



ATTACHMENT A - PON No. 1283 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title (What product/concept will be focus of proposed work?)		Due Date															
Primary Contact (Prime Contractor)		Title															
Company		Phone	Fax														
Address	City	State/Province & Zip	e-Mail														
Secondary Contact		Title															
Company		Phone	Fax														
Address	City	State/Province & Zip	e-Mail														
<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 page) ___ Yes ___ No</p> <p>Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate page) ___ 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)? (if yes, explain on separate page) ___ Yes ___ No</p>																	
<p>ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?</p> <table border="0" style="width:100%"> <tr> <td style="width:50%">1. Disclosure of Prior Findings (mandatory) _____</td> <td style="width:50%">8. Cost-Sharing Chart _____</td> </tr> <tr> <td>2. Executive Summary _____</td> <td>9. Resumes _____</td> </tr> <tr> <td>3. Test and Research Center Plans _____</td> <td>10. Commitment Letters from Participating Organizations _____</td> </tr> <tr> <td>4. Proposing Team Qualifications and Structure _____</td> <td>11. Indictment/Conviction of Felony (if applicable) _____</td> </tr> <tr> <td>5. Statement of Work _____</td> <td>12. NYSERDA Contracts Awarded (if applicable) _____</td> </tr> <tr> <td>6. Schedule _____</td> <td>13. Prior and/or Competing Proposals (if applicable) _____</td> </tr> <tr> <td>7. Cost Proposal and Budget _____</td> <td>14. Exceptions to Terms & Conditions (if applicable) _____</td> </tr> </table>				1. Disclosure of Prior Findings (mandatory) _____	8. Cost-Sharing Chart _____	2. Executive Summary _____	9. Resumes _____	3. Test and Research Center Plans _____	10. Commitment Letters from Participating Organizations _____	4. Proposing Team Qualifications and Structure _____	11. Indictment/Conviction of Felony (if applicable) _____	5. Statement of Work _____	12. NYSERDA Contracts Awarded (if applicable) _____	6. Schedule _____	13. Prior and/or Competing Proposals (if applicable) _____	7. Cost Proposal and Budget _____	14. Exceptions to Terms & Conditions (if applicable) _____
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<p>AUTHORIZED SIGNATURE & CERTIFICATION:</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 (Type or Print)															
Title		Organization															
Phone		Date															

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