

Green Jobs – Green New York Training and Implementation Contractor
Request for Proposal RFP 2832
\$700,000 Available

Proposals Due: October 1, 2013 by 5:00 P.M. Eastern Time*

Green Jobs - Green New York (GJGNY) is a statewide program to promote energy efficiency and the installation of clean technologies to reduce energy costs and greenhouse gas emissions. The program supports sustainable community development and creates opportunities for green jobs. The GJGNY Program has been designed to deliver outreach and education services through Constituency Based Organizations (CBOs) targeting priority communities. GJGNY Outreach and education targets residents, businesses, not-for-profits (NFPs), multifamily building owners, and potential workforce participants. CBOs encourage participation in energy efficiency programs, facilitate awareness of workforce training opportunities available through GJGNY, and assist with regional enrollment in those efforts. It is expected that there will be approximately 15-18 CBOs delivering outreach and education services throughout New York State.

The New York State Energy Research and Development Authority (NYSEERDA) seeks proposals from qualified organizations interested in supporting the implementation and efficiency of the GJGNY Outreach activities through the CBOs. This "Training and Implementation Contractor" (TIC) will be responsible for providing: structured training for the CBO organizations; geographic coordination and support of CBO Outreach programs; tracking of CBO progress against goals on customer referrals, audits, and retrofits made as a result of outreach efforts; facilitate effective communication with CBOs across all regions; management of the CBO SharePoint site; workforce recruitment; assessment and fulfillment of CBO needs; data gathering; oversight and technical support for the aggregation pilots; and regular reporting of program activities and results to NYSEERDA.

The term of the initial award will be two years with the option for NYSEERDA to renew for up to two additional years (one two-year renewal).

Proposal Submission:

Proposers must submit 10 paper copies of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which **must** contain an original signature. One electronic copy of the proposal must also be submitted on a standard compact disk (CD). This electronic document (pdf format only) must be an exact scanned image of the final proposal and include all relevant forms and signatures.

Proposals must be clearly labeled and submitted to:

Roseanne Viscusi, RFP 2832
NYS Energy Research and Development Authority
17 Columbia Circle
Albany, NY 12203-6399

If you have technical questions concerning this solicitation, contact Susan Andrews at (518) 862-1090, ext.3234 or sta@nyserda.ny.gov. If you have contractual questions concerning this solicitation, contact Elsyda Ahmed at (518) 862-1090, ext. 3232 or ela@nyserda.ny.gov.

No communication intended to influence this procurement is permitted except by contacting Susan Andrews (Designated Contact) at (518) 862-1090, ext. 3234 or STA@nyserda.ny.gov. Contacting anyone other than this Designated Contact (either directly by the proposer or indirectly through a lobbyist or other person acting on the proposer's behalf) in an attempt to influence the procurement: (1) may result in a proposer being deemed a non-responsible offerer, and (2) may result in the proposer not being awarded a contract.

*Late proposals will be returned. Incomplete proposals may be subject to disqualification. It is the bidder's responsibility to ensure that all pages have been included in the proposal. Faxed or e-mailed proposals will not be accepted. Proposals will not be accepted at any other NYSERDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSERDA's web site at www.nyserderda.ny.gov.

I. INTRODUCTION

NYSERDA is a public benefit corporation established pursuant to Title 9 of Article 8 of the Public Authorities Law of the State of New York. NYSERDA's principal mission is to develop innovative solutions to some of the State's most difficult energy and environmental problems.

NYSERDA's aim is to help New York meet its energy goals: reducing energy consumption, promoting the use of renewable energy resources, and protecting the environment in ways that also support economic development. NYSERDA's workforce reflects its public service orientation, placing a premium on objective analysis and collaboration, as well as reaching out to solicit multiple perspectives and share information. NYSERDA is committed to public service, striving to be a model of efficiency and effectiveness, while remaining flexible and responsive to its customers' needs. NYSERDA's programs and services provide a vehicle for the State to work collaboratively with businesses, academia, industry, the federal government, environmental community, public interest groups, and energy market participants. Through these collaborations, NYSERDA seeks to develop a diversified energy supply portfolio, improve market mechanisms, and facilitate the introduction and adoption of advanced technologies that will help New Yorkers plan for and respond to uncertainties in the energy markets.

