



**On-site Energy Manager Pilot Program
Opportunity Notice (PON) 3334
January 2017 REVISION**

Applications accepted through March 31, 2017 by 5:00 PM Eastern Time

SUMMARY OF REVISIONS

The following change has been made to PON 3334, On-site Energy Manager Pilot:

- The deadline for applications has been extended. Applications will be accepted through March 31, 2017, or until all funds are fully committed, whichever happens first.



On-site Energy Manager Pilot
Program Opportunity Notice (PON) 3334

Applications accepted through March 31, 2017 by 5:00 PM Eastern Time*

This New York State Energy Research and Development Authority (NYSERDA) Program Opportunity Notice (PON) 3334 seeks applications from Industrial facilities interested in participating in the On-site Energy Manager Pilot (the "Pilot") to demonstrate how a dedicated On-site Energy Manager can improve a company's profitability by delivering energy, process, and operational improvements. As part of the Pilot, NYSEDA will provide cost share of up to 75% of contracted On-site Energy Manager fees for up to 15 Industrial sites.

The Pilot targets 10 Large Sites, defined as manufacturing facilities or manufacturing campuses with greater than \$1,000,000 total (all fuels) annual energy spend who shall use the On-site Energy Manager on a full-time basis, and 5 Medium Sites, defined as manufacturing facilities or manufacturing campuses with \$500,000 to \$1,000,000 total (all fuels) annual energy spend who shall use the On-site Energy Manager on a part-time (50%) basis. Pilot participants must not have an existing dedicated energy manager on-site, must show a desire to continue the role beyond the 15-month Pilot engagement, and must be willing to share results and lessons learned to further the Pilot's objective of increasing the penetration of energy managers at industrial facilities. Proposals will be evaluated every other week using the Evaluation Criteria detailed in Section III. Awards will be made to the first successful applications from 10 Large Sites and 5 Medium Sites.

Industrial sites will select On-site Energy Managers from the pool of NYSEDA Flexible Technical Assistance (FlexTech) Consultants. Directions to access the pool of FlexTech Consultants, and for qualified firms to become FlexTech Consultants, are linked in the Eligibility Requirements section of this solicitation.

Application Submission: Applications will be accepted through March 31, 2017, until 10 Large Sites and 5 Medium Sites are awarded, or until all funds are fully committed, whichever happens first. Applicants may apply by mail or electronically online when available.

Submittal by Mail: Send two clearly labeled, completed and signed application forms, one of which must contain an original signature, to:

Jillina Baxter, PON 3334
NYS Energy Research and Development Authority
17 Columbia Circle Albany, NY 12203-6399

Submittal Electronically: Instructions for submitting electronically are located as Attachment F to this solicitation. When submitting electronically, application documents must be in PDF, MS Excel, or MS Word format with all required documentation. Application PDFs must be searchable and created by direct conversion from MS Word, or other conversion utility, rather than scanning. All electronic files must be named using the applicant's entity name in the title of the document. Applications may be submitted electronically by following the link for electronic submissions found on this solicitation's webpage, which is located in the "Current Opportunities" section of NYSEDA's website (<http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>).

All Program questions should be directed to: Stacey Sabo, 716-842-1522 ext. 3037, stacey.sabo@nyserda.ny.gov or Wendy MacPherson, 518-862-1090 ext. 3553, wendy.macpherson@nyserda.ny.gov. All Contractual questions should be directed to: Nancy Marucci, 518-862-1090 ext. 3335, nancy.marucci@nyserda.ny.gov.

*Late, incomplete, or unsigned applications will be returned. Faxed or e-mailed applications will not be accepted. Applications will not be accepted at any other NYSEDA location other than the address above. If changes are made to this solicitation, notification will be posted on NYSEDA's website at www.nyserda.ny.gov.

I. Introduction

The Pilot seeks to demonstrate the value of an On-site Energy Manager role in industrial facilities such that the role becomes standardized and self-sustaining. Industrial sites will benefit from the successful energy and productivity projects that will be driven by On-site Energy Managers. Projects include operation and maintenance projects, behavioral changes, energy efficiency upgrades, process improvement projects, throughput and scrap reduction improvements, cost management, and other improvements such as water savings.

