



ATTACHMENT A – PON 3016 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date Round 1: February 10, 2015 Round 2: September 16, 2015	
Funding Category (1, 2, or 3)			
Primary Contact (Prime Contractor)		Title	
Company		Phone	Fax
		e-mail	
Address	City	State or Province	Zip
Secondary Contact		Title	
Company		Phone	Fax
		e-mail	
Address	City	State or Province	Zip
<p>THE PRIME CONTRACTOR MUST <u>SIGN THIS FORM BELOW</u> and ANSWER THE FOLLOWING QUESTIONS:</p> <p>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.)</p> <p>Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate pg) __ Yes __ No</p> <p>Are you a Minority or Women-Owned Business Enterprise? __ Yes __ No</p> <p>Does your proposal contain Minority or Women-Owned Business enterprises as subcontractors? __ Yes __ No</p> <p>Are you submitting the required number of copies? (See proposal instructions.) __ Yes __ No</p> <p>Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)? (if yes, explain on separate page) __ Yes __ No</p> <p>Does your proposal contain any proprietary information? __ Yes __ No (if yes, follow the instructions in Section 5.0 to identify proprietary information and include required documentation as an appendix Note the Executive Summary and Attachment D, Proposal Overview Form, must contain entirely <i>non-proprietary</i> information.)</p>			
ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?			
1. Disclosure of Prior Findings of Non-responsibility Form (mandatory) _____		9. Project Benefits _____	
2. Completed and Signed Contract Pricing Proposal Form _____		10. Budget Narrative _____	
3. Proposal Overview Form _____		11. Cost-Sharing Table _____	
4. Executive Summary _____		12. Commitment Letters from Participating Organizations _____	
5. Background and Proposed Approach _____		13. Indictment/Conviction of Felony (if applicable) _____	
6. Project Evaluation and Assessment _____		14. NYSERDA Contracts Awarded (if applicable) _____	
7. Proposed Statement of Work and Schedule _____		15. Prior and/or Competing Proposals (if applicable) _____	
8. Proposer Qualifications _____		16. 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		Date	

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