The GJGNY Program ("the program") was created through NYS Legislation in October 2009. The legislature found that "promoting widespread dissemination of energy efficiency and clean energy technologies represents a clear and cost-effective strategy for communities in New York State to curtail the emission of green house gases and harmful air contaminants, reducing the dependence on fossil fuels, lowering housing costs, supporting community development, and creating green jobs to sustain and enhance our economy." The legislation authorizes NYSERDA to establish a program for the performance of energy audits and energy efficiency retrofits or improvements for residential, small business, and not-for-profit property owners; and requires the selection of outreach, enrollment, and other related Program support services through a competitive process.

This solicitation seeks an organization to support the implementation of the GJGNY outreach initiative through CBOs including: structured training for the CBO organizations; geographic coordination and support of CBO Outreach programs; tracking of CBO progress against goals on customer referrals, audits, and retrofits made as a result of outreach efforts; facilitate effective communication with CBOs across all regions, management of the CBO SharePoint site; workforce recruitment; assessment and fulfillment of CBO needs; data gathering; oversight and technical support for the aggregation pilots; and regular reporting of program activities and results to NYSERDA.

The proposers are expected to have a working knowledge of all GJGNY program components and processes including: energy audit, loan products, and workforce funding and training opportunities; an understanding of the partners, constituents, and key stakeholders involved in and affected by the GJGNY program. The contractor will become a part of the team responsible for the effective deployment of the program statewide and will help NYSERDA ensure the effective delivery of program goals.

The Training and Implementation Contractor cannot also serve as a CBO to be selected through the GJGNY Outreach Initiative.

The expected start date for work is no later than January 2014. The term of the initial award will be two years with the option for NYSERDA to renew for up to two additional years (one two-year renewal), pending availability of funds.

II. PROGRAM GOALS

The primary goal of this effort is to support the effective implementation of the GJGNY Outreach Initiative. Specific objectives include the following:

- Assist NYSERDA with the planning and execution of the GJGNY Outreach Program, including the tracking of CBO progress toward goals.
- Ensure that all CBOs are fully trained on GJGNY and related programs, processes and procedures.

III. PROGRAM REQUIREMENTS

The TIC Contractor will be expected to work throughout New York State with the CBOs selected in each of the regions. The tasks expected of the TIC Contractor include the following:

A. Planning

- Assess CBO outreach goals and develop a comprehensive plan to support CBOs in their effort to meet goals.
- Understand regional and customer nuances, targeted sectors, communities, and CBO territories.
- Identify a comprehensive list of support activities needed by the CBOs and develop a plan for addressing these needs.
- Identify the systems necessary to effectively support both NYSERDA and the CBOs.

B Training

- Assess the training needs of each CBO.
- Develop a plan for implementing a training program for the CBOs. Consideration should be given to those CBOs previously trained and to delivering training in the most efficient way to as many CBOs at one time as possible.
- Develop schedules and agendas for in-person and/or virtual training sessions.
- Conduct training for CBOs. Training shall include, but not be limited to: understanding of GJGNY program components (residential, multifamily, not-for-profit (NFP), and small commercial energy audits) including important program rules and requirements; all financing products and criteria for participation including On-bill Recovery financing; job training opportunities; program policies and performance standards; marketing materials and strategies; necessary prescreening tools; forms and other necessary program materials; and other relevant information necessary to ensure that GJGNY program goals are reached.
- Train CBOs on all the available NYSERDA systems necessary to track and report program goals.
- Manage training program logistics, provide on-site support and facilitation, and provide post-event follow-up.
- Recruit speakers, if necessary.
- Conduct monthly CBO webinars.

C. Host and Oversee the CBO SharePoint site:

- Manage and host, either independently or through a third-party provider, the existing CBO SharePoint site and oversee its implementation and updating for the length of the contract period.
- Maintain core site functions and continue to populate the site with new documents and other programmatic information.
- Manage routine maintenance tasks.
- Maintain established processes and workflows.
- Provide training to the CBOs as part of the general curriculum/training activities; provide administrative and trouble-shooting support.
- Maintain the shared document folders.
- Register new users and review access of existing users to ensure the security of information.
- Ensure that the site continues to pass an American's with Disabilities Act accessibility compliance and security scan. NYSERDA's Information Security Officer must sign-off on the security scan.
- Provide back-up and security to the site and ensure that any personal, private, or sensitive information stored on the site is kept secure and in compliance with NYSERDA's policies.
- If the SharePoint site is ever transferred to NYSERDA, or another entity, the Contractor shall provide the domain name, SharePoint designer files, data, registered user lists, and all content associated with the site.
- Ensure that Social Media activity complies with NYSERDA's Social Media Security Policy.

