or use, and gross royalties received by the Contractor. Such report shall be furnished to NYSERDA not later than February 1 following the calendar year covered by the report. In the event the Contractor fails to demonstrate that the Contractor has taken effective steps within three years after a patent is issued to bring the Subject Invention to the point of Practical Application, then NYSERDA shall have the right to grant a non-exclusive or exclusive license to responsible applicants under terms that are reasonable under the circumstances, or to require the Contractor to do so.

(d) The Contractor shall include the foregoing patent clauses, suitably modified to identify the parties, in all subcontracts which involve the performance of Work under this Agreement. The Subcontractor shall retain all rights provided for the Contractor, and the Contractor shall retain all rights provided for NYSERDA, as set forth above.

## Article IX

### Warranties and Guarantees

Section 9.01. Warranties and Guarantees. The Contractor warrants and guarantees that:

- (a) it is financially and technically qualified to perform the Work;
- (b) it is familiar with and will comply with all general and special Federal, State, municipal and local laws, ordinances and regulations, if any, that may in any way affect the performance of this Agreement;
- (c) the design, supervision and workmanship furnished with respect to performance of the Work shall be in accordance with sound and currently accepted scientific standards and engineering practices;
- (d) all materials, equipment and workmanship furnished by it and by Subcontractors in performance of the Work or any portion thereof shall be free of defects in design, material and workmanship, and all such materials and equipment shall be of first-class quality, shall conform with all applicable codes, specifications, standards and ordinances and shall have service lives and maintenance characteristics suitable for their intended purposes in accordance with sound and currently accepted scientific standards and engineering practices;
- (e) neither the Contractor nor any of its employees, agents, representatives or servants has actual knowledge of any patent issued under the laws of the United States or any other matter which could constitute a basis for claim that the performance of the Work or any part thereof infringes any patent or otherwise interferes with any other right of any Person;
- (f) there are no existing undisclosed or threatened legal actions, claims, or encumbrances, or liabilities that may adversely affect the Work or NYSERDA's rights hereunder;

(g) it has no actual knowledge that any information or document or statement furnished by the Contractor in connection with this Agreement contains any untrue statement of a material fact or omits to state a material fact necessary to make the statement not misleading, and that all facts have been disclosed that would materially adversely affect the Work; and

(h) Contractor certifies that all information provided to NYSERDA with respect to State Finance Law Sections 139-j and 139-k is complete, true and accurate.

## Article X

### Indemnification

Section 10.01. Indemnification. The Contractor shall protect, indemnify and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys' fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to the performance of this Agreement. The obligations of the Contractor under this Article shall survive any expiration or termination of this Agreement, and shall not be limited by any enumeration herein of required insurance coverage.

## Article XI

### Insurance

Section 11.01. Maintenance of Insurance; Policy Provisions. The Contractor, at no additional cost to NYSERDA, shall maintain or cause to be maintained throughout the term of this Agreement, insurance of the types and in the amounts specified in the Section hereof entitled Types of Insurance. All such insurance shall be evidenced by insurance policies, each of which shall:

(a) name or be endorsed to cover NYSERDA, the State of New York and the Contractor as additional insureds;

(b) provide that such policy may not be cancelled or modified until at least 30 days after receipt by NYSERDA of written notice thereof; and

(c) be reasonably satisfactory to NYSERDA in all other respects.

Section 11.02. Types of Insurance. The types and amounts of insurance required to be maintained under this Article are as follows:

(a) Commercial general liability insurance for bodily injury liability, including death, and property damage liability, incurred in connection with the performance of this Agreement, with minimum limits of \$1,000,000 in respect of claims arising out of personal injury or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness

or death in any one accident or disaster, and \$1,000,000 in respect of claims arising out of property damage in any one accident or disaster; and

(b) Commercial automobile liability insurance in respect of motor vehicles owned, licensed or hired by the Contractor and the Subcontractors for bodily injury liability, including death and property damage, incurred in connection with the performance of this Agreement, with minimum limits of \$500,000 in respect of claims arising out of personal injury, or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$500,000 in respect of claims arising out of property damage in any one accident or disaster.

Section 11.03. Delivery of Policies; Insurance Certificates. Prior to commencing the Work, the Contractor shall deliver to NYSERDA certificates of insurance issued by the respective insurers, indicating the Agreement number thereon, evidencing the insurance required by this Article and bearing notations evidencing the payment of the premiums thereon or accompanied by other evidence of such payment satisfactory to NYSERDA. In the event any policy furnished or carried pursuant to this Article will expire on a date prior to acceptance of the Work by NYSERDA pursuant to the section hereof entitled Acceptance of Work, the Contractor, not less than 15 days prior to such expiration date, shall deliver to NYSERDA certificates of insurance evidencing the renewal of such policies, and the Contractor shall promptly pay all premiums thereon due. In the event of threatened legal action, claims, encumbrances, or liabilities that may affect NYSERDA hereunder, or if deemed necessary by NYSERDA due to events rendering a review necessary, upon request the Contractor shall deliver to NYSERDA a certified copy of each policy.

