

**Attachment A
PROPOSAL CHECKLIST (MANDATORY)**

Proposal Title: **Financing for Assisted Home Performance with ENERGY STAR®**

Contact (Prime Contractor - please print)			Title
Company			Phone
Address			Fax
City	State/Province	Zip	E-Mail

Contact (Proposal Author if different - please print)			Title
Company			Phone
Address			Fax
City	State/Province	Zip	E-Mail

The prime contractor must sign this form below.

THE PRIME CONTRACTOR MUST ANSWER THE FOLLOWING QUESTIONS:

Do you accept all provisions of the Sample Participation Agreement? (If no, explain on separate page.) Yes No

Have you been indicted/convicted for a felony within the past 5 years? (if yes, explain on separate page) 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 the Statement of Qualifications? 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

Have you retained, employed, or designated any person or organization to attempt to influence the
procurement process with respect to this solicitation? Yes No

Have you included letters of commitment and/or support in an appendix to the proposal? Yes No

AUTHORIZED SIGNATURE

I certify that the above information is accurate, and that the proposal requirements noted have been completed and are enclosed. 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 (please print)
Title	Organization
Phone	Date

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