D. Implementation Support

- Track CBO outreach activities and performance across regions and ensure CBO progress towards retrofit and workforce goals.
- Support the operation of the GJGNY Outreach program including: maintaining oversight systems, ensure adherence to existing program protocols and procedures, managing communication systems, monitor CBO compliance with the program, track CBO fiscal performance, implement corrective actions or program changes when necessary, implement appropriate management information systems, and monitor program capacity building.
- Assist in the tracking of Aggregation pilots. Aggregation is the recruitment by a CBO of eligible homes within a neighborhood, who have agreed to use the same contractor (or contractor team) to perform audits and energy services work.

E. CBO Support

- Ensure availability of all GJGNY program resources to support Outreach program implementation.
- Work with NYSERDA Outreach and Home Performance with ENERGY STAR staff to oversee implementation of the CBO Aggregation pilots.
- Ensure that the use of marketing materials is consistent with NYSERDA's requirements for use of marketing materials, logos, and templates.
- If necessary, coordinate an annual meeting of CBOs to discuss program issues, interact with NYSERDA staff, provide feedback, and make adjustments to program goals and strategies as deemed necessary.
- Ensure all events and other important regional activities are posted on the NYSERDA.ny.gov web site and the CBO SharePoint site.
- Regularly review the CBO websites and identify necessary updates.

F. Coordination and Reporting

- Manage the uploading of CBO monthly reports to the SharePoint site. Assist in the improvement of reporting templates and associated systems, as needed, to support CBOs in tracking and reporting against goals.
- Ensure that CBOs can access NYSERDA's database systems to monitor clients through the project processes.
- Conduct systems training as necessary.
- Provide NYSERDA with monthly reporting data collected from CBOs. Metrics shall be reported to NYSERDA in a format approved by NYSERDA.
- Maintain a calendar of CBO activities and trainings.

Proposer Qualifications

Proposers must have the following qualifications:

- Demonstrated experience managing complex, multi-faceted programs.
- Experience with implementing and evaluating training programs for multidisciplinary audiences with varying degrees of skills, knowledge-base, and other capabilities.
- Familiarity with NYSERDA programs, particularly Home Performance with ENERGY STAR and the Residential financing programs, including On-bill Recovery Financing.
- Familiarity with concepts and strategies related to community-based outreach, education, relationship-leveraging and marketing.
- Strong research, analysis, writing, presenting, and facilitating skills, with the ability to communicate clearly and concisely with the CBO community and other stakeholders.
- Strong Information Technology (IT) capabilities. Proficiency in Microsoft Office, including Word, PowerPoint, and Excel, with the ability to produce and deliver professional-quality reports, presentations, and other documents.
- Complete understanding of Microsoft SharePoint and the ability to manage the existing CBO SharePoint portal.
- Working knowledge of community-based groups and their missions.
- Working knowledge of workforce development and training programs and concepts.

IV. AVAILABLE FUNDING

NYSERDA has allocated up to \$700,000 for this effort. The term of the initial award will be for two years with the option for NYSERDA to renew for up to two additional years (one two-year renewal).

V. PROPOSAL REQUIREMENTS

Proposers must submit 10 paper copies of the proposal with a completed and signed Proposal Checklist attached to the front of each copy, one of which **must** contain an original signature. One electronic copy of the proposal must also be submitted on a standard compact disk (CD). This electronic document (pdf format only) must be an exact scanned image of the final paper copy proposal and include all relevant forms and signatures.

Proposals that include teaming arrangements **must** designate one party as the Coordinating Contractor. The Coordinating Contractor will have overall responsibility for the administration of the Agreement and completion of the Statement of Work.

All proposals submitted as part of RFP 2832 become the property of NYSERDA. Proposers will not be reimbursed for any costs associated with preparation of their proposals.