## Article XII

### Stop Work Order; Termination

#### Section 12.01. Stop Work Order.

(a) NYSERDA may at any time, by written Order to the Contractor, require the Contractor to stop all or any part of the Work called for by this Agreement for a period of up to 90 days after the Stop Work Order is delivered to the Contractor, and for any further period to which the parties may agree. Any such order shall be specifically identified as a Stop Work Order issued pursuant to this Section. Upon receipt of such an Order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the Work covered by the Order during the period of work stoppage consistent with public health and safety. Within a period of 90 days after a Stop Work Order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, NYSERDA shall either:

- (i) by written notice to the Contractor, cancel the Stop Work Order, which shall be effective as provided in such cancellation notice, or if not specified therein, upon receipt by the Contractor, or

- (ii) terminate the Work covered by such order as provided in the Termination Section of this Agreement.

(b) If a Stop Work Order issued under this Section is cancelled or the period of the Order or any extension thereof expires, the Contractor shall resume Work. An equitable adjustment shall be made in the delivery schedule, the estimated cost, the fee, if any, or a combination thereof, and in any other provisions of the Agreement that may be affected, and the Agreement shall be modified in writing accordingly, if:

- (i) the Stop Work Order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Agreement, and
- (ii) the Contractor asserts a claim for such adjustments within 30 days after the end of the period of Work stoppage; provided that, if NYSERDA decides the facts justify such action, NYSERDA may receive and act upon any such claim asserted at any time prior to final payment under this Agreement.

(c) If a Stop Work Order is not cancelled and the Work covered by such Order is terminated, the reasonable costs resulting from the Stop Work Order shall be allowed by equitable adjustment or otherwise.

(d) Notwithstanding the provisions of this Section 12.01, the maximum amount payable by NYSERDA to the Contractor pursuant to this Section 12.01 shall not be increased or deemed to be increased except by specific written amendment hereto.

#### Section 12.02. Termination.

(a) This Agreement may be terminated by NYSERDA at any time during the term of this Agreement with or without cause, upon 30 days prior written notice to the Contractor. In such event, compensation shall be paid to the Contractor for Work performed and expenses incurred prior to the effective date of termination in accordance with the provisions of the Article hereof entitled Compensation and in reimbursement of any amounts required to be paid by the Contractor pursuant to Subcontracts; provided, however, that upon receipt of any such notice of termination, the Contractor shall cease the performance of Work, shall make no further commitments with respect thereto and shall reduce insofar as possible the amount of outstanding commitments (including, to the extent requested by NYSERDA, through termination of subcontracts containing provisions therefor).

(b) Nothing in this Article shall preclude the Contractor from continuing to carry out the Work called for by the Agreement after receipt of a Stop Work Order or termination notice at its own election, provided that, if the Contractor so elects, (i) any such continuing Work after receipt of the Stop Work Order or termination notice shall be deemed not to be Work pursuant to the Agreement and (ii) NYSERDA shall have no liability to the Contractor for any costs of the Work continuing after receipt of the Stop Work Order or termination notice.

(c) NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with State Finance Law Sections 139-j and 139-k was intentionally false or intentionally incomplete. Upon such finding, NYSERDA may exercise its termination right by providing written notification to the Contractor as set forth in Article XV of this Agreement.

(d) NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with New York State Tax Law Section 5-a was intentionally false when made. Upon such finding, NYSERDA may exercise its termination right by providing written notification to the Contractor as set forth in Article XV of this Agreement.

### Article XIII

#### Independent Contractor

Section 13.01. Independent Contractor. The status of the Contractor under this Agreement shall be that of an independent contractor and not that of an agent, and in accordance with such status, the Contractor, the Subcontractors, and their respective officers, agents, employees, representatives and servants shall at all times during the term of this Agreement conduct themselves in a manner consistent with such status and by reason of this Agreement shall neither hold themselves out as, nor claim to be acting in the capacity of, officers, employees, agents, representatives or servants of NYSERDA nor make any claim, demand or application for any right or privilege applicable to NYSERDA, including, without limitation, rights or privileges derived from workers' compensation coverage, unemployment insurance benefits, social security coverage and retirement membership or credit.

### Article XIV

#### Compliance with Certain Laws

Section 14.01. Laws of the State of New York. The Contractor shall comply with all of the requirements set forth in Exhibit B hereto.

Section 14.02. All Legal Provisions Deemed Included. It is the intent and understanding of the Contractor and NYSERDA that each and every provision of law required by the laws of the State of New York to be contained in this Agreement shall be contained herein, and if, through mistake, oversight or otherwise, any such provision is not contained herein, or is not contained herein in correct form, this Agreement shall, upon the application of either NYSERDA or the Contractor, promptly be amended so as to comply strictly with the laws of the State of New York with respect to the inclusion in this Agreement of all such provisions.

Section 14.03. Other Legal Requirements. The references to particular laws of the State of New York in this Article, in Exhibit B and elsewhere in this Agreement are not intended to be exclusive and nothing contained in such Article, Exhibit and Agreement shall be deemed to modify the obligations of the Contractor to comply with all legal requirements.

