



## RENEWABLE, CLEAN ENERGY and ENERGY EFFICIENCY PRODUCT MANUFACTURING INCENTIVE PROGRAM

Program Opportunity Notice (PON) No. 1176

**\$10 MILLION AVAILABLE**

**Proposals will be accepted through June 30, 2011 by 5:00pm Eastern Time or until funds run out, whichever is first. \***

**Proposals will be evaluated on a first come, first served basis as they are received.**

**Program Summary.** The New York State Energy Research and Development Authority (NYSERDA) seeks to expand the level of manufacturing of renewable, clean, and energy-efficient products in New York. This program is designed to provide New York electricity consumers with greater access to renewable, clean-energy, and energy-efficient products by providing financial assistance for developing manufacturing facilities to manufacture these eligible products in New York State. This program invites proposals requesting funding to *develop or expand a facility* to manufacture eligible products. Incremental additions or modifications to existing manufacturing lines will not be considered.

**Eligible products** include: (1) renewable or clean-energy products that produce or support the production of renewable or clean electricity; (2) energy-efficient end-use technologies that use electricity as a principal input and result in a substantial increase in the efficient use and or conservation of electricity compared to the status quo; or (3) electric storage technologies for grid-connected applications. In order to be eligible, products should be beyond the prototype stage and mature enough to warrant designing and building or expanding a commercial manufacturing facility.

**Proposals.** Proposals may be submitted by individual companies or teams. Proposals must include a description of the product to be manufactured, a description of the proposed facility or expansion, and the applicability of the technology to the New York market. Other information from the Proposer that is necessary to adequately evaluate proposals includes a business plan, corporate financial information and letters of support from all team members.

**Funding.** Available NYSERDA funding for this solicitation is \$10,000,000 and maximum per project is \$1,500,000. Incentive payments will include the following restrictions: 1) up to 25% of project funding will be based on milestones achieved in *Phase 1: Facility and Site Characterization* and *Phase 2: Project Development and Construction*, and 75% or more will be based on product sales in *Phase 3: Project Commercial Operation*; 2) a requirement for local-source content; 3) a limit of five years; and 4) a requirement that the Proposer must actively pursue all other incentive and economic development assistance as part of this program. Cofunding by the Proposer of 50% or more is required for Phases 1 and 2 and 75% or more is required for Phase 3.

**Proposal Submission.** Proposers must submit twelve (12) copies of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which must contain an original signature. Proposals must be clearly labeled and submitted to:

**Roseanne Viscusi, PON No. 1176  
New York State Energy Research and Development Authority  
17 Columbia Circle  
Albany, New York 12203-6399**

If you have technical questions concerning this solicitation, contact Jennifer Harvey at (518) 862-1090, ext. 3264 or [jlh@nyserda.org](mailto:jlh@nyserda.org), or contact Joe Borowiec at (518) 862-1090 ext. 3381 or [jcb@nyserda.org](mailto:jcb@nyserda.org). If you have contractual questions concerning this solicitation, contact Diane Vogel at (518) 862-1090, ext. 3299 or [drv@nyserda.org](mailto:drv@nyserda.org).

No communication intended to influence this procurement is permitted except by contacting Jennifer Harvey (Designated Contact) at (518) 862-1090, ext. 3264 or [jlh@nyserda.org](mailto:jlh@nyserda.org). 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 and proposals lacking the appropriate completed and signed Proposal Checklist will be returned. 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.org](http://www.nyserda.org).

# I. INTRODUCTION

## PROGRAM OBJECTIVE

The program is designed to expand the manufacturing of renewable, clean, and energy-efficient products in New York. The program will ultimately provide New York consumers with greater access to these products by developing manufacturing facilities in New York State. Benefits of this program may include increasing the availability of renewable, clean, and energy-efficient products for the New York market, developing a stronger clean-energy industry and creating new jobs. This program should lead to an increase in the deployment of “made in New York” technologies.

## II. PROGRAM REQUIREMENTS

### I.

#### WHO MAY PROPOSE

Proposers may include, but are not limited to, current manufacturers of an eligible product. All proposers must demonstrate their intention to manufacture a product or products in New York State. Teaming arrangements are encouraged when necessary to meet project goals. Proposing teams should include members who have manufacturing and plant-operation experience.

Consistent with restrictions associated with the **New York Energy \$mart<sup>SM</sup>** program, only proposals for project development in the service territories of Rochester Gas & Electric Corporation, Consolidated Edison Company of New York, Inc., Central Hudson Gas and Electric Corporation, New York State Electric and Gas Corporation, National Grid Company, and Orange and Rockland Utilities, Inc. will be eligible for an award under this PON. The proposed facility must pay the System Benefits Charge, through either a mandatory or voluntary contribution, in order to receive an award.

#### ELIGIBLE PRODUCTS

Eligible products include: (1) renewable or clean-energy products that produce or support the production of renewable or clean electricity; (2) energy-efficient end-use technologies that use electricity as a principal input and result in a substantial increase in the efficient use and or conservation of electricity compared to the status quo; or (3) electric storage technologies for grid-connected applications. Components that are an integral part of an eligible product and are largely specific and unique to the eligible product are also eligible. In order to be eligible, products should be beyond the prototype stage and mature enough to warrant designing and building a commercial manufacturing facility.

#### PROGRAM SUMMARY

This program will provide funding for renewable, clean, and energy-efficient product manufacturers to develop or expand a facility to produce eligible products. Maximum available funding is ***\$1,500,000 for each project***. The manufacturing facility can be located at Saratoga Technology + Energy Park (STEP) or other locations in New York consistent with restrictions associated with the **New York Energy \$mart<sup>SM</sup>** program. NYSERDA expects the facility to operate after this project has been completed and NYSERDA's funding participation is over.

The program is divided into three phases:

### **PHASE 1- Facility and Site Characterization**

Up to 5% of the NYSERDA funding requested by a proposer (up to a maximum of \$75,000) for site characterization activities. Site characterization activities in Phase 1 must be completed within three months of contract award. Proposer(s) must complete a facility and site characterization study, including expected plant capacity, employment and site requirements before any authorization for project development under Phase 2 or 3 will be made. Funding for Phases 2 and/or 3 shall be contingent on the proposing team identifying and securing a site and completing initial facility design. At least 50% cost-sharing from the proposing team is required for Phase 1 activities; higher levels of cost sharing are preferred.

### **PHASE 2 - Pre-Production Development**

Up to 20% of the NYSERDA funding requested by a proposer (up to a maximum of \$300,000) may be used to support pre-production development (Phase 2) subject to the Proposer's satisfying defined project milestones. Cost-sharing from the proposing team is required for Phase 2 activities. At least 50% cost-sharing from the proposing team is required for Phase 2 activities; higher levels of cost sharing are preferred.

### **PHASE 3 - Production Incentive Payments**

At least 75% of the NYSERDA funding requested by the Proposer must be based on the sale of clean-energy products produced at the facility. Proposals with more than 75% of NYSERDA funding based on product sales are desired and will be given additional weight during the evaluation. NYSERDA funding for Phase 3 will be contingent on the Proposer's satisfying Phase 1 and 2 milestones.

Production incentive payments by NYSERDA will be made based on a percentage of New York content of the product. New York content of the product is defined as the value of NY-manufactured components plus the value-added to the product(s) manufactured at the facility (see Attachment D Milestone Payment Schedule). This production incentive is limited to a maximum of 25% of the total New York content of the product. Proposals requesting production incentives lower than 25% of the total New York content of the product are preferred.

## **PROPOSAL SUBMISSION AND EVALUATION**

In order to accommodate proposers' schedules for facility development and construction, this program invites proposals on an ongoing basis. Proposers are encouraged to submit proposals as soon as practical to ensure funding is available. Plan on a six to eight week review period prior to notification of results.

## **OTHER ASSISTANCE OPPORTUNITIES**

Proposers are encouraged to seek other NYSERDA opportunities to enhance their businesses. Check <http://www.nyserda.org/funding/funding.asp?i=2> for a list of current NYSERDA funding opportunities and check <http://www.getenergysmart.org/ContractorsPartners/ResidentialContractors/trainings.aspx> for information on workforce training.

For information on economic assistance programs offered by Empire State Development, check [www.nylovesbiz.com](http://www.nylovesbiz.com).

## PROGRAM LIMITATIONS

- Incremental additions or modifications to existing manufacturing lines in New York State will not be eligible under this solicitation.
- Proposals to manufacture products that are not beyond the prototype stage or mature enough to warrant designing and building a commercial manufacturing facility are not eligible.
- A proposal must explain the applicability of the technology to the New York clean-energy market.
- Renewable or clean-energy projects that do not produce electricity will not be eligible for this solicitation.
- Energy-efficient technologies that do not use electricity as a principal input and result in a substantial increase in the efficient use and or conservation of electricity compared to the status quo will not be eligible for this solicitation.
- Energy storage technologies that are not grid-connected will not be eligible for this solicitation.
- Power-plant projects, including those that use biodiesel and ethanol as fuels, are not eligible for this solicitation.
- Proposals that produce fuels or feedstocks are not eligible for this solicitation.

## III. PROPOSAL REQUIREMENTS

Proposers must submit (twelve) (12) copies of the completed proposal to the attention of Roseanne Viscusi at the address on the front of this Program Opportunity Notice/Request for Proposal. A completed and signed Proposal Checklist must be attached as the front cover of your proposal, one of which must contain an original signature. **Late proposals and proposals lacking the appropriate completed and signed Proposal Checklist will be returned.** Faxed or e-mailed copies will be not be accepted.

### **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 laws are available at: <http://www.ogs.state.ny.us/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.

**Proposal Format:** Proposals should not be excessively long or submitted in an elaborate format

that includes expensive binders or graphics. Unnecessary attachments beyond those sufficient to present a complete, comprehensive, and effective response will not influence the evaluation of the proposal. Each page of the proposal should state the name of the proposer, the PON number, and the page number. The proposal must be in the following format:

## **Section I. Technical Proposal**

### **Technical Project Information and Benefits --**

- ***Product Description*** - Describe the product(s) and related technology or technologies to be produced. Include a discussion of any patents or licensing agreements associated with the product. Describe the status of development of the product, including the number of prototypes produced and results of prototype testing. Indicate the status of product certification to relevant standards, such as UL. Indicate whether the product(s) is currently commercially available and, if so, where it is currently manufactured. Indicate whether any independent testing has been performed or is planned. Indicate whether the product(s) has undergone or will undergo a certification process such as Underwriters Laboratories.
- ***Facility Description*** – Describe the physical requirements for the proposed manufacturing facility. Indicate whether the company currently owns or has control of any of the assets that are required for the facility. Indicate whether the facility has or will have expansion potential. Indicate major equipment that will be purchased. Describe any anticipated environmental issues and permits that will be required and identify your approach for addressing the issues and obtaining the permits.
- ***Production Estimate*** – Provide an estimate of the maximum expected plant capacity (in number of units) per quarter that the proposed project will be able to provide over the first five years of production (the incentive payment term). Include assumptions such as number of shifts and days per week. Note that this is not the same as the sales projections requested in the Business Plan. This estimate assumes that the plant is operating at full capacity.
- ***Benefits to New York State*** – Explain the applicability of the technology to the New York clean-energy market. Include an estimate and provide support for the total New York State-manufactured component and value-added content. Estimate and provide support for the measurable benefits expected for each of the first five years after completion of the project including: number of jobs impacted (created, displaced, or saved), costs reduced, productivity increased, units sold, etc. Discuss how the project will continue after NYSERDA funding ends. Describe the impact NYSERDA payments are expected to have on the project’s development and performance.

### **Business Development Plan –**

Provide a business plan that includes, at a minimum, these elements:

- ***Market Analysis*** - Describe the marketing rationale for the product. Describe the target market for this product. Characterize the market size for the product. Describe the

competition and include a description of leading competitors. Describe the competitive advantage this product will have over its competition. Describe why people will purchase the product.

- **Marketing Strategy** - Indicate when you expect commercial sales of the product to begin. How will you market the product? Describe your methods for distributing the product, including whether you have or plan to establish a New York distribution network. Include projected annual sales (in number of units and dollars) for each year through Year Five.
- **Manufacturing Plan** – Describe your corporate manufacturing strategy. Include information on locations of other existing or planned manufacturing facilities (if any), location or locational requirements for the proposed manufacturing facility, and the relationship between the proposed facility and other facilities (if other facilities exist). If the location of the facility is not yet identified, indicate the strategy and time-frame for locating the facility. If the corporate headquarters are not in New York, describe the factors other than this award that are driving the decision to consider locating the manufacturing facility in New York. If the corporate headquarters or technical expertise is not located in New York, describe how the Proposer will ensure appropriate technical and/or business oversight at the manufacturing facility.
- **Cash Flow Projections** - A projected five-year cash flow analysis for the project. The pro forma analysis must include information and assumptions on development and construction costs, the cost of capital, proposed sales prices or rental rates, sale and rental revenues for all uses, projected occupancy, other revenues, operating expenses, and the basis for these costs. Proposers must demonstrate a viable financial structure for the development over the life of the Ground Lease.
- **Financing** - Describe sources of financial resources that will be used by the Proposer to perform the proposed work. Indicate the sources of financing for the project and describe the relationship between sponsor (Proposer) and parties who intend to fund the project. If a bank or leasing company financing is included, please include a copy of an executed commitment letter. Identify all other incentives and economic development assistance that have been secured or are being pursued. Provide financial statements complete with all schedules and attachments for the prior three years for the Proposer, its parents and related entities. Include balance sheets and cash flow analyses for the company and the plant. Describe any liens, judgments, pending lawsuits or other legal claims, tax claims or other outstanding financial claims against the Proposer, or its parent or any of its related entities or key management.
- **Risk Assessment** - Identify the technical, engineering, and business risks associated with the project and provide evidence that such risks are accounted for and adequately addressed.
- **Corporate and Ownership Structure** – Describe the structure of your corporation and the ownership structure.

