

**Proposals Due: Wednesday, January 21, 2016, by 5:00 PM Eastern Time\***

### **Program Summary**

The Renewable Heat NY program (RHNY) is a long-term commitment to assist the high-efficiency and low-emission biomass heating industry to expand in New York State. A key element of the RHNY program strategy is to build a well-trained installer base to assure that systems are installed correctly and operate safely and efficiently. Likewise, knowledgeable designers, energy auditors, inspectors and other code enforcement officials are needed to assure safe and well-operating systems. Installers who wish to participate in NYSERDA's RHNY incentive program must complete training to be eligible for program participation. The purpose of this solicitation is to obtain the services of at least one individual or team to provide trainings statewide on high-efficiency, low-emission biomass equipment and to provide technical reviews of biomass system designs. A total of \$300,000 is available for a project term anticipated to be two to three years.

Proposers are asked to present their proposed approaches, strategies and tools for achieving the goals of this RFP, as well as their qualifications and experience in biomass technical training, system design and design review, skills and abilities. It is anticipated that 1-2 contracts will be issued as a result of this RFP. As the awardee(s) will be responsible for scheduling and logistical arrangements for each training (including student registration, records-keeping for award of continuing education credits, marketing and advertising trainings, etc.), proposals must include meeting planning and other logistical support.

**Proposal Submission:** Electronic submission is preferable. NYSERDA will also accept proposals by mail or hand-delivery. If submitting electronically, proposers must submit the proposal in either PDF or MS Word format with a completed and signed Proposal Checklist and Disclosure of Prior Findings of Non-Responsibility in PDF format. Proposal PDFs should be searchable and should be created by direct conversion from MS Word or other conversion utility rather than scanning. For ease of identification, all electronic files must be named using the proposer's entity name in the title of the document.

Proposals may be submitted electronically by following the link for electronic submissions found on this RFP's webpage, which is located in the "Current Opportunities" section of NYSERDA's website (<http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>). Instructions for submitting electronically are located as Attachment F to this RFP.

If mailing or hand-delivering, proposers must submit (2) paper copies of their proposal with a completed and signed Proposal Checklist, along with a CD or DVD containing both a PDF and MS Word digital copy of the proposal, following the above guidelines. Mailed or hand-delivered proposals must be clearly labeled and submitted to:

**Roseanne Viscusi, RFP 3165  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

If you have technical questions concerning this solicitation, contact Vicki Colello at (518) 862-1090, ext.3273 or [vicki.colello@nyserda.ny.gov](mailto:vicki.colello@nyserda.ny.gov). If you have contractual questions concerning this solicitation, contact Nancy Marucci at (518) 862-1090, ext. 3335 or [nancy.marucci@nyserda.ny.gov](mailto:nancy.marucci@nyserda.ny.gov).

No communication intended to influence this procurement is permitted except by contacting the NYSERDA project manager listed above. Contacting anyone other than this Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

\*Late proposals will be returned. Incomplete proposals may be subject to disqualification. It is the bidder's responsibility to ensure that all pages have been included in the proposal. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA's web site at [www.nyserda.ny.gov](http://www.nyserda.ny.gov).

## I. Introduction

The Renewable Heat NY program (RHNY) is a ten-year commitment to help the high-efficiency/low-emission biomass heating industry reach scale. The program goals are to:

- Raise consumer awareness;
- Develop larger-scale anchor customers to allow for bulk biomass delivery;
- Lay the foundation for workforce training and support for product development, manufacturing, laboratory and field testing and equipment certification;
- Accelerate the use of biomass for heating using the most efficient, low-emission technologies; and,
- Identify demonstration projects in public buildings that are ideally suited for biomass conversion.

The potential market for high efficiency biomass heating systems includes residential, commercial and institutional buildings, especially in regions of the state without access to the natural gas distribution network. This includes the Adirondack, Capital District, Catskill and Southern Tier Regions. The Adirondacks and Catskills in particular have an abundance of wood feedstock supply combined with a local need for a more cost-effective alternative to home heating oil and propane.