The purpose of the Pilot is to prove the business case for an On-site Energy Manager role and to disseminate developed case studies and tools to the market for broader adoption. Pilot participants are required to share success stories and best practices to facilitate this market transformation activity. Post Pilot, participants are encouraged to continue sharing success stories through NYSERDA Industrial Best Practice events.

II. Program Requirements

- Pilot participants must:
 - Not have an existing dedicated energy manager on-site.
 - Show how the On-site Energy Manager will be incorporated into the existing business structure, including
 - Providing an individual at the site who will be responsible for overseeing the effort and ensuring successful integration of the On-site Energy Manager.
 - Providing on-site work space (with computer and phone).
 - Showing desire to continue the role post Pilot engagement.
 - Sharing results and lessons learned to further the Pilot's objective of increasing the penetration of energy managers at industrial facilities.
 - Providing necessary data and other support to the On-site Energy Manager to enable successful performance of duties.
- Each site must apply with a Consultant from the NYSERDA FlexTech Consultant list comprised of firms under contract with NYSERDA, and identify the specific Consultant staff member who will be performing the On-site Energy Manager role. There must be one dedicated individual who performs the on-site services and is the direct customer contact. It is acceptable to have junior Consultant staff perform lower level administrative tasks, although such delegation should not hinder the Pilot's intention of demonstrating the business case for a dedicated energy manager. Resumes of all Consulting staff involved must be included in the proposal.
- Each On-site Energy Manager engagement must perform the tasks listed in Attachment D: Scope of Work Requirements. Additional tasks related to energy management and productivity improvement may be added.

Eligibility Requirements:

Eligible Pilot participants include NYS industrial facilities with annual energy costs greater than \$500,000 that pay into the electric System Benefits Charge (SBC).

- Pilot participants must select their On-site Energy Manager from NYSERDA's FlexTech Consultant list comprised of firms under NYSERDA contract. Please visit the website at: www.nyserda.ny.gov/Flextech for the current listing of FlexTech Consultants.
- Firms interested in applying to becoming a NYSERDA FlexTech Consultant may do so through PON 1746: <http://www.nyserda.ny.gov/All-Programs/Programs/FlexTech-Program/Become-a-FlexTech-Consultant>. Consultants must have a FlexTech contract in place to be included in an application to the On-site Energy Manager Pilot solicitation.
- Commitment from site's upper management (corporate officer or executive staff) required
- Customers may not participate in both NYSERDA's On-site Energy Manager Pilot and Strategic Energy Management Pilot at the same time.
- No more than two awards per FlexTech Consultant will be made per Pilot.

Program Deliverables

- Quarterly savings reports that document results from both capital upgrades and operational changes
- Project management check-ins with NYSERDA via conference call at least once per month and twice per year on-site (kick-off and exit), or at NYSERDA's discretion
- Final report that documents overall effort and progress against site energy goal
- Peer to peer sharing throughout the Pilot
- Tool development
 - Case study, including savings metrics, for online publishing
 - Road map of the On-site Energy Manager on-boarding process, for online publishing. The road map is expected to be a look-back of the participant's experience, with recommendations and adjustments made to reflect lessons learned during the process.
- NYSERDA reserves the right to cancel or prorate NYSERDA cost share based upon program deliverables not being met.