## **Proposer or Proposing Team Qualifications -**

- ***Proposing Team Profile*** - Include a brief company description including date founded, history, size, product portfolio, and location. Also include an explanation of why the proposed company or team is the best qualified to perform/implement the project. Identify any other company qualifications relevant to the proposed work. If identified, describe the site development firm and its experience with such facilities.
- ***Organizational Chart*** - Prepare an organizational chart listing all team members, including the project manager and any subcontractors and other sponsors involved in the project, showing their roles and responsibilities.
- ***Team Qualifications*** - State how the proposing team's individual and combined expertise will enable successful completion of this project. Identify specific technical and business expertise. Submit resumes of all key project team members, including those of officers, Board members, and proposed subcontractors. Include education and experience that are relevant to the proposed work.
- ***Previous Experience*** - Describe the proposing team's experience in developing and operating production facilities, marketing clean-energy products, and other relevant areas. List related projects that have been undertaken and successfully completed by the Proposer and/or subcontractors. For each project, provide a brief project summary and the name and phone number of a client contact. NYSERDA reserves the right to contact anyone so listed.

## **Statement of Work –**

A sample Statement of Work is included in Attachment C. The Statement of Work is the primary contractual document that outlines work activities and required performance for payment by NYSERDA. It specifically delineates each step or procedure required to accomplish the project objectives. Therefore, each action shall be identified, indicating who will perform it, how it will be performed and its intended result. Be clear and specific; concentrate on “how” and not “why.” Modify the sample Statement of Work as necessary to fit your project and to provide additional information.

## **Section II. Project Budget, Terms and Schedule**

**Cost-Sharing Summary** - Cost sharing by the Proposer is required. For Proposals requesting funding for Phases 1 or 2, cost sharing of at least 50 percent is required for each of these phases. Cost sharing of at least 75 percent is required for Phase 3. 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 which have already been undertaken. The proposer or proposing team cannot claim as cost-share any expenses that have already been incurred. Present cost-sharing in the following formats (expand table as needed):

<b>Cost Sharing Summary by Phase</b>				
<b>Source</b>	<b>Phase 1</b>	<b>Phase 2</b>	<b>Phase 3</b>	<b>Total</b>
<b>NYSERDA</b>				
<b>Proposer</b>				
<b>Other (list individually)</b>				

<b>Cost Sharing Summary For Total Project Separating Cash and In-Kind</b>			
	<b>Cash</b>	<b>In-Kind</b>	<b>Total</b>
<b>NYSERDA</b>			
<b>Proposer</b>			
<b>Others (list individually)</b>			

**Milestone Payment Schedule** - A sample Milestone Payment Schedule is included in Attachment D. The Milestone Payment Schedule is the contractual document that identifies contract deliverables and the payments that will be made upon NYSERDA's receipt of the deliverables. It also delineates the schedule for the work. The Milestone Payment Schedule should provide effective financial incentives for on-time installation and start-up of the plant.

Fill out the schedule and milestone payment columns in the Milestone Payment Schedule. If milestones are added or deleted, or if other changes are made to the Milestone Payment Schedule, provide an explanation for the change. Maximum available NYSERDA funding per project is \$1,500,000. Maximum or minimum funding percentages for certain milestones are included in the sample Milestone Payment Schedule. Lower percentage of funding compared to the maximum for Phase 1 and Phase 2 compared to Phase 3 are preferred .

**Project Expenditure Time Line** - Submit a table in the format below identifying expected total, NYSERDA, and cost-sharing project expenditures for each quarter of Phases 1 and 2 and for the total project, broken down into the following categories at a minimum:

<b>Project Expenditure Time Line</b>								
<b>Activity</b>	<b>Phase 1</b>	<b>Phase 2 Q1</b>	<b>Phase 2 Q2</b>	<b>.....</b>	<b>Phase 2 last Q</b>	<b>Phase 1 and 2 Total</b>	<b>NYSERDA Budget</b>	<b>Cost Sharing</b>
Site Characterization and assessment, and Securing site lease or purchase (Task								

3 & 5)								
Financial Plan (Task 4)								
Land costs and taxes (Task 4)								
Facility design and engineering (Task 6)								
Permits & approvals (Task 7)								
Equipment procurement (Task 8)								
Site improvements and construction (roads, buildings, etc.) (Task 8)								
Install, test, and optimize equipment (Task 8)								
Complete and commission facility (Task 8)								

\* Note that task numbers refer to tasks in Attachment C, Sample Statement of Work.

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 rate(s) is based on estimated costs or prior period actual results, include calculations to support proposed rate(s). 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.

**Contract Pricing Proposal Forms (CPPF)** - Proposals requesting funding for Phase 1 or Phase 2 activities must submit a completed form for the each of these phases requesting funding,

including in-kind contributions. [The CPPF, with associated instructions, is provided as Attachment D to this PON.]

**Letters of Commitment** - Include letters of commitment, signed by a person authorized to contractually obligate the organization, for all participating organizations and cofunders.

**Exceptions to the Terms and Conditions** - If you do not accept the standard terms and conditions (including the recoupment provisions) as contained in the attached Sample Agreement, provide alternate terms with justification based on the risk and benefit to NYSERDA and New York State.

## IV. PROPOSAL EVALUATION

Proposals that meet requirements will be reviewed and evaluated for technical merit, commercialization potential and cost-value relationship, including cost-sharing or co-funding, based on the criteria below, by a Technical Evaluation Panel (TEP) consisting of NYSERDA staff and selected outside reviewers. In order to be funded, the TEP must answer ‘yes’ to each question labeled as a ‘*critical question*’. Questions below each ‘*critical question*’ provide guidance to help the TEP answer each ‘*critical question*’. In addition, final decisions may be based on programmatic and management considerations, such as those identified below.

**Overall and New York State Impact** – Will the project result in significant economic, energy and/or environmental benefits to New York State? (*critical question*)

- What is the likelihood of the proposal achieving its stated goals?
- How likely is it that the benefits will be realized?
- Are the economic benefits, such as jobs, quantified and are they significant?
- How well does the Proposer understand the project?
- What is the likelihood of the plant operating beyond the 5-year project operational period?
- What is the value-added percentage of the product to be manufactured in New York?
- Are there markets for the product in the New York State?
- Does the Proposer have or plan to develop a New York distribution network?
- If the Proposer received a previous award under a NYSERDA Manufacturing Incentive Program (PONs 827, 959, 1115, or 1176), does this proposal provide significant energy and/or environmental benefits over and above work done in the previous project?

**Technical Project Information** – Is the proposed technology or product technically viable and ready for commercialization? Is the proposed facility and manufacturing process appropriate and will the facility result in commercial success of the proposed project and business? (*critical questions*)

- Does the product meet an acceptable standard as a clean technology?
- Is the product ready for commercial production?
- Will the product perform as expected?
- If the proposal is for a component of an eligible product, is it an integral part of the product and will the component be used primarily in eligible products?
- Are the proposed facilities appropriate to do the work proposed?
- What is the plant capacity?
- Does the site offer expansion capacity?
- Is the Proposer's approach to addressing permitting and environmental issues appropriate?

- Is the Statement of Work well-organized, clear, complete, and is the level of detail provided sufficient to adequately describe the work to be accomplished?

**Business Development Plan** – Is the business plan credible and are the proposed results likely to be achieved? (*critical question*)

- Has the Proposer demonstrated that it has adequate financial resources to perform the proposed work?
- Are the corporate and ownership structures suitable to meet the goals of the project?
- Are the corporate and manufacturing business plans reasonable and clearly supported by the data?
- Have the risks been identified and addressed?
- What is the likelihood of obtaining project financing?
- Is the Proposer's approach to marketing appropriate?
- Has the Proposer demonstrated sufficient markets and demand for the product to justify the forecasted sales?
- What are the forecasted sales?
- Is the sales forecast reasonable and likely to be achieved, based on the market assessment?

**Proposer or Proposing Team Qualifications** - Does the proposing team have the appropriate commitment, structure, expertise, experience and track record to successfully complete the project and achieve the business plan goals and objectives? (*critical question*)

- How qualified is the Proposer to develop the project, based on the evidence provided?
- Does the team show an appropriate balance of business development, technical, manufacturing operations, marketing, and administrative expertise?
- Are the Proposer's financial qualifications (including its proven ability to obtain financing for projects of similar size, experience with institutional lenders and evidence of the willingness of such lenders to finance the proposed development) adequate?
- Will there be appropriate business and technical oversight at the manufacturing facility?
- Is there evidence of a good performance record on other relevant projects?
- Are roles of responsibility for individual project personnel clearly defined?

**Project Cost and Schedule** - Are the financial costs and risks to NYSERDA addressed and appropriately balanced with the likely benefits of the project? (*critical question*)

- How much plant capacity will be developed for each dollar of NYSERDA's funding?
- What is the ratio of NYSERDA funds for Phases 1 and 2 compared to Phase 3?
- Are the proposed milestones and milestone payment schedules during Phases 1 and 2 appropriate for the work proposed?
- Are the proposed milestone payment schedules during Phases 1 and 2 likely to be effective in ensuring facility development and reliable performance?
- Is the amount of equity or personal risk the Proposer intends to contribute or assume for the project adequate?
- Are other sources of funding identified and reasonably secure?
- Has the Proposer adequately pursued other incentive and economic development assistance?
- Is the proposed cost sharing higher than the minimum required under this program?
- Is the schedule reasonable?

NYSERDA management will consider programmatic and management issues in the development of a portfolio of funded research projects. Examples of programmatic and management issues include, but are not limited to, the following: technological diversity of the R&D program, geographic diversity, availability of funds, replication potential in New York State and acceptance of NYSERDA's contractual terms and conditions.

## V. GENERAL CONDITIONS

**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 accept 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 [www.nyserda.org/nyserda.regulations.pdf](http://www.nyserda.org/nyserda.regulations.pdf). 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  
30 South Pearl Street  
Albany, NY 12245

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

Empire State Development  
Minority and Women's Business Development Division  
30 South Pearl Street  
Albany, NY 12245

**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.state.ny.us/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.state.ny.us/pdf/2006/fillin/st/st220td\\_606\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2006/fillin/st/st220td_606_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 perspective contractor prior to contacting and filed with NYSERDA. *See*, ST-220-CA (available at [http://www.tax.state.ny.us/pdf/2006/fillin/st/st220ca\\_606\\_fill\\_in.pdf](http://www.tax.state.ny.us/pdf/2006/fillin/st/st220ca_606_fill_in.pdf) ). The Department has developed guidance for contractors which is available at [http://www.tax.state.ny.us/pdf/publications/sales/pub223\\_606.pdf](http://www.tax.state.ny.us/pdf/publications/sales/pub223_606.pdf).

**Contract Award** - NYSERDA anticipates making multiple awards under this solicitation. It may award a contract based on initial proposals without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support proposals. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA expects to notify proposers in approximately 10 weeks from the proposal submission date whether your proposal has been selected to receive an award.

**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 change this solicitation at any time. If changes are made to this solicitation, notification will be posted on NYSERDA's web site at [www.nyserda.org](http://www.nyserda.org).

**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.

## VI. ATTACHMENTS

Attachment A - Proposal Checklist

Attachment B - Disclosure of Prior Findings and Non Responsible Form

Attachment C - Sample Statement of Work

Attachment D - Milestone Payment Schedule and Contract Proposal Pricing Form (CPPF) and Instructions

Attachment E – Optional Intent to Propose Form

Attachment F - Sample Agreement

# 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.

**Attachment B**  
**Disclosure of Prior Findings of Non-responsibility Form**

**(Mandatory)**

Name of Individual or Entity seeking to enter the procurement contract:	
Address:	
Date:	
Solicitation or Agreement Number:	
Name and Title of Person Submitting this Form:	
Has any Governmental Entity made a finding of non-responsibility regarding the Individual or Entity seeking to enter the Procurement Contract in the last four years? (Please indicate with an "X")	Yes
	No
Was the basis for the finding of non-responsibility due to due to a violation of §139-j of the State Finance Law? (Please indicate with an "X")	Yes
	No
Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity? (Please indicate with an "X")	Yes
	No
If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility below.	
Government Agency or Authority:	
Date of Finding of Non-responsibility:	
Basis of Finding of Non-responsibility: (Add additional pages as necessary)	

Has any Government al Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named Individual or Entity due to the intentional provision of false or incomplete information ? (Please indicate with an "X")		Yes
		No

(Please indicate with an "X")  
If you answered yes, please provide details below.