## Article XV

### Notices, Entire Agreement, Amendment, Counterparts

Section 15.01. Notices. All notices, requests, consents, approvals and other communications which may or are required to be given by either party to the other under this Agreement shall be deemed to have been sufficiently given for all purposes hereunder when delivered or mailed by registered or certified mail, postage prepaid, return receipt requested, (i) if to NYSERDA, at 17 Columbia Circle, Albany, New York 12203-6399 or at such other address as NYSERDA shall have furnished to the Contractor in writing, and (ii) if to the Contractor, at \_\_\_\_\_, or such other address as the Contractor shall have furnished to NYSERDA in writing.

Section 15.02. Entire Agreement; Amendment. This Agreement embodies the entire agreement and understanding between NYSERDA and the Contractor and supersedes all prior agreements and understandings relating to the subject matter hereof. Except as otherwise expressly provided for herein, this Agreement may be changed, waived, discharged or terminated only by an instrument in writing, signed by the party against which enforcement of such change, waiver, discharge or termination is sought.

Section 15.03. Counterparts. This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

## Article XVI

### Publicity

Section 16.01. Publicity.

(a) The Contractor shall collaborate with NYSERDA's Director of Technical Communications to prepare any press release and to plan for any news conference concerning the Work. In addition the Contractor shall notify NYSERDA's Director of Technical Communications regarding any media interview in which the Work is referred to or discussed.

(b) It is recognized that during the course of the Work under this Agreement, the Contractor or its employees may from time to time desire to publish information regarding scientific or technical developments made or conceived in the course of or under this Agreement. In any such information, the Contractor shall credit NYSERDA's funding participation in the Project, and shall state that "NYSERDA has not reviewed the information contained herein, and the opinions expressed in this report do not necessarily reflect those of NYSERDA or the State of New York." Notwithstanding anything to the contrary contained herein, the Contractor shall have the right to use and freely disseminate project results for educational purposes, if applicable, consistent with the Contractor's policies.

(c) Commercial promotional materials or advertisements produced by the Contractor shall credit NYSERDA, as stated above, and shall be submitted to NYSERDA for review and recommendations to improve their effectiveness prior to use. The wording of such credit can be approved in advance by NYSERDA, and, after initial approval, such credit may be used in subsequent promotional materials or advertisements without additional approvals for the credit, provided, however, that all such promotional materials or advertisements shall be submitted to NYSERDA prior to use for review, as stated above. Such approvals shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval, the promotional materials or advertisement shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days. If NYSERDA and the Contractor do not agree on the wording of such credit in connection with such materials, the Contractor may use such materials, but agrees not to include such credit.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day, month and year first above written.

NEW YORK STATE ENERGY RESEARCH  
AND DEVELOPMENT AUTHORITY

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Jeffrey J. Pitkin  
Treasurer

STATE OF \_\_\_\_\_ )  
 ) SS.:  
COUNTY OF \_\_\_\_\_ )

On the \_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_, before me, the undersigned, a Notary Public in and for said State, personally appeared \_\_\_\_\_, personally known to me or proved to me on the basis of satisfactory evidence to be the individual(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their capacity(ies), and that by his/her/their signature(s) on the instrument, the individuals(s), or the person upon behalf of which the individual(s) acted, executed the document.

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Notary Public

EXHIBIT B

REVISED 9/06

STANDARD TERMS AND CONDITIONS  
FOR ALL NYSERDA AGREEMENTS

(Based on Standard Clauses for New York State Contracts and Tax Law Section 5-a)

The parties to the attached agreement, contract, license, lease, amendment, modification or other agreement of any kind (hereinafter, "the Agreement" or "this Agreement") agree to be bound by the following clauses which are hereby made a part of the Agreement (the word "Contractor" herein refers to any party other than NYSERDA, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. NON-DISCRIMINATION REQUIREMENTS. In accordance with Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is an Agreement for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Agreement shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. If this is a building service Agreement as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Agreement and forfeiture of all moneys due hereunder for a second subsequent violation.

2. WAGE AND HOURS PROVISIONS. If this is a public work Agreement covered by Article 8 of the Labor Law or a building service Agreement covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

3. NON-COLLUSIVE BIDDING REQUIREMENT. In accordance with Section 2878 of the Public Authorities Law, if this Agreement was awarded based upon the submission of bids, Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further warrants that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to NYSERDA a non-collusive bidding certification on Contractor's behalf.

4. INTERNATIONAL BOYCOTT PROHIBITION. If this Agreement exceeds \$5,000, the Contractor agrees, as a material condition of the Agreement, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the Federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the Agreement's execution, such Agreement, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify NYSERDA within five (5) business days of such conviction, determination or disposition of appeal. (See and compare Section 220-f of the Labor Law, Section 139-h of the State Finance Law, and 2 NYCRR 105.4).