Procurement Lobbying Requirements - State Finance Law sections 139-j and 139-k

Procurement lobbying requirements contained in State Finance Law sections 139-j and 139-k became effective on January 1, 2006. (The text of the laws is available at: <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>). In compliance with §139-j and §139-k of the State Finance Law, for proposals submitted in response to this solicitation that could result in agreements with an annual estimated value in excess of \$15,000, an additional form (or forms) must be completed and filed with proposals: (1) a signed copy of the Proposal Checklist including required certifications under the State Finance Law and (2) a completed Disclosure of Prior Findings of Non-Responsibility form. Failure to include a signed copy of the Proposal Checklist referenced in this solicitation will disqualify your proposal.

Proposal Format

Proposals should not be excessively long or submitted in an elaborate format that includes expensive binders or graphics. Each page of the proposal should state the name of the proposer, the RFP number, and the page number. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support proposals.

Proposers shall state how the objectives of this initiative will be achieved and how the tasks will be completed. The proposal shall be in the following format (numbers in parentheses represent the maximum number of pages expected for this section of the proposal):

Proposal Checklist. The proposal checklist to be completed is attached to this RFP. The checklist must be attached to all 10 proposals, one of which **must** contain an original signature.

Section 1: Introduction and General Information (2 pages) - Identify key information about the proposing organization. The proposal shall include a brief narrative and should include:

- Organizational purpose and day-to-day functions.
- Organizational structure, including location of main office and any other offices in New York State.
- How the proposer plans to provide statewide coverage.
- Why the proposer is qualified to perform and complete the services requested under this RFP.
- Familiarity with NYSERDA programs including any past relationship with NYSERDA or NYSERDA contracts.

Section 2: Scope of Work/Project Schedule (15 pages). The Statement of Work should support the Program Goals identified in Section II and the Program Requirements identified in Section III.

The Scope of Work is the primary contractual document that identifies the deliverables and provides a basis for payment. It is an action document that specifically delineates each step or procedure required to accomplish the outlined tasks. The Statement of Work must be prepared as an ordered set of tasks including subtasks, as necessary. In addition to responding to the defined tasks, the proposer is invited to present additional tasks that further address program goals and objectives.

In order to effectively evaluate a proposer's Scope of Work, there must be concrete and specific ideas presented in the proposal for each element of all tasks. Proposers are expected to demonstrate their understanding of each task and what it entails by elaborating on how each task would be performed, who will perform it, and the anticipated outcome and deliverables. No proposer is expected to provide a fully

detailed and comprehensive implementation plan at this point, but each proposer will be evaluated on how much forethought and consideration they have given to every aspect of this Program. Use the following format to describe each task or subtask:

Task 1: Task Title
Description: The Contractor shall...
Expected Result: Results will include.....
Deliverable:

Section 3: Qualifications (6 pages) – Clearly demonstrate the experience, skills, and abilities necessary to effectively develop and implement this Program. Describe relevant qualifications of current staff or description of qualifications of staff to be hired including a clear description of the roles and responsibilities for each key person in addressing the Statement of Work. Describe any previous experience with, or exposure to NYSERDA programs, or the means by which the proposer will develop (or has developed) a good understanding of the programs. Proposals should include examples of relevant projects and programs that have been completed by the proposer that would demonstrate their qualifications to support this Program. Proposers should include names and contact information for references, including those for related or similar projects. Resumes of key individuals should be included in an Appendix. Each resume should be limited to no more than two pages.

Section 4: Schedule and Staff Plan (2 pages) - Include a timeline for completing tasks and major subtasks identified in the Scope of Work provided in Section 2. This timeline should be in bar chart form showing anticipated starting and completion times for each task, in terms of weeks or months after execution of the Agreement. Identify due dates for deliverables.

Also include a staffing plan that identifies the key personnel, including any subcontractors or other resources, responsible for completing each task and major subtask. Provide a table showing the number of hours each key person or subcontractor will spend on each task and the total hours per task.

Section 5: Cost Proposal and Budget (5 pages) - The Contract Pricing Proposal Form (CPPF) is included as an attachment to this RFP. The proposal must include a completed CPPF for each of the following:

- The total proposal.
- Each task in the Statement of Work.

Labor costs must be consistent with the staffing plan.

Attach supporting documentation to support indirect cost (overhead) rate(s) included in your proposal as follows:

- Describe the basis for the rates proposed (i.e., based on prior period actual results, based on projections, based on federal government or other independently-approved rates).
- If rate(s) is (are) approved by an independent organization, such as the federal government, provide a copy of such approval.
- If rate(s) is (are) based on estimated costs or prior period actual results, include calculations to support proposed rate(s). Calculation should provide enough information for NYSERDA to evaluate and confirm that the rate(s) is (are) consistent with generally accepted accounting principles for indirect costs.