Government Agency or Authority:

Date of Termination or Withholding of Contract:

Basis of Termination or Withholding: (Add additional pages as necessary)

Offerer certifies that all information provided to NYSERDA with respect to State Finance Law §139-k is complete, true, and accurate.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Name: \_\_\_\_\_ Title: \_\_\_\_\_

**Attachment C**  
**Sample Statement of Work**  
**[Insert proposal title]**  
**[Insert proposer name]**

**INTRODUCTION**

[Insert a one to two paragraph introduction that includes, at a minimum, the following:

- A brief description of the product.
- A brief description of the facility and its location or the anticipated facility.
- A brief description of what will be done in this project.
- Expected outcomes from this project (product throughput, jobs, etc.)]

**UNIT DEFINITION**

A unit is defined as: [insert a description of the product that will be manufactured and sold; this definition will be used in reporting metrics in Subtask 2.1 and in determining the New York State value added per unit in the milestone payment schedule. If more than one unit is being manufactured, define each unit separately as Unit A, Unit B, etc.]

**COST SHARING**

It is understood and agreed that NYSERDA and the Contractor are sharing the costs for the project work to be performed and that the cost share identified in the Contractor's proposal and budget shall be readily available as described therein. NYSERDA reserves the right to reduce the amount of any milestone payment made in any reporting interval to an amount commensurate to the documented cost share incurred.

**SCOPE OF SERVICES**

**Task 1: Project Management**

**Subtask 1.1: Project Management.** The Contractor shall be responsible for meeting the project objectives and conforming to the project schedule and budget. The Contractor shall assign [name the project director] as Project Director. Regardless of subcontracting arrangements, the Contractor shall be solely responsible for the completion of the work and the successful outcome of the project. If projected resources from additional NYSERDA programs or from other outside participants are not forthcoming, the Contractor shall complete all project tasks and goals and to fund or find alternative funding for all tasks or initiatives required to successfully achieve the project's goals. The Contractor shall provide clearly defined objectives for the manufacturing plant upgrades including drawings and specifications to all sub-contractors, with approvals by NYSERDA expected during all phases of development.

**Subtask 1.2: Project Meetings.** The Contractor shall arrange and schedule several meetings with NYSERDA as the overall plan for the program is developed. These meetings shall include the following:

**Project Kick-off Meeting.** The Contractor shall schedule a kickoff meeting with NYSERDA. The Contractor shall coordinate with NYSERDA's Project Manager to schedule this meeting; provide an agenda 3 days in advance of each meeting, and follow with meeting minutes.

*Phase 1 Meeting.* Upon Completion of Phase 1, the Contractor shall schedule a review meeting with NYSERDA. The Contractor shall coordinate with NYSERDA’s Project Manager to schedule this meeting, provide an agenda and the Phase 1 Report at least three days in advance of the meeting, and follow-up with meeting minutes. The Contractor shall invite NYSERDA’s Project Manager and other identified representatives to review the Contractor’s performance and discuss areas for program modification and improvement.

*Phase 2 Meeting.* Upon Completion of Phase 2, the Contractor shall schedule a review meeting with NYSERDA. The Contractor shall coordinate with NYSERDA’s Project Manager to schedule this meeting, provide an agenda at least 3 days in advance of the meeting, and follow-up with meeting minutes. The Contractor shall invite NYSERDA’s Project Manager and other identified representatives to review the Contractor’s performance and discuss areas for program modification and improvement.

*Final Meeting.* At the conclusion of Phase 3, the Contractor shall schedule a final review meeting at NYSERDA’s Albany offices. The Contractor shall coordinate with NYSERDA’s Project Manager to schedule this meeting. The Contractor shall invite NYSERDA’s Project Manager and other identified representatives.

The following deliverables shall be provided under Task 1:

- Meeting agendas and minutes

**Task 2: Reporting**

The Contractor shall provide NYSERDA’s Project Manager with reports regarding program status and progress as described in this task. NYSERDA’s Project Manager shall be copied on all correspondence regarding the project that is relevant to the expenditure of NYSERDA funds.

**Subtask 2.1: Project Manager Reports.** If the Contractor encounters any conditions that could significantly affect elements of this project including, but not limited to, site location, schedule, facility design, financing, project personnel, project partners, scale of project, the Contractor shall notify NYSERDA’s Project Manager via e-mail within five working days. If necessary, the Contractor shall schedule follow-up meetings or telephone calls with NYSERDA’s Project Manager.

**Subtask 2.2: Phase 1 Report.** Upon completion of Phase 1, the Contractor shall submit a Phase 1 Report to NYSERDA’s Project Manager. The Contractor shall include a discussion of the progress of the Facility development and identify any changes from the planned design, equipment, or schedule. The Contractor shall also provide a forecast of the economic impact of the project for the remaining phases and use the format shown in Table 1, Metrics Reporting Schedule, to report and update actual economic impact values until project completion. Deliverables identified in Phase 1 will be included as attachments to the Phase I report. The Contractor shall provide a breakdown of Phase 1 project expenditures.

**TABLE 1: Metrics Reporting Schedule**

		Year 1	Year 2	Year 3	Through forecast period n*
Annual income paid to New York employees	Actual				
	Forecasted				
Annualized number of New York State jobs in full-time equivalents (FTE’s)	Actual				

	Forecasted				
No. of units sold	Actual				
	Forecasted				
Total capacity of units sold	Actual				
	Forecasted				
Total sales revenues	Actual				
	Forecasted				
Percent of sales in New York					

\* The value (n) shall be defined as the completion date of the Agreement.

**Subtask 2.3: Phase 2 Report.** Upon completion of Phase 2, the Contractor shall submit a Phase 2 Report to NYSERDA’s Project Manager. The Contractor shall include a discussion of the progress of the Facility development and include a description of the production facility and a discussion of any problems and costs incurred. The Contractor shall discuss the status of attracting funding from various economic development agencies. The Contractor shall also provide actual figures and updated forecasts of the economic impact of the project for the remaining using the format shown in Table 1. The jobs estimate shall serve as the basis for the Milestone Payment Schedule, Phase 3. This report shall be submitted by the 15th day of the month following the end of Phase 2. The format of this report shall be determined during Phase I. Deliverables identified in Phase 2 will be included as attachments to the Phase I report. The Contractor shall provide a breakdown of Phase 2 project expenditures.

**Subtask 2.4: Phase 3 Quarterly Reports.** Throughout Phase 3, the Contractor shall submit quarterly progress reports to NYSERDA’s Project Manager that include project status in terms of production, any problems, and revenue/cost calculations including value-added. The Contractor shall also provide actual figures to date and updated/ adjusted forecasts of the economic impact of the project using the format shown in Table 1. These reports shall be submitted to NYSERDA’s Project Manager by the 15th day of the month following the reporting period. These reports shall include production data, including units manufactured, units sold in-state, units sold out of state, total revenue from sales, and total energy output associated with in-state sales. The Contractor shall also provide other metrics as required by individual milestones completed during that particular quarterly review period. The Contractor may submit invoices to coincide with these Phase 3 Quarterly Reports using the procedure described in Article 4 of this Agreement. The final Phase 3 Quarterly Report shall also include the Final Report as described in Subtask 2.3.

**Subtask 2.5: Final Report.** The Contractor shall submit a Final Report in accordance with Exhibit C of this Agreement to NYSERDA’s Project Manager that summarize the technical, production and economic impact information provided in previous reports. The Final Report shall be included as part of the final Phase 3 Quarterly Report (Subtask 2.3).

The following deliverables shall be provided under Task 2:

- Project Manager notifications if necessary
- Phase 1 Completion Report
- Phase 2 Completion Report
- Phase 3 Quarterly Reports
- Final Project Report

**PHASE 1: SITE AND PROJECT ASSESSMENT AND CONTROL**

**[INCLUDE IF PHASE I ACTIVITIES HAVE NOT YET OCCURRED]**

**Task 3: Site Characterization and Assessment**

**Subtask 3.1: Facility and Site Characterization and Assessment.** The Contractor shall specify physical requirements for the site, including site requirements, facility size, equipment needs, and utility access. Contractor shall complete an assessment of potential development sites and evaluate the potential sites against the physical needs identified.

**Subtask 3.2: Economic Development Assessment.** For potential sites, the Contractor shall complete an assessment of business factors that will help assure continued success of the manufacturing plant. The Contractor shall consider the availability of financial incentives, economic development programs, training programs, workforce potential, zoning, proximity to universities and colleges, and any other business factors deemed important to the success of the manufacturing plant.

The following deliverables shall be provided under Task 3 (to be included in the Phase 1 Completion Report):

- Facility Needs Assessment
- Summary of Economic Development Programs and Strategy to Seek Economic Development Assistance
- Summary Table of Candidate Sites and Physical and Business Advantages and Disadvantages of Each

**Task 4: Financial Plan**

The Contractor shall provide an update of its financial plan for the development of the manufacturing facility. The financial plan shall include, at a minimum, a 5-year pro-forma operating statement, a 5-year cash-flow analysis, and letter(s) of interest from financial institutions and/or equity investors. The Contractor shall further provide a detailed start-up cost analysis that includes equipment leasing and purchasing costs.

The following deliverables shall be provided under Task 4 (to be included in the Phase 1 Completion Report):

- Updated Financial Plan

**Task 5: Site Selection and Control**

The Contractor shall select the final site and shall negotiate and execute site agreements. Such agreements may be leases or purchases as appropriate to the project.

The following deliverables shall be provided under Task 5 (to be included in the Phase 1 Completion Report):

- Description of Selected Site
- Evidence of Site Control, Such as an Executed Lease or Purchase Agreement

**Phase 2 Go/No Go Decision.** Upon receipt of the Phase 1 Report, NYSERDA's Project Manager shall issue a written go/no go decision on commence work on Phase 2. Work on Phase 2 shall not be initiated prior to receiving written approval to proceed from NYSERDA's Project Manager.

## **PHASE 2: PROJECT DESIGN AND CONSTRUCTION**

### **Task 6: Facility Design and Engineering**

The Contractor shall work with appropriate subcontractors to designate site improvements, design the facility, and design the manufacturing line. The facility shall be designed to be capable of producing [insert criteria such as number of units or capacity]. The manufacturing line shall include the following major components or stations: [list major pieces of equipment, stations, or functions]. If architectural plans are required for permitting, the Contractor shall have architectural plans for the facility produced. The Contractor shall have final engineering and design plans for the facility and manufacturing line produced. Provide an explanation if the final plans differ significantly from those proposed.

The following deliverables shall be provided under Task 5:

- Summary Description or Diagrams of Plant and Site Layout
- List of Major Pieces of Equipment, Including Costs

### **Task 7: Permits and Approvals**

The Contractor shall identify all necessary permits and develop a schedule for obtaining the permits. The Contractor shall obtain all applicable permits and regulatory approval required to develop the site and operate the facility.

The following deliverables shall be provided under Task 4:

- Evidence of Permits and Regulatory Approvals

### **Task 8: Facility Construction and Commissioning**

***Subtask 8.1: Construction Arrangements.*** The Contractor shall make all necessary financial and contractual arrangements to complete the development of the facility, including any construction and utility agreements, and ensure that the facility will be constructed on schedule and at budget. The Contractor shall make all arrangements for utility interconnection to the facility.

***Subtask 8.2: Equipment Procurement.*** The Contractor shall locate and identify suitable equipment supply sources as required within the design parameters of the manufacturing facility. The Contractor shall further procure all required equipment, whether under a lease agreement or outright purchase, and organize its installation, testing, and inspection at the manufacturing facility.

***Subtask 8.2: Site Improvements and Building Construction/Renovation.*** The Contractor shall arrange to have the facility constructed according to the plans.

***Subtask 8.3: Equipment Installation and Testing.*** The Contractor shall have the equipment installed, optimized, and tested.

***Subtask 8.4: Facility Completion.*** The Contractor shall commission the facility and obtain all necessary permits, occupancy approvals and sign-offs, and make all arrangements in order to occupy the manufacturing facility. The Contractor shall provide a Certificate of Insurance covering product liability as described in Section 11.02 (c) of this Agreement.

The following deliverables shall be provided under Task 8 (to be included in the Phase 2 Completion Report):

- Evidence of Equipment Delivery

- Confirmation of Project Completion and Commercial Operation
- Results of Factory Commissioning Tests and Inspections
- Copy of the Certificate of Occupancy
- Certificate of Insurance

**Phase 3 Go/No Go Decision.** Upon receipt of the Phase 2 Report, NYSERDA's Project Manager shall issue a written go/no go decision on commence work on Phase 3. Work on Phase 3 shall not be initiated prior to receiving written approval to proceed from NYSERDA's Project Manager.

### **PHASE 3: PROJECT COMMERCIAL OPERATION**

#### **Task 9: Facility Operation**

The Contractor shall inform NYSERDA in writing regarding the official commencement of commercial operations for the manufacturing facility. The Contractor shall tabulate production and New York-content and report this data quarterly which will form the basis upon which NYSERDA performance incentive payments will be made. The Contractor shall make efforts to provide information requested by NYSERDA to verify production and value-added claims by the Proposer. This task shall continue until NYSERDA payments end.