5. SET-OFF RIGHTS. NYSERDA shall have all of its common law and statutory rights of set-off. These rights shall include, but not be limited to, NYSERDA's option to withhold for the purposes of set-off any moneys due to the Contractor under this Agreement up to any amounts due and owing to NYSERDA with regard to this Agreement, any other Agreement, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to NYSERDA for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

6. CONFLICTING TERMS. In the event of a conflict between the terms of the Agreement (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit B, the terms of this Exhibit B shall control.

7. GOVERNING LAW. This Agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

8. NO ARBITRATION. Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily required) without the NYSERDA's written consent, but must, instead, be heard in a court of competent jurisdiction of the State of New York.

9. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law and Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon NYSERDA's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify NYSERDA, in writing, of each and every change of address to which service of process can be

made. Service by NYSERDA to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

10. CRIMINAL ACTIVITY. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of any allegation previously unknown to it that the Contractor or any of its principals is under indictment for a felony, or has been, within five (5) years prior to submission of the Contractor's proposal to NYSERDA, convicted of a felony, under the laws of the United States or Territory of the United States, then NYSERDA may exercise its stop work right under this Agreement. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of the fact, previously unknown to it, that Contractor or any of its principals is under such indictment or has been so convicted, then NYSERDA may exercise its right to terminate this Agreement. If the Contractor knowingly withheld information about such an indictment or conviction, NYSERDA may declare the Agreement null and void and may seek legal remedies against the Contractor and its principals. The Contractor or its principals may also be subject to penalties for any violation of law which may apply in the particular circumstances. For a Contractor which is an association, partnership, corporation, or other organization, the provisions of this paragraph apply to any such indictment or conviction of the organization itself or any of its officers, partners, or directors or members of any similar governing body, as applicable.

11. PERMITS. It is the responsibility of the Contractor to acquire and maintain, at its own cost, any and all permits, licenses, easements, waivers and permissions of every nature necessary to perform the work.

12. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this Agreement will be in accordance with, but not limited to, the specifications and provisions of State Finance Law Section 165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by NYSERDA.

13. COMPLIANCE WITH TAX LAW SECTION 5-a. The following provisions apply to Contractors that have entered into agreements in an amount exceeding \$100,000 for the purchase of goods and services:

- (1) Before such agreement can take effect, the Contractor must have on file with the New York State Department of Taxation and Finance a Contractor Certification form (ST-220-TD).
- (2) Prior to entering into such an agreement, the Contractor is required to provide NYSERDA with a completed Contractor Certification to Covered Agency form (Form ST-220-CA).
- (3) Prior to any renewal period (if applicable) under the agreement, the Contractor is required to provide NYSERDA with a completed Form ST-220-CA.

- (4) Certifications referenced in paragraphs (b) and (c) above will be maintained by NYSERDA and made a part hereof and incorporated herein by reference.
- (5) NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with Tax Law Section 5-a was false when made.

EXHIBIT C  
**REPORT FORMAT AND STYLE GUIDE**

**PURPOSE**

This document explains how to prepare a technical report for the New York State Energy Research and Development Authority (NYSERDA). It describes editorial and production procedures and gives electronic data-transfer information. NYSEDA's contractors prepare the reports describing NYSEDA research and development projects that NYSEDA publishes. Please direct questions about format and style to Diane Welch of NYSEDA's Technical Communications unit: (518) 862-1090, ext. 3276; fax (518) 862-1091; e-mail dlw@nyserda.org

**COPYRIGHTS**

All material borrowed or adapted from other sources should be properly identified (i.e., document, source, date, and page). The contractor must obtain and submit to NYSEDA the copyright owner's written permission to use copyrighted illustrations, tables, or substantial amounts of text from another publication.

**REPORT FORMAT AND SEQUENCE**

The following items are required in all technical reports and should be paginated in the following sequence:

- Title page (no page number)
- Notice (no page number)
- Abstract (iii)
- Acknowledgments (optional) (iv)
- Table of Contents, including listings of figures and tables (v or vii)
- Summary (S-1)

**NOTE: the Abstract, Table of Contents, and each section begin on right-hand, odd-numbered pages.**

**Title Page**

- The following information is required (see sample on last page):
  - Report title and type of report (i.e., final, interim, or summary)
  - Name of NYSEDA project manager(s)
  - Corporate name, city, and state of contractor(s), including contact person(s) or project manager(s)
  - Project cosponsors, including contact person(s) or project manager(s)
  - Contract number (e.g., 3178-ERTER-MW-94)

**Notices**

One of these legal notices or disclaimers is required:

- When NYSEDA is the project's sole sponsor, this notice must be used:

**NOTICE**

This report was prepared by \_\_\_\_\_ in the course of performing work contracted for and sponsored by the New York State Energy Research and Development Authority (hereafter "NYSEDA"). The opinions expressed in this report do not necessarily reflect those of NYSEDA or the State of New York, and reference to any specific product, service, process, or method does not constitute an implied or expressed recommendation or endorsement of it. Further, NYSEDA, the State of New York, and the contractor make no warranties or representations, expressed or implied, as to the fitness for particular purpose or merchantability of any product, apparatus, or service, or the usefulness, completeness, or

accuracy of any processes, methods, or other information contained, described, disclosed, or referred to in this report. NYSERDA, the State of New York, and the contractor make no representation that the use of any product, apparatus, process, method, or other information will not infringe privately owned rights and will assume no liability for any loss, injury, or damage resulting from, or occurring in connection with, the use of information contained, described, disclosed, or referred to in this report.