A key element of the RHNY program strategy is to build a well-trained installer base to assure that systems are installed correctly and operate safely and efficiently. Likewise, knowledgeable designers, energy auditors, inspectors and other code enforcement officials are needed to assure safe and well-operating systems. Installers who wish to participate in NYSERDA's RHNY incentive program must complete training to be eligible for program participation.

The RFP will provide a total of up to \$300,000 to advance the Renewable Heat NY program by training the workforce necessary for its success, including installers, designers, inspectors, code officials, energy auditors, heating professionals and others involved with biomass heating equipment. Training under this program will be provided statewide, including Long Island. No cost-sharing is required. The project term is anticipated to be two to three years.

## II. Program Requirements

NYSERDA invites proposals to fulfill tasks that include, but may not be limited to, the following:

- Developing (if necessary by decision of NYSERDA) and delivering high-efficiency and low emissions biomass hydronic heating training, or delivering existing RHNY hydronics training that offers continuing education credits (CEUs)/professional development hours (PDH) – the preference is for delivering existing high quality curriculum. The curricula must include all components of the hydronic heating systems, their piping and integration with the existing heating system components, and system controls and be compatible with RHNY program requirements and the NYS Mechanical Code. These systems include qualified boiler technologies, thermal storage/ buffer tanks, piping, pumps, expansion tanks, pressure relief valves and other hardware, heat emitters, proper combustion supply air and exhaust venting, system controls integration, and fuel storage. Training shall also include the importance of room-by-room load calculations and evaluation of the existing hydronic system including heat emitters, the temperature needed for supply and return and design requirements of the thermal storage or buffer tank to optimize system performance. The training shall also cover sequence of controls for the integrated system.
- Completing system design reviews and providing feedback on any corrections necessary for design approval to contractors for heating systems based on RHNY requirements for advanced cordwood boilers (also referred to as wood gasification) and pellet-fired boiler hydronic systems submitted to NYSERDA for incentives.
- Developing and delivering high-efficiency pellet boiler heating system training for large commercial projects. This shall include at a minimum an overview of ASHRAE level II energy audit, examples of how to evaluate past energy bills to determine the correct pellet boiler size, measuring base-line energy use, qualified pellet boiler technologies, buffer tanks, systems integration challenges, placement of thermo couples and flow meters, system integration and controls with the existing heating system and building energy management system to optimize the new integrated heating system and protect components from excessive cycling, commissioning, measurement and verification;
- Conducting all tasks associated with delivering high quality training including all logistical support (arranging training locations and other meeting planning) marketing/advertising training to recruit participants, registering attendees for each session, issuing certificates of course completion, record-keeping for CEU and PDH credits, and for conducting pre- and post training surveys, working and coordinating with pertinent organizations to build interest and leverage resources;

- Maintaining currently-offered online training; and,
- Developing high-efficiency and low emissions biomass hydronic heating training modules (including reference to applicable NYSDOS mechanical code and NYSDEC Part 247, NYSED CHPS, other applicable codes, RHNY requirements or best practices), that can be embedded in existing two- and four-year degree programs to be delivered by qualified instructors.

### III. Eligibility Requirements

Eligible entities proposing under this RFP include, but are not limited to: hydronics technical experts with high- efficiency biomass heating experience; Radiant Panel Association members; NYS Professional Engineers; credentialed energy engineers experienced in commercial building energy audits (ASHRAE Level II) heating system sizing methods (modeling and empirical methods), system commissioning and measurement and verification plan and data review; professional engineers; educational/training organizations and institutions; local government member organizations; nonprofit organizations; consulting firms; outreach and education specialists; trade organizations; and, any other individuals or groups with the technical skills, knowledge and training experience to successfully implement this effort.