The following deliverables shall be provided under Task 9:

- Written Notification of the Start of Sales and Commercial Operation of the Plant
- Quarterly Production Reports with Value-Added Data

**Attachment D**  
**MILESTONE PAYMENT SCHEDULE**

**[Insert proposal title]**  
**[Insert proposer name]**

Payments shall be made upon acceptance of NYSERDA’s Project Manager of the following Milestones:

Phase	Task	Description	Milestone / Deliverable	Schedule (months from project inception)	Milestone Payment
	1	Project Management	meetings	As required	\$ 0
	2	Reporting	Phase 1 Completion Phase 2 Completion Phase 3 Quarterly Final Report	As required	
	<b>Total: Tasks 1&amp;2</b>				\$ 0
<b>1</b>	3	Characterization & Assessment	<ul style="list-style-type: none"> <li>• Facility Needs Assessment</li> <li>• Economic Development Program Summary</li> <li>• Summary of Candidate Sites</li> </ul>	[insert # months] (maximum 3)	
	4	Financial Plan	• Updated Financial Plan		
	5	Site Selection and Control	<ul style="list-style-type: none"> <li>• Description of Selected Site</li> <li>• Evidence of Site Control, Such as an Executed Lease or Purchase Agreement</li> </ul>		
	<b>Total: Phase 1 Incentive</b>				<b>Maximum 5% of total</b>
<b>2</b>	6	Facility Design and Engineering	<ul style="list-style-type: none"> <li>• Summary Description or Diagrams of Plant and Site Layout</li> <li>• List of Major Pieces of Equipment</li> </ul>	[insert # months]	<b>\$xxxx</b>
	7	Permits and Approvals	• Evidence of Permits and Regulatory Approvals	[insert # months]	<b>\$xxxx</b>
<b>All environmental and site permits must be in place before any NYSERDA payments for design, engineering or equipment procurement will be made.</b>					

Phase	Task	Description and Milestone / Deliverable	Schedule	Milestone Payment	
2	8	Facility Construction and Commissioning	<ul style="list-style-type: none"> <li>• Evidence of Equipment Delivery</li> <li>• Confirmation of Project Completion and Commercial Operation</li> <li>• Results of Factory Commissioning Tests and Inspection</li> <li>• Copy of the Certificate of Occupancy</li> <li>• Certificate of Insurance</li> </ul>	[insert # months]	\$xxxx
		<b>Total: Phase 2 Incentive</b>			<b>Phase 1 plus Phase 2 must be less than 25% of total</b>
3	9	<p>Task 9 shall be an production incentive-based payment plan. NYSEDA shall pay [insert percentage; maximum is 25%] of the total New York State value added (“NYSEVA”) per product produced or sold as evidenced by purchase orders or bills of sale during the reporting period. NYSEVA shall be calculated using the following formula:</p> <p>NYSEVA= [New York State-attributable labor cost per unit] + [New York State-attributable overhead] + [cost of New York State-produced raw materials] + [cost of New York State-produced components]</p> <p>For each reporting period***, the Contractor shall provide evidence** of these New York State-attributed costs. New York State overhead does not include costs of financing, depreciation or income tax. Quarterly incentive payments shall be available for 60 months from contract execution or until the maximum of [insert Phase 3 NYSEDA funding amount] is reached.</p>	Quarterly payments for 20 quarters (5 years) or until the total incentive payment has been made, commencing with commercial production****		
		<b>Total: Phase 3 Incentive</b>			<b>Minimum 75% of total</b>
					<b>Max \$xxxx</b>

\* Documentation shall include evidence of production including certified test results of conversion efficiency, verifiable documentation of production line output rates, and product samples.

\*\* Evidence must be presented that shows clearly the method for calculating each component of the formula. Individual costs, such as production labor, can be aggregated over the course of the

reporting period.

\*\*\* As described in Subtask 2.3, the Contractor shall submit quarterly reports throughout Phase 3. These reports shall include the calculation of NYSVA for the period as well as a cumulative summary of all incentive payments to date. The Contractor shall also include documentation to substantiate product sales and NYSVA.

\*\*\*\* Commercial operation is defined as that time when the plant is manufacturing products for sale to markets

## **COST SHARING**

It is understood and agreed that NYSERDA and the Contractor are sharing the costs for the project work to be performed and that the cost share identified in the Contractor's proposal and budget shall be readily available as described therein. NYSERDA reserves the right to reduce the amount of any milestone payment to an amount commensurate to the documented cost share incurred.

## **REPAYMENT IF MANUFACTURING OPERATIONS ARE MOVED OUT OF STATE**

It is understood and agreed that the Contractor plans on continuing full manufacturing operations in New York State for a period of at least five years. If the Contractor moves the manufacturing operations installed under this Agreement to a location outside of New York State before the end of the five-year manufacturing period, the Contractor must return a portion of NYSERDA's payment to NYSERDA based on the following pro-rated formula:

$$\text{Amount Returned} = \frac{[60 \text{ months} - \text{months in operation}]}{[60 \text{ months}]} \times [\text{Phase 2} + \text{Phase 3 payments}]$$

If the Contractor maintains full manufacturing operations in New York State there shall be no repayment to NYSERDA required.





## INSTRUCTIONS FOR PREPARATION OF COST ESTIMATE

Your cost proposal may be the basis of contract negotiation; it should be specific and complete in every detail. Supporting schedules (as described in Section B) providing the basis for your estimates must be provided.

### A. GENERAL

The schedule must be submitted on NYSERDA's Contract Pricing Proposal Form.

### B. INSTRUCTIONS AND DESCRIPTION OF REQUIRED SUPPORT DETAIL

(Title each supporting schedule and cross-reference it to the item number on the Contract Pricing Proposal Form)

#### 1a. DIRECT MATERIALS - PURCHASED PARTS

Provide the following information for each proposed item with an estimated unit cost in excess of \$15,000.

- o Description of item
- o Proposed vendor
- o Quantity needed
- o Unit cost
- o Basis for cost (i.e., catalog, prior purchase, quote, etc.)
- o Total cost
- o Evidence of a competitive selection process in accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement.

#### 1b. OTHER DIRECT MATERIALS

In accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement, for all items in excess of \$5,000, provide whatever information would be necessary to understand what is being obtained, how it is being obtained, what it will cost and how the estimated cost was determined with justification for all items.

#### 2. MATERIALS OVERHEAD (also applicable to other Indirect Rate categories: 4. LABOR OVERHEAD and 10. G&A EXPENSE)

- o If Government-approved indirect rates are proposed, then supply a copy of an appropriate Government document verifying those rates.
- o If Government-approved rates are not proposed, supply the following, unless previously provided, for the years comprising the proposed period of contract performance.
  - o A description (chart or other) of the organization of the indirect cost center.
  - o The budget of indirect costs, by account, for each proposed indirect expense rate.
  - o The budget for the base, for each proposed rate, (direct labor dollars, hours, costs, etc.) itemized as to contract hours or costs, research and development hours of costs, and any other direct base effort.
  - o Actual incurred rates for the prior three years, including actual base and pool amounts.

#### 3. DIRECT LABOR

##### a. Commercial Enterprises

- (1) Attach supporting schedules showing:
  - o Each category or type of labor being estimated
  - o Applicable labor rates per hour (straight-time)
- (2) Explain the method used for computing the rates (i.e., actual of an individual, actual average of a category or other grouping, etc.) Also identify any proposed labor escalation and the bases for it.

##### b. Educational Institutions

Provide the following for each calendar year of the contract:

- (1) For individuals not on an "actual hours worked" basis:
  - o individual's name
  - o annual salary and the period for which the salary is applicable (preferably in weeks)
  - o the proportionate time to be charged to this effort.
- (2) For individuals who maintain time records as the basis for charging costs, supply the detail as requested in Instructions 3(a)(1)

4. LABOR OVERHEAD (Same as Instructions for 2. MATERIALS OVERHEAD)
5. OUTSIDE SPECIAL TESTING
  - a. Describe the effort.
  - b. Provide the units of time (hours, days, weeks), cost rates, and the vendor.
  - c. In accordance with the requirements of the Subcontract Procedures section of the attached Sample Agreement, provide the basis for selection of the vendor. Identify M/WBE vendors contacted for quotes and if none, explain why. Explain and justify the basis for any non-competitive selection.
6. EQUIPMENT

Capability to perform the work with existing facilities and equipment is assumed. It is NYSERDA's policy not to compensate for general purpose facilities or equipment. If some special purpose items are needed solely for this contract and are not available by other means (contractor assets, lease, etc.), then provide the following information for each item of required equipment.

  - o vendor
  - o model number
  - o quantity
  - o competitive selection process
  - o unit cost and source of cost/price (i.e., quote, catalog, purchase history)
  - o description of the use or application (NYSERDA dedicated, contract dedicated, other)
7. TRAVEL
  - a. NYSERDA will accept as a direct charge only that travel required to perform the statement of work.
  - b. Attach a schedule indicating the need for the proposed travel, the estimated number of person-trips required, destinations, mode and cost of transportation, and number of days subsistence per trip for each destination.
  - c. Identify and support any other special transportation costs required in the performance of this project.
8. OTHER DIRECT COSTS
  - a. Identify the type of cost (i.e. postage, telephone, publications, graphics, etc.)
  - b. Provide cost details for the amounts estimated (hours or units, rates, etc.)
  - c. If any internal service center rates are applied, provide details similar to that required in Instruction #B.
  - d. For computer costs identify the make, model and type of computer, hours of service and appropriate rates, and whether the machine is company owned or leased.
9. SUBCONTRACTORS/CONSULTANTS
  - a. Explain the specific technical area in which such service is to be used and identify the contemplated consultants.
  - b. State the number of days and the hours per day of such service estimated to be required and the consultant's quoted rate per day. Document when/where the consultant has received the proposed rate in performing similar services for others.
10. GENERAL & ADMINISTRATIVE (G&A) EXPENSE (Same as instructions for 2. MATERIALS OVERHEAD)
11. FEE OR PROFIT

List the rate proposed for profit. No fee or profit is allowed under product development, demonstration or other certain cost-sharing projects.

**Attachment E  
INTENT TO PROPOSE**

Please submit the following information to NYSERDA two weeks before the proposal due date to:

Roseanne Viscusi - PON No. PON 1176  
New York State Energy Research and Development Authority  
17 Columbia Circle, Albany, NY 12203-6399

Name:		Title:	
Organization:			
Address:			
Address:			
City:	County:	State:	Zip +4:
E-mail Address:		Phone No.: (     )	
Web Site:		Fax No.: (     )	
Authorized signature:			Date:

Please check all that apply:

- We **do** intend to submit a proposal on this date (providing an accurate submission date will speed up NYSERDA's proposal review process): \_\_\_\_\_
- We **do not** intend to submit a proposal because: \_\_\_\_\_
- I did not receive a notice in the mail. Please **add** me to NYSERDA's database.
- Please **delete** me from NYSERDA's database.

How did you receive information about this solicitation? (Please check all that apply.)

- |   |   |
|---|---|
| <input type="checkbox"/> announcement notice in mail          | <input type="checkbox"/> NYSERDA's website                                |
| <input type="checkbox"/> notice in NYS Contract Reporter      | <input type="checkbox"/> word-of-mouth                                    |
| <input type="checkbox"/> notice in other media (please list): | <input type="checkbox"/> NYSERDA staff/booth at meeting (please specify): |

If you plan to submit a proposal, please provide the title and a brief abstract:



Progress Reports: The Progress Reports required by the Statement of Work hereof.

Statement of Work: The Statement of Work attached hereto as Exhibit A.

Subcontract: An agreement for the performance of Work by a Subcontractor, including any purchase order for the procurement of permanent equipment or expendable supplies in connection with the Work.

Subcontractor: A person who performs Work directly or indirectly for or on behalf of the Contractor (and whether or not in privity of contract with the Contractor) but not including any employees of the Contractor or the Subcontractors.

Work: The Work described in the Exhibit A (including the procurement of equipment and supplies in connection therewith) and the performance of all other requirements imposed upon the Contractor under this Agreement.

(b) Data Rights and Patents Definitions:

Contract Data: Technical Data first produced in the performance of the contract, Technical Data which are specified to be delivered under the contract, or Technical Data actually delivered in connection with the contract.

Practical Application: To manufacture in the case of a composition or product, to practice in the case of a process or method, or to operate in the case of a machine or system, and under conditions which indicate that the benefits of the invention are available to the public on reasonable terms.

Proprietary Data: Technical Data which embody trade secrets developed at private expense, such as design procedures or techniques, chemical composition of materials, or manufacturing methods, processes, or treatments, including minor modifications thereof, provided that such data:

- (i) are not generally known or available from other sources without obligation concerning their confidentiality;
- (ii) have not been made available by the owner to others without obligation concerning its confidentiality; and
- (iii) are not already available to NYSERDA without obligation concerning their confidentiality.

Subject Invention: Any invention or discovery of the Contractor conceived or first actually reduced to practice in the course of or under this Agreement, and includes any art, method, process, machine, manufacture, design, or composition of matter, or any new and useful improvement thereof, or any variety of plants, whether patented or unpatented, under the Patent Laws of the United States of America or any foreign country.