- When there are other project cosponsors, use the following notice instead:

#### **NOTICE**

This report was prepared by \_\_\_\_\_ in the course of performing work contracted for and sponsored by the New York State Energy Research and Development Authority and the \_\_\_\_\_ (hereafter the "Sponsors"). The opinions expressed in this report do not necessarily reflect those of the Sponsors or the State of New York, and reference to any specific product, service, process, or method does not constitute an implied or expressed recommendation or endorsement of it. Further, the Sponsors and the State of New York make no warranties or representations, expressed or implied, as to the fitness for particular purpose or merchantability of any product, apparatus, or service, or the usefulness, completeness, or accuracy of any processes, methods, or other information contained, described, disclosed, or referred to in this report. The Sponsors, the State of New York, and the contractor make no representation that the use of any product, apparatus, process, method, or other information will not infringe privately owned rights and will assume no liability for any loss, injury, or damage resulting from, or occurring in connection with, the use of information contained, described, disclosed, or referred to in this report.

#### **Abstract and Key Words** — right-hand, odd-numbered page [iii]

An abstract is a brief, 200-word description of project objectives, investigative methods used, and research conclusions or applications. This information will be used when NYSERDA registers the report with the National Technical Information Service (NTIS). A list of key words that describe the project and identify the major research concept should be submitted with the report. Four to six precise descriptors are generally sufficient and will be used for indexing, registering, and distributing the report through NTIS.

#### **Acknowledgments** (optional) — left-hand, even-numbered page [iv]

Acknowledgments precede the contents and should be no longer than two paragraphs.

#### **Table of Contents and Lists of Figures and Tables** — begin on odd-numbered, right-hand pages [v, vii, ix, etc.]

The Table of Contents should list section numbers, titles, second-level headings, and their page numbers. Third-level headings also may be listed. If the report contains five or more figures or tables, they should be listed using the style of the Table of Contents. The following samples are boxed only to set them apart in this document.

#### **Summary** — right-hand, odd-numbered page [S-1]

The Summary, which immediately precedes the body of the text, should be written for a general audience. The Summary may be the only part of the technical report closely read by a number of people, many of whom lack a technical background. These may include industry and utility executives, government officials, legislators, the general public, and media representatives. The Summary should be 500-1000 words long.

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
SUMMARY .....	S-1
1 DESCRIPTION OF STUDY .....	1-1
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## FIGURES

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1-1 Comparative Energy Use Per Cubic Foot in Hospitals Under 200 Beds .....	1-2
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2-2 Site Plan .....	2-5

### GENERAL INFORMATION

The first reference to NYSERDA should read “the New York State Energy Research and Development Authority (NYSERDA).” Subsequent references should read simply “NYSERDA.” When it is clear that you are referring to New York State, use State; otherwise, use New York State or the State of New York.

### COPY

- Page format:
  - Margins should be 1.25 inches left and right; 1 inch top and bottom.
  - Use left-hand justification only.
  - Text should be in a 10-point serif font (i.e., Times Roman, Bookman, etc.); captions, tables, and figures should be in a sans-serif font (i.e., Helvetica, Arial, etc.).
  - Spacing should be 1.5 lines, printed on one side of the paper.
  - Block-style paragraphs should be used, with no indentation (except for fifth-level headings, which should be blocked on the left; see Heading Styles, below).
  - There should be two returns between a paragraph and the next heading.

- Material borrowed or adapted from external sources must be identified (i.e., document, source, date, and page). Written permission to use copyrighted illustrations, tables, or text taken from another publication must be submitted with the report.
- Avoid half-page and one-sentence paragraphs.
- Do not use contractions.
- When referring to a specific figure or table, spell out and capitalize the words "Figure" and "Table."
- Indented lists of material should be set off with bullets:
  - If a typographical bullet is unavailable, the bullet is a lower case "o," not zero.
  - One blank line should precede and follow a list.
  - Bulleted items should be indented left and right.
- All new sections should begin on a right-hand, odd-numbered page (e.g., 1-1, 2-1, A-1, etc.).
- Percentages should be written as follows: 1%, 76%, etc.
- Acronyms must be spelled out the first time used, followed by the acronym in parentheses.

## HEADING STYLES

The heading styles illustrated below should be used. (Only section headings should be numbered.)

### FIRST-LEVEL HEADING

#### Section 1

#### INTRODUCTION

The heading is upper case, centered, and boldfaced; the text is below the heading, at the left margin.

### SECOND-LEVEL HEADING

The heading is upper case, at the left margin, and boldfaced; the text is at the left margin.

### Third-Level Heading

The heading is upper and lower case, at the left margin, boldfaced, and underscored; the text is at the left margin.