Provide detailed budget breakdowns (using the Supporting Schedule for the CPPF) for materials,

equipment, and travel. Cost sharing is not required but is encouraged and will be reviewed favorably in the proposal evaluation. Cost sharing should be documented in the format below, and letters of commitment for any third parties providing cost sharing must be included in an appendix.

	Cash	In-Kind Contribution	Total
NYSERDA	\$	\$	\$
Proposer	\$	\$	\$
Others (list individually)	\$	\$	\$
Total	\$	\$	\$

Appendices - Materials to be submitted in appendices include:

- Resumes of key personnel (limit of two pages each).
- Letters of commitment for co-funding, if applicable.

VI. PROPOSAL EVALUATION

All proposals received by the due date, and meeting the submission requirements established in this RFP, will be reviewed and ranked by a Technical Evaluation Panel (TEP), which consists of NYSERDA staff members and outside technical experts. The selection of the TIC Contractor is expected approximately eight to ten weeks after the due date. Final rankings and contract award will be based on the following criteria, listed in order of importance:

Responsiveness to the RFP/ Scope of Work: Does the proposer present a realistic and effective plan or approach to support the Program? Does the proposer demonstrate ability to perform training of CBOs throughout New York State in an effective and economical manner? Does the proposer demonstrate an ability to provide GJGNY program implementation support in an effective and economical manner? Has the proposer demonstrated an understanding of the GJGNY program goals and objectives, and does the Scope of Work adequately address all the program tasks? Are results and deliverables clearly stated and consistent with the proposer’s activities?

Relevant Experience and Qualifications: Does the proposer have the necessary background and experience to support a wide range of services to CBOs? Does the proposer have the necessary background and experience to support training of CBOs? Does the proposer demonstrate familiarity with the different types of NYSERDA programs? Does the project team demonstrate recent experience in similar types of projects, and will there be a main contact who will handle the project? Is the project staff’s overall capability appropriate? Does the team have the appropriate technical capabilities to adequately track, monitor, and report program activities? Does the proposer understand Microsoft SharePoint? Are there adequate resources to support all of the regions and the different types of tasks?

Comprehensiveness of Approach and Management Plan: Are sufficient resources being devoted to the project and each individual task? Is the project organization, including the staffing plan and schedule, clear and well-defined? Does it include a strategy for coordination and interaction with all of the relevant parties, including NYSERDA, key stakeholders, and various regional organizations?

Cost: How cost-effective is the proposal (i.e., what type of program and what level of results will be achieved with the available funds)? Are hourly rates and total hours reasonable and appropriate for

completion of each task and for the personnel or subcontractors completing the tasks? Is the proposer's allocation of costs appropriate when compared to the allocation of costs of other comparable proposals and their projected results? Are travel costs reasonable?

Creativity: How much additional elaboration was provided for each task in the Statement of Work? How well does the Proposer make any particularly creative suggestions or ideas to achieve the goals of this RFP? Are there any suggestions that broaden or deepen the scope of this RFP that might not have been requested?

Other: Is the proposal well-organized, well-written, and complete? Is the schedule for project completion and deliverables clear? Are significant milestones and delivery of reports identified?

VII. GENERAL CONDITIONS

Proprietary Information - Careful consideration should be given before confidential information is submitted to NYSERDA as part of your proposal. Review should include whether it is critical for evaluating a proposal, and whether general, non-confidential information, may be adequate for review purposes. The NYS Freedom of Information Law, Public Officers law, Article 6, provides for public access to information NYSERDA possesses. Public Officers Law, Section 87(2)(d) provides for exceptions to disclosure for records or portions thereof that "are trade secrets or are submitted to an agency by a commercial enterprise or derived from information obtained from a commercial enterprise and which if disclosed would cause substantial injury to the competitive position of the subject enterprise." Information submitted to NYSERDA that the proposer wishes to have treated as proprietary, and confidential trade secret information, should be identified and labeled "Confidential" or "Proprietary" on each page at the time of disclosure. This information should include a written request to exempt it from disclosure, including a written statement of the reasons why the information should be exempted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://nyserda.ny.gov/~media/Files/About/Contact/NYSERDARegulations.ashx>. However, NYSERDA cannot guarantee the confidentiality of any information submitted.

