



**NEW YORK STATE ENERGY RESEARCH AND DEVELOPMENT AUTHORITY**

**ATTACHMENT A - PON No. 1276 PROPOSAL CHECKLIST (MANDATORY)**

Proposal Title		Due Date																			
Primary Contact (Prime Contractor)		Title																			
Company		Phone	Fax																		
		e-mail																			
Address	City	State or Province	Zip																		
<p><b>THE PRIME CONTRACTOR MUST SIGN THIS FORM BELOW and ANSWER THE FOLLOWING QUESTIONS:</b></p> <p>Do you accept all Terms &amp; Conditions in the Sample Agreement? (if no, explain on separate pg) <span style="float:right">__ Yes __ No</span>          (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) <span style="float:right">__ Yes __ No</span></p> <p>Are you a Minority or Women-Owned Business Enterprise? <span style="float:right">__ Yes __ No</span></p> <p>Does your proposal contain Minority or Women-Owned Business enterprises as subcontractors? <span style="float:right">__ Yes __ No</span></p> <p>Are you submitting the required number of copies? (See proposal instructions.) <span style="float:right">__ Yes __ No</span></p> <p>Is other public funding pending/awarded on this and/or very similar topic (prior and/or competing proposals)? <span style="float:right">__ Yes __ No</span>          (if yes, explain on separate page)</p> <p>Have you ever contracted with NYSERDA before? (if yes, provide contract numbers and project titles) <span style="float:right">__ Yes __ No</span></p> <p>Do you pay into the System Benefits Charge (SBC) fund as noted on your electricity bill? <span style="float:right">__ Yes __ No</span></p>																					
<p><b>ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?</b></p> <table border="0" style="width:100%"> <tr> <td style="width:50%">Executive Summary _____</td> <td style="width:50%">Budget: Completed and Signed Contract Pricing _____</td> </tr> <tr> <td>Problem Statement/Proposed Solution _____</td> <td>Proposal Form(s) _____</td> </tr> <tr> <td>Benefits _____</td> <td>Letters of commitment _____</td> </tr> <tr> <td>Technology Transfer or Commercialization Plan _____</td> <td></td> </tr> <tr> <td>Scope of Work _____</td> <td>Indictment/Conviction of Felony (if applicable) _____</td> </tr> <tr> <td>Schedule _____</td> <td>Prior NYSERDA Contracts Awarded (if applicable) _____</td> </tr> <tr> <td>Cost-Sharing Chart _____</td> <td>Prior and/or Competing Proposals (if applicable) _____</td> </tr> <tr> <td>Business Description _____</td> <td>Exceptions to Terms &amp; Conditions (if applicable) _____</td> </tr> <tr> <td>Project Team/Qualifications _____</td> <td>Disclosure of Prior Findings (mandatory) _____</td> </tr> </table>				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) _____
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<p><b>COST SHARE TOTALS</b></p> <p>Proposer \$ _____ NYSERDA \$ _____ Others \$ _____ Total \$ _____</p>																					
<p><b>AUTHORIZED SIGNATURE &amp; CERTIFICATION</b></p> <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.