



Instructions for Submitting Proposals

Please read the following instructions before submitting a proposal.

1. Go to www.greenbank.ny.gov.
2. In the page titles along the top of the home page, click on **“Working with Us”** and then click on **“Propose an Investment”** in the drop-down menu and locate the distinct open solicitation in which you are applying and click on **“See the associated documents for RFP”**
3. Under the section entitled **“Submitting Proposals”** click the **“Submit Proposal Online”** button.
4. Enter your e-mail address and click the **“Validate Email”** button.
5. You will receive an automatic email containing a link to validate your email address. Click the link to be taken to a page with the RFP number and title to begin the online submission process.
6. Upload as many files as needed, one at a time. The electronic file names should include the proposing entity’s name in the title of the document.
7. After clicking the **“Upload File”** button, a list of successfully uploaded files will appear on the page. This list can be modified as needed before final submission of your proposal.
8. After all necessary files have been uploaded, review the list of documents to ensure that your proposal is complete and accurate.
9. Click the **“Submit Proposal”** button.
10. You will then be brought to a confirmation page listing the files received. Please save the confirmation page.
11. An auto-generated confirmation e-mail will be sent to the e-mail address you entered. Please save this e-mail.
12. The proposal review notification letter will be sent to the e-mail address used to submit the proposal.

Important reminders:

- Submit only one proposal for each session.
- You may submit Word, Excel, PowerPoint, Zip, or PDF files. PDF files must be searchable and therefore should be converted directly from an electronic document to PDF, rather than scanned.
- E-mail, facsimile or hard copy submittals will not be accepted.

If you make an error:

If after you click **“Submit Proposal”** you discover that the document(s) you submitted are incomplete or inaccurate, follow these instructions:

1. Start the process over again and **resubmit the entire proposal**. You will receive another confirmation e-mail.
2. Immediately forward both confirmation e-mails (original and resubmission) to proposals@nyserda.ny.gov with the subject line of **“Resubmittal”** and the RFP number/title (e.g., “RFP 1 Clean Energy Financing Arrangements”).
3. NYGB will accept the second submission as your proposal. The first submission will be disregarded.

If you need help:

If you need help with this electronic proposal submission process, please contact Jillina Baxter at jillina.baxter@nyserda.ny.gov or 518-862-1090 ext. 3418.