ATTACHMENT A - PON No. 2618 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date October 10, 2012	
Primary Contact (Prime Contractor)		Title	
Company		Phone	Fax
		e-mail	
Federal Tax Identification # / Social Security #			
Address	City	State or Province	Zip
Secondary Contact		Title	
Company		Phone	Fax
		e-mail	
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 page) __ Yes __ No
(NYSERDA may or may not accept any of the listed exceptions; NYSERDA reserves the right to limit any negotiations to exceptions specifically identified herein.)

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)

Does your proposal contain any proprietary information? __ Yes __ No
(if yes, follow the instructions in Section VI to identify proprietary information and include required documentation as an appendix
Note the Executive Summary must contain entirely *non-proprietary* information.)

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

1. Disclosure of Prior Findings (mandatory)	___	8. Completed and Signed Contract Pricing Form(s)	___
2. Executive Summary	___	9. Cost-Sharing Table	___
3. Background and Proposed Approach	___	10. Commitment Letters from Participating Organizations	___
4. Proposed Statement of Work and Schedule	___	11. Indictment/Conviction of Felony (if applicable)	___
5. Proposer Qualifications	___	12. NYSDOT/NYSERDA Contracts Awarded (if applicable)	___
6. Project Benefits	___	13. Prior and/or Competing Proposals (if applicable)	___
7. Evidence of Prior Commercialization (if applicable)	___	14. Exceptions to Terms & Conditions (if applicable)	___

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, that I have read and reviewed the Standard Terms and Conditions set forth in the attached Sample Agreement and that I accept all terms unless otherwise noted herein, 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 this proposal.

Signature	Name
Title	Organization
Phone	

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