

ATTACHMENT A - RFQ No. 1287 PROPOSAL CHECKLIST (MANDATORY)

Proposal Title		Due Date	
Primary Contact (Prime Contractor)		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
Secondary Contact		Title	
Company		Phone	Fax
Address	City	State or Province	Zip
THE PRIME APPLICANT 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 of Part I and Part II? (See proposal instructions.)		__ Yes __ No	
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	
ON WHAT PAGE IN YOUR PROPOSAL CAN THESE ITEMS BE FOUND?			
PART I 1. General Information _____ 2. Copy of RESNET HERS Provider Application & Proof that firm has been RESNET-approved as a HERS Provider in New York State _____ 3. References _____ 4. Services to be Provided A. Programmatic _____ B. Technical _____ C. Administrative Tracking _____		5. Capacity List of current raters _____ Recruiting Plan _____ List of NY State counties in which respondent intends to provide services _____	

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 NYSEDA'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.