Technical Data: Recorded information regardless of form or characteristic, of a scientific or technical nature. It may, for example, document research, experimental or developmental, or demonstration, or engineering work, or be usable or used to define a design or process, or to procure, produce, support, maintain, or operate material. The data may be graphic or pictorial delineations in media such as drawings or photographs, text in specifications or related performance or design type documents or computer software (including computer software programs, computer software data bases, and computer software documentation). Examples of Technical Data include research and engineering data, engineering drawings and associated lists, specifications, standards, process sheets, manuals, technical reports, catalog item identification, and related information. Technical Data as used herein does not include financial reports, cost analyses, and other information incidental to contract administration.

Unlimited Rights: Rights to use, duplicate, or disclose Contract Data, in whole or in part, in any manner and for any purpose whatsoever, and to permit others to do so.

## Article II

### Performance of Work

Section 2.01. Manner of Performance. Subject to the provisions of Article XII hereof, the Contractor shall perform all of the Work described in the Statement of Work, or cause such Work to be performed in an efficient and expeditious manner and in accordance with all of the terms and provisions of this Agreement. The Contractor shall perform the Work in accordance with the current professional standards and with the diligence and skill expected for the performance of work of the type described in the Statement of Work. The Contractor shall furnish such personnel and shall procure such materials, machinery, supplies, tools, equipment and other items as may reasonably be necessary or appropriate to perform the Work in accordance with this Agreement.

Section 2.02. Project Personnel. It is understood and agreed that Mr./Ms. \_\_\_\_\_ shall serve as Project Director and as such shall have the responsibility of the overall supervision and conduct of the Work on behalf of the Contractor and that the persons described in the Statement of Work shall serve in the capacities described therein. Any change of Project Director by the Contractor shall be subject to the prior written approval of NYSERDA. Such approval shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval by NYSERDA, the requested change in Project Director shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days.

## Article III

### Deliverables

Section 3.01. Deliverables. All deliverables shall be provided in accordance with the Exhibit A Statement of Work.

#### Article IV

#### Compensation

Section 4.01. Payments. The Contractor will be paid, upon submission of proper invoices, the prices stipulated herein for Work delivered or rendered and accepted, less deductions, if any as herein provided. The total price which NYSERDA will pay to the Contractor represents the price of the Work. Subject to the limiting provisions of Article XII hereof, as NYSERDA's price of the Work, NYSERDA will pay to the Contractor the total price of \$ \_\_\_\_\_, payment of which will be made according to the Schedule of Payments contained in Section 4.02 hereof.

Section 4.02. Schedule of Payments. At the completion of each Milestone Billing Event so identified, the Contractor may submit invoices requesting payment by NYSERDA of the amounts corresponding to the amounts indicated below. NYSERDA shall make payment to the Contractor in accordance with and subject to its Prompt Payment Policy Statement attached hereto as Exhibit D. The Contractor shall be notified by NYSERDA in accordance with Section 504.4 (b)(2) of such Exhibit D, of any information or documentation which the Contractor did not include with such invoice.

#### Milestone Event

#### Price

Section 4.03. Title to Equipment. Title shall vest in the Contractor to all equipment purchased hereunder.

***[OR, if specific equipment has been identified by the Project Manager for NYSERDA to retain title in, then use the following:]***

Section 4.03. Title to Equipment. Title shall vest in NYSERDA to all of the following equipment purchased hereunder:

- 1)
- 2)
- 3)
- 4)

Upon the request of NYSERDA, the Contractor shall execute, acknowledge, deliver and perform, or cause to be executed, acknowledged, delivered or performed, all such bills of sale, assignments, conveyances or other documents or acts as NYSERDA may reasonably request in order to assure the better vesting in and confirming to NYSERDA, its successor and assigns, of title to and possession of such equipment. If, after six months following the completion of the Work or the termination of this Agreement, NYSERDA has not removed any such equipment, it

will be deemed abandoned and become the property of the Contractor. Any such removal of equipment by NYSERDA shall be at NYSERDA's expense.

Section 4.04. Final Payment. Upon final acceptance by NYSERDA of the Final Report and all other deliverables contained in Exhibit A, Statement of Work pursuant to Section 6.02 hereof, the Contractor shall submit a request for final payment with respect to the Work, together with such supporting information and documentation as, and in such form as, NYSERDA may require. A request for final payment shall include a statement as to whether any invention or patentable devices have resulted from the performance of the Work. All requests for final payment hereunder must, under any and all circumstances, be received by NYSERDA within six months following Acceptance of Work pursuant to Section 6.02 hereof. In accordance with and subject to the provisions of NYSERDA's Prompt Payment Policy Statement, attached hereto as Exhibit D, NYSERDA shall pay to the Contractor within the prescribed time after receipt of such request for final payment, the total amount payable pursuant to Section 4.01 hereof, less all Milestone Billing payments previously made to the Contractor with respect thereto.

Section 4.05. Release by the Contractor. The acceptance by the Contractor of final payment shall release NYSERDA from all claims and liability that the Contractor, its representatives and assigns might otherwise have relating to this Agreement.

Section 4.06. Maintenance of Records. The Contractor shall keep, maintain, and preserve at its principal office throughout the term of the Agreement and for a period of three years after acceptance of the Work, full and detailed books, accounts, and records pertaining to the performance of the Agreement, including without limitation, all bills, invoices, payrolls, subcontracting efforts and other data evidencing, or in any material way related to, the direct and indirect costs and expenses incurred by the Contractor in the course of such performance.

Section 4.07. Maximum Commitment. The maximum aggregate amount payable by NYSERDA to the Contractor hereunder is \$\_\_\_\_\_. NYSERDA shall not be liable for any costs or expenses in excess of such amount incurred by the Contractor in the performance and completion of the Work.

Section 4.08. Audit. NYSERDA shall have the right from time to time and at all reasonable times during the term of the Agreement and such period thereafter to inspect and audit any and all books, accounts and records at the office or offices of the Contractor where they are then being kept, maintained and preserved pursuant to Section 4.06 hereof. Any payment made under the Agreement shall be subject to retroactive reduction for amounts included therein which are found by NYSERDA on the basis of any audit of the Contractor by an agency of the United States, State of New York or NYSERDA not to constitute an allowable charge or cost hereunder.

## Article V

### Assignments, Subcontracts and Purchase Orders

Section 5.01. General Restrictions. Except as specifically provided otherwise in this Article, the assignment, transfer, conveyance, subcontracting or other disposal of this Agreement or any of the Contractor's rights, obligations, interests or responsibilities hereunder, in whole or in part, without the express consent in writing of NYSERDA shall be void and of no effect as to NYSERDA.

Section 5.02. Subcontract Procedures. Without relieving it of, or in any way limiting, its obligations to NYSERDA under this Agreement, the Contractor may enter into Subcontracts for the performance of Work or for the purchase of materials or equipment. Except for a Subcontractor or supplier specified in a team arrangement with the Contractor in the Contractor's original proposal, and except for any Subcontract or order for equipment, supplies or materials from a single Subcontractor or supplier totaling under \$25,000, the Contractor shall select all Subcontractors or suppliers through a process of competitive bidding or multi-source price review. A team arrangement is one where a Subcontractor or supplier specified in the Contractor's proposal is performing a substantial portion of the Work and is making a substantial contribution to the management and/or design of the Project. In the event that a competitive bidding or multi-source price review is not feasible, the Contractor shall document an explanation for, and justification of, a sole source selection. The Contractor shall document the process by which a Subcontractor or supplier is selected by making a record summarizing the nature and scope of the work, equipment, supplies or materials sought, the name of each person or organization submitting, or requested to submit, a bid or proposal, the price or fee bid, and the basis for selection of the Subcontractor or supplier. An explanation for, and justification of, a sole source selection must identify why the work, equipment, supplies or materials involved are obtainable from or require a Subcontractor with unique or exceptionally scarce qualifications or experience, specialized equipment, or facilities not readily available from other sources, or patents, copyrights, or proprietary data. All Subcontracts shall contain provisions comparable to those set forth in this Agreement applicable to a Subcontractor or supplier, and those set forth in Exhibit B to the extent required by law, and all other provisions now or hereafter required by law to be contained therein. The Contractor shall submit to NYSERDA's Contract Administrator for review and written approval any Subcontract(s) specified in the Statement of Work as requiring NYSERDA approval.

Section 5.03. Performance. The Contractor shall promptly and diligently comply with its obligations under each Subcontract and shall take no action which would impair its rights thereunder. The Contractor shall not assign, cancel or terminate any Subcontract without the prior written approval of the Contract Administrator as long as this Agreement remains in effect. Such approval shall not be unreasonably withheld and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval by NYSERDA, the requested assignment, cancellation, or termination of the Subcontract shall be considered approved by NYSERDA. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days.

## Article VI

## Schedule; Acceptance of Work

Section 6.01. Schedule. The Work shall be performed as expeditiously as possible in conformity with the schedule requirements contained herein and in the Statement of Work. The draft and final versions of the Final Report shall be submitted by the dates specified in the Exhibit A Schedule. It is understood and agreed that the delivery of the draft and final versions of such reports by the Contractor shall occur in a timely manner and in accordance with the requirements of the Exhibit A Schedule.

Section 6.02. Acceptance of Work. The completion of the Work shall be subject to acceptance by NYSERDA in writing of the Final Report and all other deliverables as defined in Exhibit A, Statement of Work.

## Article VII

### Force Majeure

Section 7.01. Force Majeure. Neither party hereto shall be liable for any failure or delay in the performance of its respective obligations hereunder if and to the extent that such delay or failure is due to a cause or circumstance beyond the reasonable control of such party, including, without limitation, acts of God or the public enemy, expropriation or confiscation of land or facilities, compliance with any law, order or request of any Federal, State, municipal or local governmental authority, acts of war, rebellion or sabotage or damage resulting therefrom, fires, floods, storms, explosions, accidents, riots, strikes, or the delay or failure to perform by any Subcontractor by reason of any cause or circumstance beyond the reasonable control of such Subcontractor.

## Article VIII

### Technical Data; Patents

#### Section 8.01. Rights in Technical Data

(a) Technical Data: Rights in Technical Data shall be allocated as follows:

(1) NYSERDA shall have:

- (i) Unlimited Rights in Contract Data except as otherwise provided below with respect to Proprietary Data; and
- (ii) no rights under this Agreement in any Technical Data which are not Contract Data.

(2) The Contractor shall have:

- (i) the right to withhold Proprietary Data in accordance with the provisions of this clause; and
- (ii) the right to use for its private purposes subject to patent, or other provisions of this Agreement, Contract Data it first produces in the performance of this Agreement provided the data requirements of this Agreement have been met as of the date of the private use of such data.

The Contractor agrees that to the extent it receives or is given access to Proprietary Data or other technical, business or financial data in the form of recorded information from NYSERDA or a NYSERDA contractor or subcontractor, the Contractor shall treat such data in accordance with any restrictive legend contained thereon, unless another use is specifically authorized by prior written approval of the Contract Administrator.

#### Section 8.02. Patents.

(a) The Contractor may elect to retain the entire right, title and interest throughout the world to each Subject Invention of the Contractor conceived or first actually reduced to practice in the performance of the Work under the Agreement; except, that with respect to any Subject Invention in which the Contractor elects to retain title, NYSERDA shall have a non-exclusive, non-transferrable, irrevocable, paid-up license for itself, the State of New York and all political subdivisions and other instrumentalities of the State of New York, to practice or have practiced for or on their behalf the Subject Invention throughout the world, exclusively for their own use of the Subject Invention.

(b) Within six months of the time a Subject Invention is made, or as part of the request for final payment, whichever shall occur first, the Contractor shall submit to NYSERDA a written invention disclosure. Within twelve months of the time a Subject Invention is made, or as part of the request for final payment, whichever shall occur first, the Contractor shall advise NYSERDA in writing whether the Contractor elects to retain principal rights in the Subject Invention. The Contractor shall file the patent application for a Subject Invention within two years of the date of election. If the Contractor fails to disclose a Subject Invention, fails to elect to retain principal rights thereto, or to file a patent application within the time specified in this paragraph, or if the Contractor elects not to retain principal rights in a Subject Invention, the Contractor shall convey to NYSERDA title to the Subject Invention unless NYSERDA shall waive in writing its right to take title. In the event the Contractor elects not to retain principal rights in a Subject Invention, the Contractor shall retain a non-exclusive, royalty-free license throughout the world in such Subject Invention transferable only with the written approval of NYSERDA. Such approval shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval, the requested transfer shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days.

(c) The Contractor shall submit to NYSERDA, not less frequently than annually, written reports which indicate the status of utilization of Subject Inventions in which the Contractor retains principal rights. The reports shall include information regarding the status of development, date of first commercial sale or use, and gross royalties received by the Contractor. Such report shall be furnished to NYSERDA not later than February 1 following the calendar year covered by the report. In the event the Contractor fails to demonstrate that the Contractor has taken effective steps within three years after a patent is issued to bring the Subject Invention to the point of Practical Application, then NYSERDA shall have the right to grant a non-exclusive or exclusive license to responsible applicants under terms that are reasonable under the circumstances, or to require the Contractor to do so.

(d) The Contractor shall include the foregoing patent clauses, suitably modified to identify the parties, in all subcontracts which involve the performance of Work under this Agreement. The Subcontractor shall retain all rights provided for the Contractor, and the Contractor shall retain all rights provided for NYSERDA, as set forth above.

