



ATTACHMENT A - PON No. 1260 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date	
Primary Contact (Prime Contractor)		Title	
Company		Phone	Fax
		e-mail	
Address	City	State or Province	Zip
Secondary Contact		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</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 number of copies? (See proposal instructions.) __ 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>Is the proposing business currently located (or planning to relocate as part of the proposed effort) in the service territory of one or more of the utilities that contribute to the System Benefits Charge? __ Yes __ No</p>			
ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?			
Executive Summary _____	Letters of Interest or Commitment _____		
Background & Business Case _____	Indictment/Conviction of Felony (if applicable) _____		
Statement of Work _____	NYSERDA Contracts Awarded (if applicable) _____		
Schedule _____	Prior and/or Competing Proposals (if applicable) _____		
Benefits _____	Exceptions to Terms & Conditions (if applicable) _____		
Proposer Qualifications & Experience _____	Potential Conflicts of Interest _____		
Cost-Sharing Table _____	Completed and Signed Contract Pricing Proposal Form(s) _____		
Business Plan _____	Disclosure of Prior Findings of Non-responsibility Form _____		
AUTHORIZED SIGNATURE & CERTIFICATION			
<p>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.</p>			
Signature		Name	
Title		Organization	
Phone			

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



NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY