ATTACHMENT A – PON/RFP No. ____ PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date	
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

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

Cover Letter	Indictment/Conviction of Felony (if applicable)
Applicant Qualification Packet	NYSERDA Contracts Awarded (if applicable)
Project Site Packet	Prior and/or Competing Proposals (if applicable)
Bid Application Form	Exceptions to Terms & Conditions (if applicable)
Other information, if applicable	Disclosure of Prior Findings of Non-responsibility Form

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.

Solicitation Marketing Questionnaire

How did you hear about this solicitation?

- ◯ NYSERDA Announcement
- ◯ NYSERDA Website
- ◯ NYSERDA Staff
- ◯ NYSERDA Toll Free Number
- ◯ Contract Reporter
- ◯ Outreach Coordinator
- ◯ Trade Magazine/Newsletter
- ◯ Conference/Technical Meeting
- ◯ Referral: _____
- ◯ Other: _____