Proposers, including subcontractors that are involved in any aspect of curriculum development or delivery, must provide documentation of at least three years of training expertise in hydronics systems including some having high-efficiency and low emissions biomass boilers, or other relevant experience. Applicants must also have working knowledge of the NYSDOS Mechanical Code and NYSDEC Part 247, NYSED CHPS, other applicable codes, RHNY requirements or best practices.

Any training plan developed must conform to the Renewable Heat NY high-efficiency and low emissions biomass requirements found on the RHNY [website](#). Proposers must present their proposed approaches, strategies and tools for achieving the goals of this RFP, as well as their qualifications and experience in biomass technical training and education, skills, and abilities.

### IV. Proposal Requirements

#### General Requirements

Electronic submission is preferable. NYSERDA will also accept proposals by mail or hand-delivery. If submitting electronically, proposers must submit the proposal in either PDF or MS Word format with a completed and signed Proposal Checklist and Disclosure of Prior Findings of Non-Responsibility, in PDF format. Proposal PDFs should be searchable and should be created by direct conversion from MS Word, or other conversion utility, rather than scanning. For ease of identification, all electronic files must be named using the proposer's entity name in the title of the document. Proposals may be submitted electronically by following the link for electronic submissions found on this RFP's webpage, which is located in the "Current Opportunities" section of NYSERDA's website (<http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>). Instructions for submitting electronically are located as Attachment F to this RFP.

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**Roseanne Viscusi, RFP 3165  
NYS Energy Research and Development Authority  
17 Columbia Circle  
Albany, NY 12203-6399**

**A completed and signed Proposal Checklist must be attached as the front cover of your proposal. Late proposals will be returned and proposals lacking the appropriate completed and signed Proposal Checklist may be returned. Faxed or e-mailed copies will not be accepted.**

Hard copy proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Please submit your proposal using 2-sided copy. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not positively influence the evaluation of the proposal. Each page of the proposal should state the name of the proposer, the RFP number, and the page number. The proposal must be submitted in the format described below.

## 1.0 Cover Letter and Abstract

Proposers should submit a cover letter on official company letterhead that references this RFP and provides a brief summary of qualifications and a brief description of the proposed approach to fulfilling the work/tasks requested under this RFP. Proposers should describe teaming and partnering arrangements and their ability to deliver services that meet the overall goals and objectives of this RFP. The cover letter must also include firm name, address, telephone/fax, email address, contact person, year that firm/organization was established, and type of firm (partnership, corporation, not for profit, etc.). **The cover letter must be signed by a person with the authority to enter into a contract with NYSERDA.**

## 2.0 Work Plan and Implementation Strategy

The proposer shall prepare a Work Plan and Implementation Strategy that specifies how the proposer would approach the stated objectives in this RFP, including estimated number of trainings to be delivered over the project period, regional strategy, targeted audiences, etc. The Work Plan and Implementation Strategy must identify key personnel and list the responsibilities of the specific personnel by task where possible. The roles of all team members should be clearly identified.

Proposals also must include a plan for tracking and evaluating the effectiveness of the training provided under this program. Successful proposers will be expected to work closely and coordinate with NYSERDA's evaluation team, and examine the actual impact of training and education initiatives on improving the safety and performance of biomass systems. For example, activities to assess this impact include, but are not limited to evaluation forms developed and used for each training session, system inspection results evaluated for those trained versus those not trained, etc.

If the proposer includes a task for developing new training, the proposal must include a detailed explanation of the necessity for new curriculum and a detailed syllabus for the new course material.

## 3.0 Experience and Capabilities, Personnel and Qualifications

Proposers should describe in detail their expertise, experience, and ability to deliver services under this RFP, including thorough descriptions of projects completed that would illustrate competency in the range of services requested. Teaming arrangements are encouraged. Each team member must demonstrate their value to the team, such as experience and expertise in hydronics training for high-efficiency and low emissions biomass heating systems. The qualifications and experience of the staff responsible for all logistical tasks associated with the implementation of training also shall be included.