## Article IX

### Warranties and Guarantees

Section 9.01. Warranties and Guarantees. The Contractor warrants and guarantees that:

- (a) it is financially and technically qualified to perform the Work;
- (b) it is familiar with and will comply with all general and special Federal, State, municipal and local laws, ordinances and regulations, if any, that may in any way affect the performance of this Agreement;
- (c) the design, supervision and workmanship furnished with respect to performance of the Work shall be in accordance with sound and currently accepted scientific standards and engineering practices;
- (d) all materials, equipment and workmanship furnished by it and by Subcontractors in performance of the Work or any portion thereof shall be free of defects in design, material and workmanship, and all such materials and equipment shall be of first-class quality, shall conform with all applicable codes, specifications, standards and ordinances and shall have service lives and maintenance characteristics suitable for their intended purposes in accordance with sound and currently accepted scientific standards and engineering practices;
- (e) neither the Contractor nor any of its employees, agents, representatives or servants has actual knowledge of any patent issued under the laws of the United States or any other matter which could constitute a basis for claim that the performance of the Work or any part thereof infringes any patent or otherwise interferes with any other right of any Person;
- (f) there are no existing undisclosed or threatened legal actions, claims, or encumbrances, or liabilities that may adversely affect the Work or NYSERDA's rights hereunder;

(g) it has no actual knowledge that any information or document or statement furnished by the Contractor in connection with this Agreement contains any untrue statement of a material fact or omits to state a material fact necessary to make the statement not misleading, and that all facts have been disclosed that would materially adversely affect the Work; and

(h) Contractor certifies that all information provided to NYSERDA with respect to State Finance Law Sections 139-j and 139-k is complete, true and accurate.

## Article X

### Indemnification

Section 10.01. Indemnification. The Contractor shall protect, indemnify and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys' fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to the performance of this Agreement. The obligations of the Contractor under this Article shall survive any expiration or termination of this Agreement, and shall not be limited by any enumeration herein of required insurance coverage.

## Article XI

### Insurance

Section 11.01. Maintenance of Insurance; Policy Provisions. The Contractor, at no additional cost to NYSERDA, shall maintain or cause to be maintained throughout the term of this Agreement, insurance of the types and in the amounts specified in the Section hereof entitled Types of Insurance. All such insurance shall be evidenced by insurance policies, each of which shall:

(a) name or be endorsed to cover NYSERDA, the State of New York and the Contractor as additional insureds;

(b) provide that such policy may not be cancelled or modified until at least 30 days after receipt by NYSERDA of written notice thereof; and

(c) be reasonably satisfactory to NYSERDA in all other respects.

Section 11.02. Types of Insurance. The types and amounts of insurance required to be maintained under this Article are as follows:

(a) Commercial general liability insurance for bodily injury liability, including death, and property damage liability, incurred in connection with the performance of this Agreement, with minimum limits of \$1,000,000 in respect of claims arising out of personal injury or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness

or death in any one accident or disaster, and \$1,000,000 in respect of claims arising out of property damage in any one accident or disaster; and

(b) Commercial automobile liability insurance in respect of motor vehicles owned, licensed or hired by the Contractor and the Subcontractors for bodily injury liability, including death and property damage, incurred in connection with the performance of this Agreement, with minimum limits of \$500,000 in respect of claims arising out of personal injury, or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$500,000 in respect of claims arising out of property damage in any one accident or disaster.

Section 11.03. Delivery of Policies; Insurance Certificates. Prior to commencing the Work, the Contractor shall deliver to NYSERDA certificates of insurance issued by the respective insurers, indicating the Agreement number thereon, evidencing the insurance required by this Article and bearing notations evidencing the payment of the premiums thereon or accompanied by other evidence of such payment satisfactory to NYSERDA. In the event any policy furnished or carried pursuant to this Article will expire on a date prior to acceptance of the Work by NYSERDA pursuant to the section hereof entitled Acceptance of Work, the Contractor, not less than 15 days prior to such expiration date, shall deliver to NYSERDA certificates of insurance evidencing the renewal of such policies, and the Contractor shall promptly pay all premiums thereon due. In the event of threatened legal action, claims, encumbrances, or liabilities that may affect NYSERDA hereunder, or if deemed necessary by NYSERDA due to events rendering a review necessary, upon request the Contractor shall deliver to NYSERDA a certified copy of each policy.

## Article XII

### Stop Work Order; Termination

#### Section 12.01. Stop Work Order.

(a) NYSERDA may at any time, by written Order to the Contractor, require the Contractor to stop all or any part of the Work called for by this Agreement for a period of up to 90 days after the Stop Work Order is delivered to the Contractor, and for any further period to which the parties may agree. Any such order shall be specifically identified as a Stop Work Order issued pursuant to this Section. Upon receipt of such an Order, the Contractor shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the Work covered by the Order during the period of work stoppage consistent with public health and safety. Within a period of 90 days after a Stop Work Order is delivered to the Contractor, or within any extension of that period to which the parties shall have agreed, NYSERDA shall either:

- (i) by written notice to the Contractor, cancel the Stop Work Order, which shall be effective as provided in such cancellation notice, or if not specified therein, upon receipt by the Contractor, or

- (ii) terminate the Work covered by such order as provided in the Termination Section of this Agreement.

(b) If a Stop Work Order issued under this Section is cancelled or the period of the Order or any extension thereof expires, the Contractor shall resume Work. An equitable adjustment shall be made in the delivery schedule, the estimated cost, the fee, if any, or a combination thereof, and in any other provisions of the Agreement that may be affected, and the Agreement shall be modified in writing accordingly, if:

- (i) the Stop Work Order results in an increase in the time required for, or in the Contractor's cost properly allocable to, the performance of any part of this Agreement, and
- (ii) the Contractor asserts a claim for such adjustments within 30 days after the end of the period of Work stoppage; provided that, if NYSERDA decides the facts justify such action, NYSERDA may receive and act upon any such claim asserted at any time prior to final payment under this Agreement.

(c) If a Stop Work Order is not cancelled and the Work covered by such Order is terminated, the reasonable costs resulting from the Stop Work Order shall be allowed by equitable adjustment or otherwise.

(d) Notwithstanding the provisions of this Section 12.01, the maximum amount payable by NYSERDA to the Contractor pursuant to this Section 12.01 shall not be increased or deemed to be increased except by specific written amendment hereto.

#### Section 12.02. Termination.

(a) This Agreement may be terminated by NYSERDA at any time during the term of this Agreement with or without cause, upon 30 days prior written notice to the Contractor. In such event, compensation shall be paid to the Contractor for Work performed and expenses incurred prior to the effective date of termination in accordance with the provisions of the Article hereof entitled Compensation and in reimbursement of any amounts required to be paid by the Contractor pursuant to Subcontracts; provided, however, that upon receipt of any such notice of termination, the Contractor shall cease the performance of Work, shall make no further commitments with respect thereto and shall reduce insofar as possible the amount of outstanding commitments (including, to the extent requested by NYSERDA, through termination of subcontracts containing provisions therefor).

(b) Nothing in this Article shall preclude the Contractor from continuing to carry out the Work called for by the Agreement after receipt of a Stop Work Order or termination notice at its own election, provided that, if the Contractor so elects, (i) any such continuing Work after receipt of the Stop Work Order or termination notice shall be deemed not to be Work pursuant to the Agreement and (ii) NYSERDA shall have no liability to the Contractor for any costs of the Work continuing after receipt of the Stop Work Order or termination notice.

(c) NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with State Finance Law Sections 139-j and 139-k was intentionally false or intentionally incomplete. Upon such finding, NYSERDA may exercise its termination right by providing written notification to the Contractor as set forth in Article XV of this Agreement.

(d) NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with New York State Tax Law Section 5-a was intentionally false when made. Upon such finding, NYSERDA may exercise its termination right by providing written notification to the Contractor as set forth in Article XV of this Agreement.

### Article XIII

#### Independent Contractor

Section 13.01. Independent Contractor. The status of the Contractor under this Agreement shall be that of an independent contractor and not that of an agent, and in accordance with such status, the Contractor, the Subcontractors, and their respective officers, agents, employees, representatives and servants shall at all times during the term of this Agreement conduct themselves in a manner consistent with such status and by reason of this Agreement shall neither hold themselves out as, nor claim to be acting in the capacity of, officers, employees, agents, representatives or servants of NYSERDA nor make any claim, demand or application for any right or privilege applicable to NYSERDA, including, without limitation, rights or privileges derived from workers' compensation coverage, unemployment insurance benefits, social security coverage and retirement membership or credit.

### Article XIV

#### Compliance with Certain Laws

Section 14.01. Laws of the State of New York. The Contractor shall comply with all of the requirements set forth in Exhibit B hereto.

Section 14.02. All Legal Provisions Deemed Included. It is the intent and understanding of the Contractor and NYSERDA that each and every provision of law required by the laws of the State of New York to be contained in this Agreement shall be contained herein, and if, through mistake, oversight or otherwise, any such provision is not contained herein, or is not contained herein in correct form, this Agreement shall, upon the application of either NYSERDA or the Contractor, promptly be amended so as to comply strictly with the laws of the State of New York with respect to the inclusion in this Agreement of all such provisions.

Section 14.03. Other Legal Requirements. The references to particular laws of the State of New York in this Article, in Exhibit B and elsewhere in this Agreement are not intended to be exclusive and nothing contained in such Article, Exhibit and Agreement shall be deemed to modify the obligations of the Contractor to comply with all legal requirements.

## Article XV

### Notices, Entire Agreement, Amendment, Counterparts

Section 15.01. Notices. All notices, requests, consents, approvals and other communications which may or are required to be given by either party to the other under this Agreement shall be deemed to have been sufficiently given for all purposes hereunder when delivered or mailed by registered or certified mail, postage prepaid, return receipt requested, (i) if to NYSERDA, at 17 Columbia Circle, Albany, New York 12203-6399 or at such other address as NYSERDA shall have furnished to the Contractor in writing, and (ii) if to the Contractor, at \_\_\_\_\_, or such other address as the Contractor shall have furnished to NYSERDA in writing.

Section 15.02. Entire Agreement; Amendment. This Agreement embodies the entire agreement and understanding between NYSERDA and the Contractor and supersedes all prior agreements and understandings relating to the subject matter hereof. Except as otherwise expressly provided for herein, this Agreement may be changed, waived, discharged or terminated only by an instrument in writing, signed by the party against which enforcement of such change, waiver, discharge or termination is sought.

Section 15.03. Counterparts. This Agreement may be executed in counterparts each of which shall be deemed an original, but all of which taken together shall constitute one and the same instrument.

## Article XVI

### Publicity

Section 16.01. Publicity.

(a) The Contractor shall collaborate with NYSERDA's Director of Technical Communications to prepare any press release and to plan for any news conference concerning the Work. In addition the Contractor shall notify NYSERDA's Director of Technical Communications regarding any media interview in which the Work is referred to or discussed.

(b) It is recognized that during the course of the Work under this Agreement, the Contractor or its employees may from time to time desire to publish information regarding scientific or technical developments made or conceived in the course of or under this Agreement. In any such information, the Contractor shall credit NYSERDA's funding participation in the Project, and shall state that "NYSERDA has not reviewed the information contained herein, and the opinions expressed in this report do not necessarily reflect those of NYSERDA or the State of New York." Notwithstanding anything to the contrary contained herein, the Contractor shall have the right to use and freely disseminate project results for educational purposes, if applicable, consistent with the Contractor's policies.

(c) Commercial promotional materials or advertisements produced by the Contractor shall credit NYSERDA, as stated above, and shall be submitted to NYSERDA for review and recommendations to improve their effectiveness prior to use. The wording of such credit can be approved in advance by NYSERDA, and, after initial approval, such credit may be used in subsequent promotional materials or advertisements without additional approvals for the credit, provided, however, that all such promotional materials or advertisements shall be submitted to NYSERDA prior to use for review, as stated above. Such approvals shall not be unreasonably withheld, and, in the event that notice of approval or disapproval is not received by the Contractor within thirty days after receipt of request for approval, the promotional materials or advertisement shall be considered approved. In the event that NYSERDA requires additional time for considering approval, NYSERDA shall notify the Contractor within thirty days of receipt of the request for approval that additional time is required and shall specify the additional amount of time necessary up to 180 days. If NYSERDA and the Contractor do not agree on the wording of such credit in connection with such materials, the Contractor may use such materials, but agrees not to include such credit.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day, month and year first above written.

NEW YORK STATE ENERGY RESEARCH  
AND DEVELOPMENT AUTHORITY

By \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

By \_\_\_\_\_

Jeffrey J. Pitkin  
Treasurer

EXHIBIT B

REVISED 9/06

STANDARD TERMS AND CONDITIONS  
FOR ALL NYSERDA AGREEMENTS

(Based on Standard Clauses for New York State Contracts and Tax Law Section 5-a)

The parties to the attached agreement, contract, license, lease, amendment, modification or other agreement of any kind (hereinafter, "the Agreement" or "this Agreement") agree to be bound by the following clauses which are hereby made a part of the Agreement (the word "Contractor" herein refers to any party other than NYSERDA, whether a contractor, licensor, licensee, lessor, lessee or any other party):

1. NON-DISCRIMINATION REQUIREMENTS. In accordance with Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, age, disability or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is an Agreement for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Agreement shall be performed within the State of New York, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. If this is a building service Agreement as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Contractor agrees that neither it nor its subcontractors shall, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Contractor is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Agreement and forfeiture of all moneys due hereunder for a second subsequent violation.