Omnibus Procurement Act of 1992 - It is the policy of New York State to maximize opportunities for the participation of New York State business enterprises, including minority- and women-owned business enterprises, as bidders, subcontractors, and suppliers on its procurement Agreements.

Information on the availability of New York subcontractors and suppliers is available from:

Empire State Development
Division For Small Business
30 South Pearl Street
Albany, NY 12245

A directory of certified minority- and women-owned business enterprises is available from:

Empire State Development
Minority and Women's Business Development Division
30 South Pearl Street
Albany, NY 12245

State Finance Law sections 139-j and 139-k - NYSERDA is required to comply with State Finance Law sections 139-j and 139-k. These provisions contain procurement lobbying requirements which can be found at <http://www.ogs.ny.gov/aboutogs/regulations/advisoryCouncil/StatutoryReferences.html>. The attached Proposal Checklist calls for a signature certifying that the proposer will comply with State Finance Law sections 139-j and 139-k and the Disclosure of Prior Findings of Non-responsibility form includes a disclosure statement regarding whether the proposer has been found non-responsible under section 139-j of the State Finance Law within the previous four years.

Tax Law Section 5-a - NYSERDA is required to comply with the provisions of Tax Law Section 5-a, which requires a prospective contractor, prior to entering an agreement with NYSERDA having a value in excess of \$100,000, to certify to the Department of Taxation and Finance (the "Department") whether the contractor, its affiliates, its subcontractors and the affiliates of its subcontractors have registered with the Department to collect New York State and local sales and compensating use taxes. The Department has created a form to allow a prospective contractor to readily make such certification. See, ST-220-TD (available at http://www.tax.ny.gov/pdf/current_forms/st/st220td_fill_in.pdf). Prior to contracting with NYSERDA, the prospective contractor must also certify to NYSERDA whether it has filed such certification with the Department. The Department has created a second form that must be completed by a prospective contractor prior to contacting and filed with NYSERDA. See, ST-220-CA (available at http://www.tax.ny.gov/pdf/current_forms/st/st220ca_fill_in.pdf). The Department has developed guidance for contractors which is available at <http://www.tax.ny.gov/pdf/publications/sales/pub223.pdf>.

Contract Award - NYSERDA anticipates making one award under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations pertaining to the Statement of Work. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support applications. NYSERDA will use the Sample Agreement to contract successful proposals. NYSERDA reserves the right to limit any negotiations to exceptions to standard terms and conditions in the Sample Agreement to those specifically identified in the submitted proposal. Proposers should keep in mind that acceptance of all standard terms and conditions will generally result in a more expedited contracting process. NYSERDA expects to notify proposers approximately six to eight weeks from the proposal due date whether his/her proposal has been selected to receive an award. NYSERDA may decline to contract with awardees that are delinquent with respect to any obligation under any previous or active NYSERDA agreement.

Limitation - This solicitation does not commit NYSERDA to award a contract, pay any costs incurred in preparing a proposal, or to procure or contract for services or supplies. NYSERDA reserves the right to accept or reject any or all proposals received, to negotiate with all qualified sources, or to cancel in part or in its entirety the solicitation when it is in NYSERDA's best interest. NYSERDA reserves the right to reject proposals based on the nature and number of any exceptions taken to the standard terms and conditions of the Sample Agreement.

Disclosure Requirement - The proposer shall disclose any indictment for any alleged felony, or any conviction for a felony within the past five years, under the laws of the United States or any state or territory of the United States, and shall describe circumstances for each. When a proposer is an association, partnership, corporation, or other organization, this disclosure requirement includes the organization and its officers, partners, and directors or members of any similarly governing body. If an indictment or conviction should come to the attention of NYSERDA after the award of a contract, NYSERDA may exercise its stop-work right pending further investigation, or terminate the agreement; the contractor may be subject to penalties for violation of any law which may apply in the particular circumstances. Proposers must also disclose if they have ever been debarred or suspended by any agency of the U.S. Government or the New York State Department of Labor.

VIII. ATTACHMENTS

Attachment A – Proposal Checklist

Attachment B – Disclosure of Prior Findings of Non-responsibility (mandatory)

Attachment C – Contract Pricing Proposal Form (CPPF) & Instructions

Attachment D – Intent to Propose (optional, but encouraged)

Attachment E – Sample Agreement