Proposers must provide documentation of at least three years of training experience plus any other relevant education experience and a comprehensive listing of relevant projects completed or in progress. Proposers should show evidence of the benefit and impact their training provided to the market, and how/how much they were able to penetrate the target market. Please include a reference or references for each project cited.

Proposers must identify and describe the company/firm/organization that will be the **prime contractor** under this RFP, and describe team members, including past relationships with team members. Include an organizational chart, if necessary.

Identify the individual who will be the **Project Manager** (PM) for the project. Provide examples of how the PM has managed similar projects in the past. Key personnel including those of subcontractors/team members must be identified, numbers of hours for this project from each team member, etc.

Resumes of all key personnel that will be working under this RFP must be included.

If the proposer does not have offices within NYS, the proposal must include a description of the proposer's ability to economically perform work throughout the State.

## 4.0 Fee Schedule

Proposers must include a fee schedule for the services requested under this RFP, and details on amount of funds spent per task. Fee schedules for proposers and all team members shall include: direct labor costs for all personnel involved with the project presented by name, title and hourly rate; travel and per diem costs; overhead rates (basis rate and items included in the overhead rate); general and administrative costs and basis for application; and other costs.

The primary contractor should describe its contracting method for all team members. All subcontract arrangements shall be in accordance with the terms set forth in Article V of the Sample Agreement (Attachment E).

**Cost sharing is not required, but desirable.** If proposers wish to include cost sharing, please provide documentation in the following manner: Cost sharing can be from the proposer, other team members, and other government or private sources. Contributions of direct labor (for which the laborer is paid as an employee) and purchased materials may be considered "cash" contributions. Unpaid labor, indirect labor, or other general overhead may be considered "in-kind" contributions. NYSERDA will not pay for efforts that have already been undertaken. The proposer or proposing team cannot claim as cost-share any expenses that have already been incurred. Show the cost-sharing plan in the following format (expand table as needed):

	Cash	In-Kind Contribution	Total
<b>NYSERDA</b>	\$	\$	\$
<b>Proposer</b>	\$	\$	\$
<b>Others (list individually)</b>	\$	\$	\$
<b>Total</b>	\$	\$	\$

Attach supporting documentation to support indirect cost (overhead) rate(s) included in your proposal as follows:

1. Describe the basis for the rates proposed (i.e., based on prior period actual results; based on projections; based on federal government or other independently-approved rates).
2. If rate(s) is approved by an independent organization, such as the federal government, provide a copy of such approval.
3. If the rate(s) is based on estimated costs or prior period actual results, include calculations to the support proposed rate(s). The calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) are consistent with generally accepted accounting principles for indirect costs.

NYSERDA reserves the right to audit any indirect rate presented in the proposal and to make adjustment for such difference. Requests for financial statements or other needed financial information may be made if deemed necessary.

**5.0 Letters of Commitment**

Commitment letters from all project partners must be attached to the proposal. Letters from associated interest groups, if any, with whom proposers will be coordinating to implement work under this RFP also should be included.

**V. Proposal Evaluation**

NYSERDA reserves the right to eliminate from further consideration any proposal deemed to be substantially or materially non-responsive to the requests for information or program requirements contained herein. **It is strongly recommended that proposers review the evaluation criteria, since it is the basis upon which proposals will be reviewed and scored.**

Proposals will be reviewed and ranked, (based on the criteria below), by a Technical Evaluation Panel (TEP) consisting of NYSERDA staff and selected outside reviewers. All references to the "proposer" below apply to the proposer and any additional team members.

NYSERDA reserves the right to require an interview before final contract award decision. After final consideration and evaluation of the proposals, NYSERDA will notify each proposer of the outcome within approximately 10-12 weeks from the proposal due date.

## **Evaluation Criteria**

### **A. Responsiveness to the RFP**

Is the proposal responsive to the RFP requirements?

Does the proposer understand the target audience and has it tailored the scope appropriately?

Has the proposer set forth a logical approach to the RFP tasks?