Funding and Payment

- In order to obtain the benefit of one full year dedicated to energy management, the term of the On-site Energy Manager contract will be 15 months in total- 12 months for direct on-site energy management and 3 months for final deliverable completion (final report, case study, and road map; see Program Deliverables, Section III. Program Requirements) and transition.
- NYSERDA will contribute up to 75% towards the allowable On-site Energy Manager fees, directly to the FlexTech Consultant per the approved scope of work. Maximum awards for the 15 month terms are \$234,375 for Large Sites and \$117,185 for Medium Sites. Successful applicants will pay the remaining balance of the On-site Energy Manager fees directly to the FlexTech Consultant under the terms and conditions to be negotiated by the site and FlexTech Consultant.
- All On-site Energy Manager engagements must include cost-sharing in the form of cash support from the customer. In-kind contributions of any type are not allowed as cash support
- Funds may be used for On-site Energy Manager services only and may not be used for implementation or equipment purchase.
- Travel costs are limited to 3% of the total On-site Energy Manager engagement cost.
- Invoices for On-site Energy Manager services should be broken out by non-labor costs, individuals, titles, hourly rates, dates and hours worked on each task. Invoices should also indicate the amount that is being invoiced concurrently to the site. If applicable, NYSERDA may also require a copy of the customer's canceled check paying their On-site Energy Manager engagement cost-share. Invoices may be submitted no more frequently than monthly to invoices@nyserda.ny.gov. NYSERDA reserves the right to withhold payment in cases where program deliverables are not being met.
- Adjustments to the contract period and funding levels may be made at NYSERDA's discretion.

III. Application Requirements

On-site Energy Manager Application Package, Required Documentation:

1. Proposal Checklist (Attachment A)
2. Disclosure of Prior Findings of Non-responsibility Form (Attachment B)
3. Completed and signed Applicant Information and Certification (Attachment C)
4. Scope of Work (per Scope of Work Requirements, Attachment D) with schedule, detailed budget (per Attachment E, Budget Template or equivalent) including a breakout by task and by title, hourly rate, hours, and non-labor costs, and site energy reduction goal
5. Description of energy projects, corporate sustainability initiatives, and general energy and other cultures (e.g. safety, quality) at the site in the Scope of Work
6. On-Site Energy Manager resume. Please highlight:
 - a. Relevant qualifications such as licensed Professional Engineer (P.E.), Certified Energy Manager (CEM), Certified Energy Auditor (CEA), etc.
 - b. Past experience as energy advisor to the Industrial sector
 - c. Demonstrated business acumen and leadership skills to be able to sell energy projects to upper management

7. Industrial site company organizational chart and reporting structure for On-site Energy Manager role.

Application Evaluation: Applications that meet all the Application Requirements will be reviewed at least every other week by a Scoring Committee using the Evaluation Criteria identified below. After the proposals are reviewed, NYSERDA will inform each proposer of their selection status. Applicants receiving favorable evaluations may also be asked to address specific questions or recommendations of the Scoring Committee, or make modifications to the Scope of Work, before awarding funding.

Evaluation Criteria (42 points is the minimum threshold of 60 possible):

- **Target savings as result of On-site Energy Manager engagement – 10 total points**
 - Reasonableness; savings target is attainable by site in one (1) year – 5 points
 - Percentage and total in relation to annual energy site usage by fuel type – up to 5 points
- **Industrial site energy acuity and project implementation history – 15 total points**
 - Existing corporate sustainability or energy goal – 5 points
 - Ability to implement sizeable (>1,000 MWh electric or >10,000 MMBtu fossil fuel), complicated (multi measure) energy and productivity projects – up to 5 points
 - Independent or peer recognition for energy projects – 5 points
- **Corporate culture and motivation – 20 total points**
 - Background that explains special need/desire for an On-site Energy Manager – up to 3 points
 - Plan for incorporating the On-site Energy Manager into the broader team: will the On-site Energy Manager be well positioned to effect change with respect to energy? – up to 10 points
 - Existing organizational cultures (e.g. safety culture, quality, energy, etc.) and awareness training programs – 3 points
 - Existing energy tracking and monitoring system – 2 points
 - Existing cross-functional energy team - 2 points
- **On-Site Energy Manager expertise & leadership – 10 total points**
 - Relevant qualifications such as licensed Professional Engineer (P.E.), Certified Energy Manager (CEM), Certified Energy Auditor (CEA), etc.- up to 2 points
 - Past experience as energy advisor to the Industrial sector – up to 5 points
 - Demonstrated business acumen and leadership skills to be able to sell energy projects to upper management – up to 3 points
- **On-Site Energy Manager Budget – 5 total points**
 - Reasonableness of cost and time allocation; appropriateness of labor rates and use of support staff – up to 5 points

Programmatic Considerations: In order for the Pilot to be as compelling as possible to the New York State industrial market, NYSERDA reserves the right to ensure distribution of Pilot participants across multiple industrial sectors and geographically across New York State.