**Fourth-Level Heading**. The heading is upper and lower case, at the left margin, boldfaced, and underscored, with a period at the end. The text continues on the same line as the heading. The remaining text goes back out to the left margin.

**Fifth-Level Heading**. The heading is upper and lower case, indented, boldfaced, and underscored with a period at the end. The text continues on the same line, with the remaining text indented left and right.

## TABLES AND FIGURES

- Tables and figures must be numbered sequentially and titled individually.
- Place tables and figures as close as possible to the text in which they are mentioned.
- Distinguish tabular material from the text.
- Cite a source if the tabular material or figure content has not been generated by the contractor.
- Figure captions should be complete sentences when appropriate.
- Use "Figure 1," not "Fig. 1," or "Table 1." in the text, as well as for captions. Examples:
  - Table 1 details demand-side management options.
  - As shown in Figure 1, the demand-side management program offers numerous options.
- Figure captions should be typed in boldface.
  - **Figure 1. Demand-Side Management Options in New York State.**
- Unless generated by the contractor, a source should always be cited. The figure source should appear after the caption (e.g., Source: Lawrence Berkeley Laboratory); the table source should be noted with an asterisk and footnoted.
- Photographs and drawings should be limited in number, with the following guidelines:
  - Black-and-white line drawings or good-quality, clear halftones (black-and-white photographs) may be used. Color artwork and photos will be printed in black-and-white.
  - Slides should be converted to black-and-white photos before being submitted.
  - Photographs should be printed on glossy stock, preferably 5"x7".

## REFERENCES AND BIBLIOGRAPHIES

The format in Manual of Style (University of Chicago Press, Chicago, Illinois) should be used for reference listings and bibliographies.

Bibliographic entries should be listed alphabetically by author, as follows:

Hawkins, R.R. Scientific, Medical, and Technical Books Published in the United States of America. 2d ed. New York: Bowker, 1958.

## REPORT REQUIREMENTS

Two hard copies of the draft final report must be submitted to NYSERDA's Manager of Technical. After review by the Project Manager and Technical Communications staff, the draft will be returned to the contractor for final corrections. The contractor is responsible for satisfactorily addressing technical comments from NYSERDA and other co-funders. When making editorial corrections, the contractor must ensure that technical content is not compromised.

After editorial corrections have been made, the contractor must submit two hard copies of the final report (one a camera-ready original and the other a photocopy) and the report on a compact disc, Iomega 100 PC-Zip disk, or IBM personal computer-compatible diskette to NYSERDA's Manager of Technical Communications.

**Electronic Requirements**

- Material must be submitted in any of the following formats:
  - Compact disc (CD-ROM)
  - Iomega 100 PC-Zip disk
  - IBM personal computer-compatible 3.5-inch, double-sided (DS), high-density (HD) diskette
- Textual material should be created in a format compatible with WordPerfect 9. While other word-processing programs may be able to be converted, results may vary. Characteristics such as underlining, bold, italics, and special characters that often appear in equations may be lost if WordPerfect 9 is not used.
- Reports that are to be published on the web must be submitted as either a PDF or HTML file.

If you are unable to meet these electronic transfer requirements, before submitting your report please contact Diane Welch of NYSERDA's Technical Communications unit at (518) 862-1090, ext. 3276; fax (518) 862-1091; e-mail dlw@nyserdera.org

**CITY OF LOCKPORT INFLUENT HYDROPOWER  
FEASIBILITY STUDY**  
Final Report

Prepared for

**THE NEW YORK STATE  
ENERGY RESEARCH AND DEVELOPMENT AUTHORITY**  
Albany, NY

Lawrence J. Pakenas, P.E.  
Senior Project Manager

Prepared by

**CITY OF LOCKPORT**  
Lockport, NY

Michael Diel  
Project Manager

and

**MALCOLM PIRNIE, INC.**  
Buffalo, NY

Vincent J. Funigiello, P.E.  
Project Manager

4311-ERTER-MW-97

NYSERDA  
Report 98-11



July 1998

Sample title page. Font is a serif font (Times Roman). Bold-faced text is 13 pt., small caps. The rest of the type is 11 pt., plain text.

New York State Energy Research and  
Development Authority  
Technical Communications  
17 Columbia Circle  
Albany, New York 12203-6399

October 2000

## EXHIBIT D

### PART 504

#### PROMPT PAYMENT POLICY STATEMENT

Section 504.1 Purpose and applicability. (a) The purpose of this Part is to implement section 2880 of the Public Authorities Law by detailing the authority's policy for making payment promptly on amounts properly due and owing by the authority under contracts. This Part constitutes the authority's prompt payment policy statement as required by that section.

