

# ATTACHMENT A - PON No. 1176 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date	
Primary Contact (Prime Contractor)		Title	
Company		Phone	e-mail
Address	City	State or Province	Zip
Secondary Contact		Title	
Company		Phone	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 pg) \_\_ Yes \_\_ No

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

Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)? \_\_ Yes \_\_ No  
(if yes, explain on separate page)

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

Technical Project Information and Benefits _____ Business Plan _____ Proposer or Proposing Team Qualifications _____ Statement of Work _____ Cost Sharing Summary _____ Milestone Payment Schedule _____ Project Expenditure Time Line _____ Contract Pricing Proposal Form _____	Letters of Commitment _____ Indictment/Conviction of Felony (if applicable) _____ NYSERDA Contracts Awarded (if applicable) _____ Prior and/or Competing Proposals (if applicable) _____ Exceptions to Terms & Conditions (if applicable) _____ Disclosure of Prior Findings of Non-responsibility Form _____
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**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, 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.