NYSERDA is targeting 10 Large Sites and 5 Medium Sites through the Pilot. NYSERDA reserves the right to make adjustments to the number of Large Sites and Medium Sites actually contracted based upon applications received so long as no more than 15 sites are contracted for the Pilot and the allocated NYSERDA funding is not exceeded.

Denied Applications: Sites whose applications are denied may request a de-briefing and may reapply. Sites whose applications are denied twice may not reapply during the Pilot, but may apply to a potential future program.

Successful Applications: After review by the Scoring Committee, recommendations and comments on the Application documents will be resolved. Then NYSERDA will make a final selection decision, and issue a Notice to Proceed to the FlexTech Consultant, copying the applicant Industrial site. Cost-share amounts are not set-aside until a Purchase Order is issued.

IV. GENERAL CONDITIONS

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 except it from disclosure, including a written statement of the reasons why the information should be excepted. See Public Officers Law, Section 89(5) and the procedures set forth in 21 NYCRR Part 501 <http://www.nyserda.ny.gov/About/-/media/Files/About/Contact/NYSERDA-Regulations.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
625 Broadway
Albany, NY 12207

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

Empire State Development
Minority and Women's Business Development Division
625 Broadway
Albany, NY 12207

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 new 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 perspective 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 multiple awards under this solicitation. It may award a contract based on initial applications without discussion, or following limited discussion or negotiations. Each offer should be submitted using the most favorable cost and technical terms. NYSERDA may request additional data or material to support submissions including scope of work modifications or negotiations before issuing a Purchase Order. Each application should be submitted using the most favorable cost and technical terms. NYSERDA will use Attachment C to contract successful applications. A sample Purchase Order is available on request. NYSERDA expects to notify customers in approximately six (6) weeks from the receipt of a complete project package whether the submission has been selected to receive an award.

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.

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.

V. Attachments:

Attachment A: Proposal Checklist

Attachment B: Disclosure of Prior Findings of Non-responsibility Form

Attachment C: Applicant Information and Certification

Attachment D: Scope of Work Requirements

Attachment E: Budget Template

Attachment F: NYSERDA Instructions for Submitting Electronic Proposals

Attachment G: Terms and Conditions



**ATTACHMENT A
PROPOSAL CHECKLIST (MANDATORY)**

PON/RFP No. 3334

Proposal Title		Due Date	
Primary Contact (Prime Contractor)		Title	
Company		Phone	Fax
		e-mail	
<input type="checkbox"/> By checking this box I certify that the TIN number submitted is not a social security number. If your tax id number is your social security number please leave information blank and contact NYSERDA.		Federal Tax Identification Number:	
Address	City	State or Province	Zip
Secondary Contact		Title	
Company		Phone	Fax
		e-mail	
Address	City	State or Province	Zip
THE PRIME CONTRACTOR 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 page) (NYSERDA may or may not accept any of the listed exceptions; NYSERDA reserves the right to limit any negotiations to exceptions specifically identified herein.)			
			___ Yes ___ No
Do you wish to have any information submitted in your proposal package treated as proprietary or confidential trade secret information? If yes, you must identify and label on each applicable page "confidential" or "proprietary" (For additional information regarding this, please refer to the section entitled "Proprietary Information" in the solicitation document).			
			___ 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 subcontractor?			
			___ Yes ___ No
Are you a certified Service-Disabled Veteran-Owned Business Enterprise?			
			___ Yes ___ No
Does your proposal contain certified Service-Disabled Veteran-Owned Business Enterprises as Subcontractors?			
			___ Yes ___ No
Are you submitting the required number of copies? (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?			
Proposal Checklist: Disclosure of Prior Findings of Non-responsibility Form: Completed and signed Applicant Information and Certification: Scope of Work: Detailed budget: Site energy reduction goal: Description of energy projects, corporate sustainability initiatives, and general energy and other cultures: On-Site Energy Manager resume: Industrial site company organizational chart:		Indictment/Conviction of Felony _____(if applicable) NYSERDA Contracts Awarded _____(if applicable) Prior and/or Competing Proposals _____(if applicable) Exceptions to Terms & Conditions _____(if applicable) Completed and Signed Contract Pricing Proposal Form(s) _____. Disclosure of Prior Findings of Non-responsibility Form _____.	
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, that I have read and reviewed the Standard Terms and Conditions set forth in the attached Sample Agreement and that I accept all terms unless otherwise noted herein, 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.			
Signature		Name	
Title		Organization	
Phone			