(b) This Part generally applies to payments due and owing by the authority to a person or business in the private sector under a contract it has entered into with the authority on or after May 1, 1988. This Part does not apply to payments due and owing:

- (1) under the Eminent Domain Procedure Law;
- (2) as interest allowed on judgments rendered by a court pursuant to any provision of law except Section 2880 of the Public Authorities Law;
- (3) to the Federal government; to any state agency or its instrumentalities; to any duly constituted unit of local government, including but not limited to counties, cities, towns, villages, school districts, special districts or any of their related instrumentalities; to any other public authority or public benefit corporation; or to its employees when acting in, or incidental to, their public employment capacity;
- (4) if the Authority is exercising a legally authorized set-off against all or part of the payment; or
- (5) if other State or Federal law or rule or regulation specifically requires otherwise.

Section 504.2 Definitions. As used in this Part, the following terms shall have the following meanings, unless the context shall indicate another or different meaning or intent:

- (a) "Authority" means the New York State Energy Research and Development Authority.
- (b) "Contract" means an enforceable agreement entered into between the Authority and a contractor.
- (c) "Contractor" means any person, partnership, private corporation, or association:
  - (1) selling materials, equipment or supplies or leasing property or equipment to the Authority pursuant to a contract;
  - (2) constructing, reconstructing, rehabilitating or repairing buildings, highways or other improvements for, or on behalf of, the Authority pursuant to a contract; or
  - (3) rendering or providing services to the Authority pursuant to a contract.

(d) "Date of payment" means the date on which the Authority requisitions a check from its statutory fiscal agent, the Department of Taxation and Finance, to make a payment.

(e) "Designated payment office" means the Office of the Authority's Controller, located at 17 Columbia Circle, Albany, New York 12203.

(f) "Payment" means provision by the Authority of funds in an amount sufficient to satisfy a debt properly due and owing to a contractor and payable under all applicable provisions of a contract to which this Part applies and of law, including but not limited to provisions for retained amounts or provisions which may limit the Authority's power to pay, such as claims, liens, attachments or judgments against the contractor which have not been properly discharged, waived or released.

(g) "Prompt payment" means a payment within the time periods applicable pursuant to Sections 504.3 through 504.5 of this Part in order for the Authority not to be liable for interest pursuant to Section 504.6.

(h) "Payment due date" means the date by which the date of payment must occur, in accordance with the provisions of Sections 504.3 through 504.5 of this Part, in order for the Authority not to be liable for interest pursuant to Section 5.06.

(i) "Proper invoice" means a written request for a contract payment that is submitted by a contractor setting forth the description, price or cost, and quantity of goods, property or services delivered or rendered, in such form, and supported by such other substantiating documentation, as the Authority may reasonably require, including but not limited to any requirements set forth in the contract; and addressed to the Authority's Controller, marked "Attention: Accounts Payable," at the designated payment office.

(j)(1) "Receipt of an invoice" means:

(i) if the payment is one for which an invoice is required, the later of:

(a) the date on which a proper invoice is actually received in the designated payment office during normal business hours; or

(b) the date by which, during normal business hours, the Authority has actually received all the purchased goods, property or services covered by a proper invoice previously received in the designated payment office.

(ii) if a contract provides that a payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice the 30th calendar day, excluding legal holidays, before the date so specified or predetermined.

(2) For purposes of this subdivision, if the contract requires a multifaceted, completed or working system, or delivery of no less than a specified quantity of goods, property or services and only a portion of such systems or less than the required goods, property or services are working, completed or delivered, even though the Contractor has invoiced the Authority for the portion working, completed or delivered, the Authority will not be in receipt of an invoice until

the specified minimum amount of the systems, goods, property or services are working, completed or delivered.

(k) "Set-off" means the reduction by the Authority of a payment due a contractor by an amount equal to the amount of an unpaid legally enforceable debt owed by the contractor to the Authority.

Section 504.3 Prompt payment schedule. Except as otherwise provided by law or regulation or in Sections 504.4 and 504.5 of this Part, the date of payment by the Authority of an amount properly due and owing under a contract shall be no later than 30 calendar days, excluding legal holidays, after such receipt.

Section 504.4 Payment procedures. (a) Unless otherwise specified by a contract provision, a proper invoice submitted by the contractor to the designated payment office shall be required to initiate payment for goods, property or services. As soon as any invoice is received in the designated payment office during normal business hours, such invoice shall be date-stamped. The invoice shall then promptly be reviewed by the Authority.

(b) The Authority shall notify the contractor within 15 calendar days after receipt of an invoice of:

- (1) any defects in the delivered goods, property or services;
- (2) any defects in the invoice; and
- (3) suspected improprieties of any kind.

(c) The existence of any defects or suspected improprieties shall prevent the commencement of the time period specified in Section 504.3 until any such defects or improprieties are corrected or otherwise resolved.

(d) If the Authority fails to notify a contractor of a defect or impropriety within the fifteen calendar day period specified in subdivision (b) of this section, the sole effect shall be that the number of days allowed for payment shall be reduced by the number of days between the 15th day and the day that notification was transmitted to the contractor. If the Authority fails to provide reasonable grounds for its contention that a defect or impropriety exists, the sole effect shall be that the payment due date shall be calculated using the original date of receipt of an invoice.