Does the proposer identify existing resources to be leveraged for the project, as opposed to developing all new materials? If developing new training is proposed, does the proposal contain sufficient explanation and a detailed syllabus for the new course?

Is the project schedule reasonable?

Is the proposed approach sound and likely to be successful?

Is the proposal well written, organized and coherent?

Does the proposal include all components requested in the proposal format outline?

### **B. Qualifications and Expertise of the Team in Relevant Areas**

Does the team have at least three years of relevant and extensive experience in the work sought under this RFP? Have they demonstrated their ability to reach their target market and have a significant positive impact on the market?

Does the proposer demonstrate extensive knowledge of residential and commercial hydronic heating system training underway for high-efficiency and low-emissions biomass systems in the U.S. and within NYS?

Does the proposer demonstrate a working knowledge of NYSDOS Mechanical Code and NYSDEC Part 247, NYSED CHPS, other applicable codes, RHNY requirements or best practices?

Do team members complement each other?

Do all team members lend value and have expertise appropriate to their role?

Has the proposer presented the team's qualifications and experience for all areas for which they are proposing work?

Have the proposers demonstrated their expertise through detailed examples and lessons learned?

What is the quality and relevance of previous work as evidenced by examples and lessons learned?

Are reference letters provided and are references positive?

Does the proposer exhibit an understanding of training needs relative to advancing the goals of RHNY?

Does proposer demonstrate an ability to complete projects on schedule?

Are letters of commitment from all team members provided?

Does the proposer exhibit the ability to supply qualified meeting planning and other logistical support services?

### **C. Identification of Staff Assigned to Project**

Are all key personnel identified and the responsibilities clearly outlined?

Are the roles of all team members clear?

Is a project manager with appropriate skills and expertise identified?

Are resumes provided for key personnel, and do those individuals have the appropriate expertise for their roles?

### **D. Assessment of Reasonableness of Labor Rates, Associated Fees and Overhead**

Is the project budget desirable in terms of total cost per training? Are more funds being directed to trainings than to administration, marketing, overhead, etc.?

Are the labor rates and overhead reasonable?

Are the rates consistent with expertise, qualifications and experience?

If a proposer/team is from outside NYS, have they addressed in a satisfactory manner how travel and other administrative costs will be managed and how the proposer/team will economically perform work throughout the State? Have they made an arguable case for choosing a contractor from outside the state?

Has the proposer included cost sharing?

## **VI. GENERAL**

### **Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k**

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006.

(The text of the law is available at: <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, additional forms must be completed and filed with proposals: (1) a signed copy of the Proposal Checklist including required certifications under the State Finance Law and (2) a completed Disclosure of Prior Findings of Non-Responsibility form. Failure to include a signed copy of the Proposal Checklist referenced in this solicitation will disqualify your proposal.

**Proprietary Information** - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://www.nyserda.ny.gov/About-/media/Files/About/Contact/NYSERDA-Regulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

**Omnibus Procurement Act of 1992** - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development  
Division for Small Business  
625 Broadway  
Albany, NY 12207

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development  
Minority and Women's Business Development Division  
625 Broadway  
Albany, NY 12207

**State Finance Law sections 139-j and 139-k** - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>

The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

**Tax Law Section 5-a** - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220td\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf)).

Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at [http://www.tax.ny.gov/pdf/current\\_forms/st/st220ca\\_fill\\_in.pdf](http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf)). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

**Contract Award** - NYSERDA anticipates making one or possibly two awards under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal (see Proposal Checklist). Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify applicants in approximately 12 weeks from the proposal due date whether your proposal has been selected to receive an award. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

**Limitation** - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

**Disclosure Requirement** - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

## **VII. Attachments:**

- Attachment A - Proposal Checklist - (mandatory)
- Attachment B - Disclosure of Prior Findings of Non-responsibility (mandatory)
- Attachment C - Contract Pricing Form and Instructions (mandatory)
- Attachment D - Intent to Propose (Optional)
- Attachment E - Sample Agreement
- Attachment F – Instructions for Electronic Submission