



ATTACHMENT A
 NEW CONSTRUCTION AND CODES PARTNER SERVICES
 APPLICATION CHECKLIST (MANDATORY)

Company:		Date:	
Address:		City	State
Federal Tax Identification Number:		By checking this box, I certify that the TIN submitted is <u>not</u> a social security number. (If your TIN is your social security number, please leave information blank and contact NYSERDA.)	
Primary Contact:		Title: Phone: Fax: Email:	
Secondary Contact :		Title: Phone: Fax: Email:	
The Prime Contractor must sign this form below and answer the following questions:			
1) Do you accept all Terms & Conditions in the Sample Agreement? (If no, explain on separate page) (NYSERDA may or may not accept any of the listed exceptions; NYSERDA reserves the right to limit any negotiations to exceptions specifically identified herein.)	YES	NO	
2) Do you wish to have any information submitted in your application package treated as proprietary or confidential trade secret information? If yes, you must identify and label on each applicable page "confidential" or "proprietary" (For additional information regarding this, please refer to the section entitled "Proprietary Information" in the solicitation document).	YES	NO	
3) Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate pg)	YES	NO	
4) Are you a Minority or Women-Owned Business Enterprise?	YES	NO	
5) Does your application contain Minority or Women-Owned Business enterprises as subcontractors?	YES	NO	
6) Is Primary Contact a New York State-licensed Professional Engineer (P.E.) or Registered Architect (R.A.) with at least 5 years energy efficiency experience?	YES	NO	
7) Is the Sub-Consultant, if applicable, a New York State-licensed Professional Engineer (P.E.) or Registered Architect (R.A.) with at least 5 years energy efficiency experience?	YES	NO	
8) Does Primary Contact or other personnel have 3 years energy modeling experience?	YES	NO	
9) Does the Sub-Consultant, if applicable, have 3 years energy modeling experience?	YES	NO	
Required Items: Prime Contractor		Sub-Contractor Company	
1) Project Narratives	1) References		
2) References	2) Organizational Chart/Matrix		
3) Organizational Chart/Matrix	3) Personnel resumes		
4) Personnel resumes	4) Project Personnel Billing Rates Form		
5) Project Personnel Billing Rates Form			
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 your application.