PON 2458
ATTACHMENT A - PROPOSAL CHECKLIST (MANDATORY)

Proposal Title			
Primary Contact (Prime Contractor)		Title	
Organization		Phone	Fax
		E-mail	
Federal Tax Identification #			
Address	City	State or Province	Zip
Secondary Contact		Title	
Organization		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 within Appendix 5 to proposal) __ Yes __ No
(NYSERDA anticipates considering only specifically listed exceptions in negotiations.)

Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate page) __ 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 two hard copies and a complete set of electronic 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 Appendix 6. Note the Executive Summary must contain entirely *non-proprietary* information.)

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

1. Executive Summary	_____	11. Technology Readiness Level Calculator	Appendix 1
2. Technology Background	_____	12. Letters of Support	Appendix 2
3. Project Goals and Objectives	_____	13. Resumes for Key Team Members	Appendix 3
4. Proposed Statement of Work	_____	14. Contract Proposal Pricing Form	Appendix 4
5. Current and Projected Technology Readiness Levels	_____	15. Exceptions to Terms & Conditions (if appl)	Appendix 5
6. SWOT Analysis	_____	16. Request to Except Information from Public Disclosure (if applicable)	Appendix 6
7. Proposer Qualifications	_____	17. Disclosure of Prior Findings (mandatory)	__ ___
8. Project Benefits	_____	18. Indictment/Conviction of Felony (if appl)	_____
9. Potential Conflicts of Interest	_____	19. NYSERDA Contracts Awarded (if appl)	_____
10. Budget including co-funding table	_____	20. Prior and/or Competing Proposals (if appl)	__ ___

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 this proposal.

Signature	Name
Title	Organization
Phone	

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