



ATTACHMENT A - PON No. 1232 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date	
Primary Contact (Prime Contractor)		Title	
Company		Phone	Fax
		e-mail	
Address	City	State or Province	Zip
<p>THE PRIME CONTRACTOR MUST SIGN THIS FORM BELOW and ANSWER THE FOLLOWING QUESTIONS:</p> <p>Do you accept all Terms & Conditions in the Sample Agreement? (if no, explain on separate pg) ___ Yes ___ No (NYSERDA anticipates considering only specifically listed exceptions in negotiations.)</p> <p>Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate pg) ___ Yes ___ No</p> <p>Are you a Minority or Women-Owned Business Enterprise? ___ Yes ___ No</p> <p>Does your proposal contain Minority or Women-Owned Business enterprises as subcontractors? ___ Yes ___ No</p> <p>Are you submitting the required electronic version (CD) of your proposal? ___ Yes ___ No</p> <p>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)</p> <p>Have you ever contracted with NYSERDA before? (if yes, provide contract numbers and project titles) ___ Yes ___ No</p> <p>Does the proposed demonstration site pay into the System Benefits Charge (SBC) noted on electricity bill? ___ Yes ___ No</p>			
ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?			
Executive Summary	___	Budget: Completed and Signed Contract Pricing	___
Problem Statement/Proposed Solution	___	Proposal Form(s)	___
Benefits	___	Letters of commitment	___
Technology Transfer or Commercialization Plan	___		
Scope of Work	___	Indictment/Conviction of Felony (if applicable)	___
Schedule	___	Prior NYSERDA Contracts Awarded (if applicable)	___
Cost-Sharing Chart	___	Prior and/or Competing Proposals (if applicable)	___
Business Description	___	Exceptions to Terms & Conditions (if applicable)	___
Project Team/Qualifications	___	Disclosure of Prior Findings (mandatory)	___
COST SHARE TOTALS			
Proposer \$ _____	NYSERDA \$ _____	Others \$ _____	Total \$ _____
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			

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