(e) In the absence of any defect or suspected impropriety, or upon satisfactory correction or resolution of a defect or suspected impropriety, the Authority shall make payment, consistent with any such correction or resolution and the provisions of this Part.

Section 504.5 Exceptions and extension of payment due date. The Authority has determined that, notwithstanding the provisions of Sections 504.3 and 504.4 of this Part, any of the following facts or circumstances, which may occur concurrently or consecutively, reasonably justify extension of the payment due date:

- (a) If the case of a payment which a contract provides will be made on a specific date or at a predetermined interval, without having to submit a written invoice, if any documentation,

supporting data, performance verification, or notice specifically required by the contract or other State or Federal mandate has not been submitted to the Authority on a timely basis, then the payment due date shall be extended by the number of calendar days from the date by which all such matter was to be submitted to the Authority and the date when the Authority has actually received such matter.

- (b) If an inspection or testing period, performance verification, audit or other review or documentation independent of the contractor is specifically required by the contract or by other State or Federal mandate, whether to be performed by or on behalf of the Authority or another entity, or is specifically permitted by the contract or by other State or Federal provision and the Authority or other entity with the right to do so elects to have such activity or documentation undertaken, then the payment due date shall be extended by the number of calendar days from the date of receipt of an invoice to the date when any such activity or documentation has been completed, the Authority has actually received the results of such activity or documentation conducted by another entity, and any deficiencies identified or issues raised as a result of such activity or documentation have been corrected or otherwise resolved.
- (c) If an invoice must be examined by a State or Federal agency, or by another party contributing to the funding of the contract, prior to payment, then the payment due date shall be extended by the number of calendar days from the date of receipt of an invoice to the date when the State or Federal agency, or other contributing party to the contract, has completed the inspection, advised the Authority of the results of the inspection, and any deficiencies identified or issues raised as a result of such inspection have been corrected or otherwise resolved.
- (d) If appropriated funds from which payment is to be made have not yet been appropriated or, if appropriated, not yet been made available to the Authority, then the payment due date shall be extended by the number of calendar days from the date of receipt of an invoice to the date when such funds are made available to the Authority.

Section 504.6 Interest eligibility and computation. If the Authority fails to make prompt payment, the Authority shall pay interest to a contractor on the payment when such interest computed as provided herein is equal to or more than ten dollars. Interest shall be computed and accrue at the daily rate in effect on the date of payment, as set by the New York State Tax Commission for corporate taxes pursuant to Section 1096(e)(1) of the Tax Law. Interest on such a payment shall be computed for the period beginning on the day after the payment due date and ending on the date of payment.

Section 504.7 Sources of funds to pay interest. Any interest payable by the Authority pursuant to this Part shall be paid only from the same accounts, funds, or appropriations that are lawfully available to make the related contract payment.

Section 504.8 Incorporation of prompt payment policy statement into contracts. The provisions of this Part in effect at the time of the creation of a contract shall be incorporated into and made a part of such contract and shall apply to all payments as they become due and owing pursuant to the terms and conditions of such contract, notwithstanding that the Authority may subsequently amend this Part by further rulemaking.

Section 504.9 Notice of objection. Unless a different procedure is specifically prescribed in a contract, a contractor may object to any action taken by the Authority pursuant to this Part which prevents the commencement of the time in which interest will be paid by submitting a written notice of objection to the Authority. Such notice shall be signed and dated and concisely and clearly set forth the basis for the objection and be addressed to the Vice President, New York State Energy Research and Development Authority, at the address set forth in Section 504.2(e). The Vice President of the Authority, or his or her designee, shall review the objection for purposes of affirming or modifying the Authority's action. Within 15 working days of the receipt of the objection, the Vice President, or his or her designee, shall notify the contractor either that the Authority's action is affirmed or that it is modified or that, due to the complexity of the issue, additional time is needed to conduct the review; provided, however, in no event shall the extended review period exceed 30 working days.

Section 504.10 Judicial Review. Any determination made by the Authority pursuant to this Part which prevents the commencement of the time in which interest will be paid is subject to judicial review in a proceeding pursuant to Article 78 of the Civil Practice Law and Rules. Such proceedings shall only be commenced upon completion of the review procedure specified in Section 504.9 of this Part or any other review procedure that may be specified in the contract or by other law, rule, or regulation.

Section 504.11 Court action or other legal processes. (a) Notwithstanding any other law to the contrary, the liability of the Authority to make an interest payment to a contractor pursuant to this Part shall not extend beyond the date of a notice of intention to file a claim, the date of a notice of a claim, or the date commencing a legal action for the payment of such interest, whichever occurs first.

(b) With respect to the court action or other legal processes referred to in subdivision (a) of this section, any interest obligation incurred by the Authority after the date specified therein pursuant to any provision of law other than Public Authorities Law Section 2880 shall be determined as prescribed by such separate provision of law, shall be paid as directed by the court, and shall be paid from any source of funds available for that purpose.

Section 504.12 Amendments. These regulations may be amended by resolution of the Authority, provided that the Chair, upon written notice to the other Members of the Authority, may from time to time promulgate nonmaterial amendments of these regulations.