

ATTACHMENT B
INSTRUCTIONS FOR SUBMITTING ELECTRONIC APPLICATIONS

NYSERDA RFP 3257

Applications Due: May 26, 2016 5 p.m. EDT

Section A. Please read the following instructions before submitting an application:

1. Visit the Main Tier Solicitation website to review the application materials and process. Main Tier Solicitation Website: <http://www.nyserda.ny.gov/All-Programs/Programs/Main-Tier/Main-Tier-Solicitations>
2. Gather required documentation files prior to starting a submission (i.e., Proof of Bid Deposit, Engineering Reports, demonstration of Fuel availability, etc.).
3. Click the “Apply Online” button to begin the online submission process using the SeamlessDoc Application.
4. If you need to pause during the application process, you may save your progress and pick up later. Instructions will be provided through an email, which will be sent to the Primary Contact on page 1 of the application form.
5. Submit one Provisional Certification and Application form for each bid facility.
6. Complete the Provisional Certification and Application form online and provide your electronic signature. NYSERDA recommends reserving ample time to address Provisional Certification and Application requirements for each bid facility. The Provisional Certification and Application form must be completed online before the deadline.
7. After applying your signature, click the Finalize and Submit button and then you will be prompted to upload attachments.
8. Upload as many files as needed.
9. The electronic file names should include the bid facility’s name and RFP 3257 in the title of the document. Limit file names to **100** characters.
10. You may submit Word, Excel, Zip, or PDF files. Individual files should be less than **100MB** file size.
11. Once you have uploaded all your documents, click the “Attach” button to finalize your submission.
12. After submitting your Application, you will be provided submission confirmation including a Reference Number (located at the bottom of page 5 in the PDF document). **PLEASE NOTE YOUR REFERENCE NUMBER.** Please print and save the confirmation page.
13. At the submission confirmation page, you may download and/or email your completed application.
14. An auto-generated confirmation e-mail will be sent to the e-mail address you provided in Primary Contact section of the application (page 1). Please save this e-mail.
15. When choosing to submit files electronically, all correspondence including the award/non-

award notification letter will be sent to the e-mail address of the **Primary Contact listed on the Provisional Certification and Application Form.**

Section B. Important Reminders:

16. **The electronic application system closes promptly at 5pm Eastern Daylight Time on May 26, 2016.** Only completed Applications will be accepted by the deadline. Files in process or attempted for submission after 5pm will be locked out of the system. Please allow at least **60 minutes** to submit the Provisional Certification and Application Form, including attachments.
17. Applicants are encouraged to review the Provisional Certification and Application (Attachment A), determine all applicable requirements, and gather documentation/files needed to complete the application process (e.g., Proof of Bid Deposit, Engineering reports, demonstration of fuel availability, etc., as applicable) **prior** to starting to the submission process.
18. E-mail or facsimile submittals will not be accepted.
19. Incomplete applications may be subject to disqualification. It is the applicant's responsibility to ensure that all required documentation has been included in the Application.

Section C. If you fail to attach required documentation:

If after you sign and submit your application(s), you discover that the application(s) you submitted are incomplete (missing required documentation), follow these instructions:

1. Use the link and receipt number you received in your application email confirmation.
2. Upload and submit the missing documentation. You will receive another confirmation e-mail.
3. NYSERDA will accept the additional documentation until the deadline, May 26, 2016.

Section D. If you make an error:

If after you sign and submit your application(s) you discover that the application(s) you submitted are inaccurate follow these instructions:

4. Start the process over again and **resubmit the entire application.** You will receive another confirmation e-mail.
5. Immediately forward both confirmation e-mails (original and resubmission) to proposals@nyserda.ny.gov with the subject line of "**Resubmittal for RFP 3257**"
6. NYSERDA will accept the second submission as your application. The first submission will be disregarded.

If you need help:

If you need help with this electronic application process, please contact Roseanne Viscusi at Roseanne.Viscusi@nyserda.ny.gov or 518-862-1090 ext. 3418 and the Program contact listed in the solicitation.