2. WAGE AND HOURS PROVISIONS. If this is a public work Agreement covered by Article 8 of the Labor Law or a building service Agreement covered by Article 9 thereof, neither Contractor's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Contractor and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law.

3. NON-COLLUSIVE BIDDING REQUIREMENT. In accordance with Section 2878 of the Public Authorities Law, if this Agreement was awarded based upon the submission of bids, Contractor warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Contractor further warrants that, at the time Contractor submitted its bid, an authorized and responsible person executed and delivered to NYSERDA a non-collusive bidding certification on Contractor's behalf.

4. INTERNATIONAL BOYCOTT PROHIBITION. If this Agreement exceeds \$5,000, the Contractor agrees, as a material condition of the Agreement, that neither the Contractor nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the Federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Contractor, or any of the aforesaid affiliates of Contractor, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the Agreement's execution, such Agreement, amendment or modification thereto shall be rendered forfeit and void. The Contractor shall so notify NYSERDA within five (5) business days of such conviction, determination or disposition of appeal. (See and compare Section 220-f of the Labor Law, Section 139-h of the State Finance Law, and 2 NYCRR 105.4).

5. SET-OFF RIGHTS. NYSERDA shall have all of its common law and statutory rights of set-off. These rights shall include, but not be limited to, NYSERDA's option to withhold for the purposes of set-off any moneys due to the Contractor under this Agreement up to any amounts due and owing to NYSERDA with regard to this Agreement, any other Agreement, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to NYSERDA for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

6. CONFLICTING TERMS. In the event of a conflict between the terms of the Agreement (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit B, the terms of this Exhibit B shall control.

7. GOVERNING LAW. This Agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

8. NO ARBITRATION. Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily required) without the NYSERDA's written consent, but must, instead, be heard in a court of competent jurisdiction of the State of New York.

9. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law and Rules ("CPLR"), Contractor hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Contractor's actual receipt of process or upon NYSERDA's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Contractor must promptly notify NYSERDA, in writing, of each and every change of address to which service of process can be

made. Service by NYSERDA to the last known address shall be sufficient. Contractor will have thirty (30) calendar days after service hereunder is complete in which to respond.

10. CRIMINAL ACTIVITY. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of any allegation previously unknown to it that the Contractor or any of its principals is under indictment for a felony, or has been, within five (5) years prior to submission of the Contractor's proposal to NYSERDA, convicted of a felony, under the laws of the United States or Territory of the United States, then NYSERDA may exercise its stop work right under this Agreement. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of the fact, previously unknown to it, that Contractor or any of its principals is under such indictment or has been so convicted, then NYSERDA may exercise its right to terminate this Agreement. If the Contractor knowingly withheld information about such an indictment or conviction, NYSERDA may declare the Agreement null and void and may seek legal remedies against the Contractor and its principals. The Contractor or its principals may also be subject to penalties for any violation of law which may apply in the particular circumstances. For a Contractor which is an association, partnership, corporation, or other organization, the provisions of this paragraph apply to any such indictment or conviction of the organization itself or any of its officers, partners, or directors or members of any similar governing body, as applicable.

11. PERMITS. It is the responsibility of the Contractor to acquire and maintain, at its own cost, any and all permits, licenses, easements, waivers and permissions of every nature necessary to perform the work.

12. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Contractor certifies and warrants that all wood products to be used under this Agreement will be in accordance with, but not limited to, the specifications and provisions of State Finance Law Section 165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by NYSERDA.

13. COMPLIANCE WITH TAX LAW SECTION 5-a. The following provisions apply to Contractors that have entered into agreements in an amount exceeding \$100,000 for the purchase of goods and services:

- a. Before such agreement can take effect, the Contractor must have on file with the New York State Department of Taxation and Finance a Contractor Certification form (ST-220-TD).
- b. Prior to entering into such an agreement, the Contractor is required to provide NYSERDA with a completed Contractor Certification to Covered Agency form (Form ST-220-CA).
- c. Prior to any renewal period (if applicable) under the agreement, the Contractor is required to provide NYSERDA with a completed Form ST-220-CA.

- d. Certifications referenced in paragraphs (b) and (c) above will be maintained by NYSERDA and made a part hereof and incorporated herein by reference.
- e. NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Contractor in accordance with Tax Law Section 5-a was false when made.

EXHIBIT C  
**REPORT FORMAT AND STYLE GUIDE**

**PURPOSE**

This document explains how to prepare a technical report for the New York State Energy Research and Development Authority (NYSERDA). It describes editorial and production procedures and gives electronic data-transfer information. NYSERDA's contractors prepare the reports describing NYSERDA research and development projects that NYSERDA publishes. Please direct questions about format and style to Diane Welch of NYSERDA's Technical Communications unit: (518) 862-1090, ext. 3276; fax (518) 862-1091; e-mail dlw@nysERDA.org

**COPYRIGHTS**

All material borrowed or adapted from other sources should be properly identified (i.e., document, source, date, and page). The contractor must obtain and submit to NYSERDA the copyright owner's written permission to use copyrighted illustrations, tables, or substantial amounts of text from another publication.

**REPORT FORMAT AND SEQUENCE**

The following items are required in all technical reports and should be paginated in the following sequence:

- Title page (no page number)
- Notice (no page number)
- Abstract (iii)
- Acknowledgments (optional) (iv)
- Table of Contents, including listings of figures and tables (v or vii)
- Summary (S-1)

**NOTE: the Abstract, Table of Contents, and each section begin on right-hand, odd-numbered pages.**

**Title Page**

- The following information is required (see sample on last page):
  - Report title and type of report (i.e., final, interim, or summary)
  - Name of NYSERDA project manager(s)
  - Corporate name, city, and state of contractor(s), including contact person(s) or project manager(s)
  - Project cosponsors, including contact person(s) or project manager(s)
  - Contract number (e.g., 3178-ERTER-MW-94)

**Notices**

One of these legal notices or disclaimers is required:

- When NYSERDA is the project's sole sponsor, this notice must be used:

**NOTICE**

This report was prepared by \_\_\_\_\_ in the course of performing work contracted for and sponsored by the New York State Energy Research and Development Authority (hereafter "NYSERDA"). The opinions expressed in this report do not necessarily reflect those of NYSERDA or the State of New York, and reference to any specific product, service, process, or method does not constitute an implied or expressed recommendation or endorsement of it. Further, NYSERDA, the State of New York, and the contractor make no warranties or representations, expressed or implied, as to the fitness for particular purpose or merchantability of any product, apparatus, or service, or the usefulness, completeness, or

accuracy of any processes, methods, or other information contained, described, disclosed, or referred to in this report. NYSERDA, the State of New York, and the contractor make no representation that the use of any product, apparatus, process, method, or other information will not infringe privately owned rights and will assume no liability for any loss, injury, or damage resulting from, or occurring in connection with, the use of information contained, described, disclosed, or referred to in this report.

- When there are other project cosponsors, use the following notice instead:

#### **NOTICE**

This report was prepared by \_\_\_\_\_ in the course of performing work contracted for and sponsored by the New York State Energy Research and Development Authority and the \_\_\_\_\_ (hereafter the "Sponsors"). The opinions expressed in this report do not necessarily reflect those of the Sponsors or the State of New York, and reference to any specific product, service, process, or method does not constitute an implied or expressed recommendation or endorsement of it. Further, the Sponsors and the State of New York make no warranties or representations, expressed or implied, as to the fitness for particular purpose or merchantability of any product, apparatus, or service, or the usefulness, completeness, or accuracy of any processes, methods, or other information contained, described, disclosed, or referred to in this report. The Sponsors, the State of New York, and the contractor make no representation that the use of any product, apparatus, process, method, or other information will not infringe privately owned rights and will assume no liability for any loss, injury, or damage resulting from, or occurring in connection with, the use of information contained, described, disclosed, or referred to in this report.

#### **Abstract and Key Words** — right-hand, odd-numbered page [iii]

An abstract is a brief, 200-word description of project objectives, investigative methods used, and research conclusions or applications. This information will be used when NYSERDA registers the report with the National Technical Information Service (NTIS). A list of key words that describe the project and identify the major research concept should be submitted with the report. Four to six precise descriptors are generally sufficient and will be used for indexing, registering, and distributing the report through NTIS.

#### **Acknowledgments** (optional) — left-hand, even-numbered page [iv]

Acknowledgments precede the contents and should be no longer than two paragraphs.

#### **Table of Contents and Lists of Figures and Tables** — begin on odd-numbered, right-hand pages [v. vii, ix, etc.]

The Table of Contents should list section numbers, titles, second-level headings, and their page numbers. Third-level headings also may be listed. If the report contains five or more figures or tables, they should be listed using the style of the Table of Contents. The following samples are boxed only to set them apart in this document.

#### **Summary** — right-hand, odd-numbered page [S-1]

The Summary, which immediately precedes the body of the text, should be written for a general audience. The Summary may be the only part of the technical report closely read by a number of people, many of whom lack a technical background. These may include industry and utility executives, government officials, legislators, the general public, and media representatives. The Summary should be 500-1000 words long.

## TABLE OF CONTENTS

<u>Section</u>	<u>Page</u>
SUMMARY .....	S-1
1 DESCRIPTION OF STUDY .....	1-1
Sources of Information .....	1-5
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## FIGURES

<u>Figure</u>	<u>Page</u>
1-1 Comparative Energy Use Per Cubic Foot in Hospitals Under 200 Beds .....	1-2
2-1 View of Community Hospital from South .....	2-1
2-2 Site Plan .....	2-5

### GENERAL INFORMATION

The first reference to NYSERDA should read “the New York State Energy Research and Development Authority (NYSERDA).” Subsequent references should read simply “NYSERDA.” When it is clear that you are referring to New York State, use State; otherwise, use New York State or the State of New York.

### COPY

- Page format:
  - Margins should be 1.25 inches left and right; 1 inch top and bottom.
  - Use left-hand justification only.
  - Text should be in a 10-point serif font (i.e., Times Roman, Bookman, etc.); captions, tables, and figures should be in a sans-serif font (i.e., Helvetica, Arial, etc.).
  - Spacing should be 1.5 lines, printed on one side of the paper.
  - Block-style paragraphs should be used, with no indentation (except for fifth-level headings, which should be blocked on the left; see Heading Styles, below).
  - There should be two returns between a paragraph and the next heading.

- Material borrowed or adapted from external sources must be identified (i.e., document, source, date, and page). Written permission to use copyrighted illustrations, tables, or text taken from another publication must be submitted with the report.
- Avoid half-page and one-sentence paragraphs.
- Do not use contractions.
- When referring to a specific figure or table, spell out and capitalize the words "Figure" and "Table."
- Indented lists of material should be set off with bullets:
  - If a typographical bullet is unavailable, the bullet is a lower case "o," not zero.
  - One blank line should precede and follow a list.
  - Bulleted items should be indented left and right.
- All new sections should begin on a right-hand, odd-numbered page (e.g., 1-1, 2-1, A-1, etc.).
- Percentages should be written as follows: 1%, 76%, etc.
- Acronyms must be spelled out the first time used, followed by the acronym in parentheses.

## HEADING STYLES

The heading styles illustrated below should be used. (Only section headings should be numbered.)

### FIRST-LEVEL HEADING

#### Section 1

#### INTRODUCTION

The heading is upper case, centered, and boldfaced; the text is below the heading, at the left margin.

### SECOND-LEVEL HEADING

The heading is upper case, at the left margin, and boldfaced; the text is at the left margin.

### Third-Level Heading

The heading is upper and lower case, at the left margin, boldfaced, and underscored; the text is at the left margin.

**Fourth-Level Heading**. The heading is upper and lower case, at the left margin, boldfaced, and underscored, with a period at the end. The text continues on the same line as the heading. The remaining text goes back out to the left margin.

**Fifth-Level Heading**. The heading is upper and lower case, indented, boldfaced, and underscored with a period at the end. The text continues on the same line, with the remaining text indented left and right.

## TABLES AND FIGURES

- Tables and figures must be numbered sequentially and titled individually.
- Place tables and figures as close as possible to the text in which they are mentioned.
- Distinguish tabular material from the text.
- Cite a source if the tabular material or figure content has not been generated by the contractor.
- Figure captions should be complete sentences when appropriate.
- Use "Figure 1," not "Fig. 1," or "Table 1." in the text, as well as for captions. Examples:
  - Table 1 details demand-side management options.
  - As shown in Figure 1, the demand-side management program offers numerous options.
- Figure captions should be typed in boldface.
  - **Figure 1. Demand-Side Management Options in New York State.**
- Unless generated by the contractor, a source should always be cited. The figure source should appear after the caption (e.g., Source: Lawrence Berkeley Laboratory); the table source should be noted with an asterisk and footnoted.
- Photographs and drawings should be limited in number, with the following guidelines:
  - Black-and-white line drawings or good-quality, clear halftones (black-and-white photographs) may be used. Color artwork and photos will be printed in black-and-white.
  - Slides should be converted to black-and-white photos before being submitted.
  - Photographs should be printed on glossy stock, preferably 5"x7".

