

ATTACHMENT A - PON No. 1184 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date May 22, 2008	
Primary Contact (Prime Contractor) name and e-mail		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
Secondary Contact name and e-mail		Title	
Company		Phone	Fax
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?

Executive Summary _____ Statement of Work _____ Schedule _____ Proposer Qualifications _____ Completed and Signed Contract Pricing Proposal Form _____ Per-task Cost Table _____ Cost-Sharing Table _____ Letters of commitment from all participating organizations _____ Exceptions to Terms & Conditions (if applicable) _____	Indictment/Conviction of Felony (if applicable) _____ NYSERDA Contracts Awarded (if applicable) _____ Prior and/or Competing Proposals (if applicable) _____ Disclosure of Prior Findings of Non-responsibility Form _____ To which category are you proposing? (check one) <input type="checkbox"/> A Use Tools and Data, Maintain Program Awareness <input type="checkbox"/> B Expand Demonstration Activities, Maintain Technical Capabilities
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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 Part I and Part II of this proposal.

Signature	Name
Title	Organization
Phone	Date

NOTE: This completed form **MUST** be signed and attached to the front of all copies of Part I of your proposal.