## REFERENCES AND BIBLIOGRAPHIES

The format in Manual of Style (University of Chicago Press, Chicago, Illinois) should be used for reference listings and bibliographies.

Bibliographic entries should be listed alphabetically by author, as follows:

Hawkins, R.R. Scientific, Medical, and Technical Books Published in the United States of America. 2d ed. New York: Bowker, 1958.

## REPORT REQUIREMENTS

Two hard copies of the draft final report must be submitted to NYSERDA's Manager of Technical. After review by the Project Manager and Technical Communications staff, the draft will be returned to the contractor for final corrections. The contractor is responsible for satisfactorily addressing technical comments from NYSERDA and other co-funders. When making editorial corrections, the contractor must ensure that technical content is not compromised.

After editorial corrections have been made, the contractor must submit two hard copies of the final report (one a camera-ready original and the other a photocopy) and the report on a compact disc, Iomega 100 PC-Zip disk, or IBM personal computer-compatible diskette to NYSERDA's Manager of Technical Communications.

**Electronic Requirements**

- Material must be submitted in any of the following formats:
  - Compact disc (CD-ROM)
  - Iomega 100 PC-Zip disk
  - IBM personal computer-compatible 3.5-inch, double-sided (DS), high-density (HD) diskette
- Textual material should be created in a format compatible with WordPerfect 9. While other word-processing programs may be able to be converted, results may vary. Characteristics such as underlining, bold, italics, and special characters that often appear in equations may be lost if WordPerfect 9 is not used.
- Reports that are to be published on the web must be submitted as either a PDF or HTML file.

If you are unable to meet these electronic transfer requirements, before submitting your report please contact Diane Welch of NYSERDA's Technical Communications unit at (518) 862-1090, ext. 3276; fax (518) 862-1091; e-mail dlw@nyserdera.org

**CITY OF LOCKPORT INFLUENT HYDROPOWER  
FEASIBILITY STUDY**  
Final Report

Prepared for

**THE NEW YORK STATE  
ENERGY RESEARCH AND DEVELOPMENT AUTHORITY**  
Albany, NY

Lawrence J. Pakenas, P.E.  
Senior Project Manager

Prepared by

**CITY OF LOCKPORT**  
Lockport, NY

Michael Diel  
Project Manager


and

**MALCOLM PIRNIE, INC.**  
Buffalo, NY

Vincent J. Funigiello, P.E.  
Project Manager

4311-ERTER-MW-97

NYSERDA  
Report 98-11



July 1998

Sample title page. Font is a serif font (Times Roman). Bold-faced text is 13 pt., small caps. The rest of the type is 11 pt., plain text.

## EXHIBIT D

### PART 504

#### PROMPT PAYMENT POLICY STATEMENT

Section 504.1 Purpose and applicability. (a) The purpose of this Part is to implement section 2880 of the Public Authorities Law by detailing the authority's policy for making payment promptly on amounts properly due and owing by the authority under contracts. This Part constitutes the authority's prompt payment policy statement as required by that section.

(b) This Part generally applies to payments due and owing by the authority to a person or business in the private sector under a contract it has entered into with the authority on or after May 1, 1988. This Part does not apply to payments due and owing:

- (1) under the Eminent Domain Procedure Law;
- (2) as interest allowed on judgments rendered by a court pursuant to any provision of law except Section 2880 of the Public Authorities Law;
- (3) to the Federal government; to any state agency or its instrumentalities; to any duly constituted unit of local government, including but not limited to counties, cities, towns, villages, school districts, special districts or any of their related instrumentalities; to any other public authority or public benefit corporation; or to its employees when acting in, or incidental to, their public employment capacity;
- (4) if the Authority is exercising a legally authorized set-off against all or part of the payment; or
- (5) if other State or Federal law or rule or regulation specifically requires otherwise.

Section 504.2 Definitions. As used in this Part, the following terms shall have the following meanings, unless the context shall indicate another or different meaning or intent:

- (a) "Authority" means the New York State Energy Research and Development Authority.
- (b) "Contract" means an enforceable agreement entered into between the Authority and a contractor.
- (c) "Contractor" means any person, partnership, private corporation, or association:
  - (1) selling materials, equipment or supplies or leasing property or equipment to the Authority pursuant to a contract;
  - (2) constructing, reconstructing, rehabilitating or repairing buildings, highways or other improvements for, or on behalf of, the Authority pursuant to a contract; or
  - (3) rendering or providing services to the Authority pursuant to a contract.

(d) "Date of payment" means the date on which the Authority requisitions a check from its statutory fiscal agent, the Department of Taxation and Finance, to make a payment.

(e) "Designated payment office" means the Office of the Authority's Controller, located at 17 Columbia Circle, Albany, New York 12203.

(f) "Payment" means provision by the Authority of funds in an amount sufficient to satisfy a debt properly due and owing to a contractor and payable under all applicable provisions of a contract to which this Part applies and of law, including but not limited to provisions for retained amounts or provisions which may limit the Authority's power to pay, such as claims, liens, attachments or judgments against the contractor which have not been properly discharged, waived or released.

(g) "Prompt payment" means a payment within the time periods applicable pursuant to Sections 504.3 through 504.5 of this Part in order for the Authority not to be liable for interest pursuant to Section 504.6.

(h) "Payment due date" means the date by which the date of payment must occur, in accordance with the provisions of Sections 504.3 through 504.5 of this Part, in order for the Authority not to be liable for interest pursuant to Section 5.06.

(i) "Proper invoice" means a written request for a contract payment that is submitted by a contractor setting forth the description, price or cost, and quantity of goods, property or services delivered or rendered, in such form, and supported by such other substantiating documentation, as the Authority may reasonably require, including but not limited to any requirements set forth in the contract; and addressed to the Authority's Controller, marked "Attention: Accounts Payable," at the designated payment office.

(j)(1) "Receipt of an invoice" means:

(i) if the payment is one for which an invoice is required, the later of:

(a) the date on which a proper invoice is actually received in the designated payment office during normal business hours; or

(b) the date by which, during normal business hours, the Authority has actually received all the purchased goods, property or services covered by a proper invoice previously received in the designated payment office.

(ii) if a contract provides that a payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice the 30th calendar day, excluding legal holidays, before the date so specified or predetermined.

(2) For purposes of this subdivision, if the contract requires a multifaceted, completed or working system, or delivery of no less than a specified quantity of goods, property or services and only a portion of such systems or less than the required goods, property or services are working, completed or delivered, even though the Contractor has invoiced the Authority for the portion working, completed or delivered, the Authority will not be in receipt of an invoice until

the specified minimum amount of the systems, goods, property or services are working, completed or delivered.

(k) "Set-off" means the reduction by the Authority of a payment due a contractor by an amount equal to the amount of an unpaid legally enforceable debt owed by the contractor to the Authority.

Section 504.3 Prompt payment schedule. Except as otherwise provided by law or regulation or in Sections 504.4 and 504.5 of this Part, the date of payment by the Authority of an amount properly due and owing under a contract shall be no later than 30 calendar days, excluding legal holidays, after such receipt.

Section 504.4 Payment procedures. (a) Unless otherwise specified by a contract provision, a proper invoice submitted by the contractor to the designated payment office shall be required to initiate payment for goods, property or services. As soon as any invoice is received in the designated payment office during normal business hours, such invoice shall be date-stamped. The invoice shall then promptly be reviewed by the Authority.

(b) The Authority shall notify the contractor within 15 calendar days after receipt of an invoice of:

- (1) any defects in the delivered goods, property or services;
- (2) any defects in the invoice; and
- (3) suspected improprieties of any kind.

(c) The existence of any defects or suspected improprieties shall prevent the commencement of the time period specified in Section 504.3 until any such defects or improprieties are corrected or otherwise resolved.

(d) If the Authority fails to notify a contractor of a defect or impropriety within the fifteen calendar day period specified in subdivision (b) of this section, the sole effect shall be that the number of days allowed for payment shall be reduced by the number of days between the 15th day and the day that notification was transmitted to the contractor. If the Authority fails to provide reasonable grounds for its contention that a defect or impropriety exists, the sole effect shall be that the payment due date shall be calculated using the original date of receipt of an invoice.

(e) In the absence of any defect or suspected impropriety, or upon satisfactory correction or resolution of a defect or suspected impropriety, the Authority shall make payment, consistent with any such correction or resolution and the provisions of this Part.

Section 504.5 Exceptions and extension of payment due date. The Authority has determined that, notwithstanding the provisions of Sections 504.3 and 504.4 of this Part, any of the following facts or circumstances, which may occur concurrently or consecutively, reasonably justify extension of the payment due date:

- (a) If the case of a payment which a contract provides will be made on a specific date or at a predetermined interval, without having to submit a written invoice, if any documentation,

supporting data, performance verification, or notice specifically required by the contract or other State or Federal mandate has not been submitted to the Authority on a timely basis, then the payment due date shall be extended by the number of calendar days from the date by which all such matter was to be submitted to the Authority and the date when the Authority has actually received such matter.

- (b) If an inspection or testing period, performance verification, audit or other review or documentation independent of the contractor is specifically required by the contract or by other State or Federal mandate, whether to be performed by or on behalf of the Authority or another entity, or is specifically permitted by the contract or by other State or Federal provision and the Authority or other entity with the right to do so elects to have such activity or documentation undertaken, then the payment due date shall be extended by the number of calendar days from the date of receipt of an invoice to the date when any such activity or documentation has been completed, the Authority has actually received the results of such activity or documentation conducted by another entity, and any deficiencies identified or issues raised as a result of such activity or documentation have been corrected or otherwise resolved.
- (c) If an invoice must be examined by a State or Federal agency, or by another party contributing to the funding of the contract, prior to payment, then the payment due date shall be extended by the number of calendar days from the date of receipt of an invoice to the date when the State or Federal agency, or other contributing party to the contract, has completed the inspection, advised the Authority of the results of the inspection, and any deficiencies identified or issues raised as a result of such inspection have been corrected or otherwise resolved.
- (d) If appropriated funds from which payment is to be made have not yet been appropriated or, if appropriated, not yet been made available to the Authority, then the payment due date shall be extended by the number of calendar days from the date of receipt of an invoice to the date when such funds are made available to the Authority.

Section 504.6 Interest eligibility and computation. If the Authority fails to make prompt payment, the Authority shall pay interest to a contractor on the payment when such interest computed as provided herein is equal to or more than ten dollars. Interest shall be computed and accrue at the daily rate in effect on the date of payment, as set by the New York State Tax Commission for corporate taxes pursuant to Section 1096(e)(1) of the Tax Law. Interest on such a payment shall be computed for the period beginning on the day after the payment due date and ending on the date of payment.

Section 504.7 Sources of funds to pay interest. Any interest payable by the Authority pursuant to this Part shall be paid only from the same accounts, funds, or appropriations that are lawfully available to make the related contract payment.

Section 504.8 Incorporation of prompt payment policy statement into contracts. The provisions of this Part in effect at the time of the creation of a contract shall be incorporated into and made a part of such contract and shall apply to all payments as they become due and owing pursuant to the terms and conditions of such contract, notwithstanding that the Authority may subsequently amend this Part by further rulemaking.

Section 504.9 Notice of objection. Unless a different procedure is specifically prescribed in a contract, a contractor may object to any action taken by the Authority pursuant to this Part which prevents the commencement of the time in which interest will be paid by submitting a written notice of objection to the Authority. Such notice shall be signed and dated and concisely and clearly set forth the basis for the objection and be addressed to the Vice President, New York State Energy Research and Development Authority, at the address set forth in Section 504.2(e). The Vice President of the Authority, or his or her designee, shall review the objection for purposes of affirming or modifying the Authority's action. Within 15 working days of the receipt of the objection, the Vice President, or his or her designee, shall notify the contractor either that the Authority's action is affirmed or that it is modified or that, due to the complexity of the issue, additional time is needed to conduct the review; provided, however, in no event shall the extended review period exceed 30 working days.

Section 504.10 Judicial Review. Any determination made by the Authority pursuant to this Part which prevents the commencement of the time in which interest will be paid is subject to judicial review in a proceeding pursuant to Article 78 of the Civil Practice Law and Rules. Such proceedings shall only be commenced upon completion of the review procedure specified in Section 504.9 of this Part or any other review procedure that may be specified in the contract or by other law, rule, or regulation.

Section 504.11 Court action or other legal processes. (a) Notwithstanding any other law to the contrary, the liability of the Authority to make an interest payment to a contractor pursuant to this Part shall not extend beyond the date of a notice of intention to file a claim, the date of a notice of a claim, or the date commencing a legal action for the payment of such interest, whichever occurs first.

(b) With respect to the court action or other legal processes referred to in subdivision (a) of this section, any interest obligation incurred by the Authority after the date specified therein pursuant to any provision of law other than Public Authorities Law Section 2880 shall be determined as prescribed by such separate provision of law, shall be paid as directed by the court, and shall be paid from any source of funds available for that purpose.

Section 504.12 Amendments. These regulations may be amended by resolution of the Authority, provided that the Chair, upon written notice to the other Members of the Authority, may from time to time promulgate nonmaterial amendments of these regulations.