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

Attachment B

**Disclosure of Prior Findings of Non-responsibility Form
(Mandatory)**

Name of Individual or Entity seeking to enter the procurement contract:		
Address:		
Date:		
Solicitation or Agreement Number:		
Name and Title of Person Submitting this Form:		
Has any Governmental Entity made a finding of non-responsibility regarding the Individual or Entity seeking to enter the Procurement Contract in the last four years?		Yes
		No
Was the basis for the finding of non-responsibility due to a violation of §139-j of the State Finance Law?		Yes
		No
Was the basis for the finding of non-responsibility due to the intentional provision of false or incomplete information to a Governmental Entity?		Yes
		No
If you answered yes to any of the above questions, please provide details regarding the finding of non-responsibility:		
Government Agency or Authority:		
Date of Finding of Non-responsibility:		



Has any Governmental Entity or other governmental agency terminated or withheld a Procurement Contract with the above-named Individual or Entity due to the intentional provision of false or incomplete information?		Yes
		No

If you answered yes, please provide details:

Government Agency or Authority:

Date of Termination or Withholding of Contract:

Offerer certifies that all information provided to NYSERDA with respect to State Finance Law §139-k is complete, true, and accurate.

Signature: _____

Date: _____

Print Name: _____

Title: _____

APPLICATION

Applicant Information and Certification On-site Energy Manager



Attachment C: Applicant Information and Certification (page 1 of 2)

APPLICANT INFORMATION (INDUSTRIAL SITE CONTRACTING THE ON-SITE ENERGY MANAGER)

Applicant		Applicant Contact ¹ and Title		
Address		City	State	Zip
Phone (include area code)	Fax (include area code)		E-mail Address	

ON-SITE ENERGY MANAGER INFORMATION

FlexTech Consultant Firm		FlexTech Contract Number		
Address		City	State	Zip
Proposed On-Site Energy Manager and Title				
Phone (include area code)		E-mail Address		

FACILITY DESCRIPTION

Manufacturing Sector (check all that apply):

- | | | |
|--|---|---|
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Beverage & tobacco product | <input type="checkbox"/> Chemical |
| <input type="checkbox"/> Computer & electronic product | <input type="checkbox"/> Electrical equipment, appliance, & component | <input type="checkbox"/> Fabricated metal product |
| <input type="checkbox"/> Furniture & related product | <input type="checkbox"/> Food | <input type="checkbox"/> Leather & allied product |
| <input type="checkbox"/> Machinery | <input type="checkbox"/> Nonmetallic mineral product | <input type="checkbox"/> Paper |
| <input type="checkbox"/> Petroleum & coal products | <input type="checkbox"/> Plastics & rubber products | <input type="checkbox"/> Primary metal |
| <input type="checkbox"/> Printing & related support activities | <input type="checkbox"/> Textile mills | <input type="checkbox"/> Textile product mills |
| <input type="checkbox"/> Transportation equipment | <input type="checkbox"/> Wood product | <input type="checkbox"/> Miscellaneous |

Facility Square Footage: _____

Is the facility contributing to the System Benefits Charge (SBC) through their Electric Utility? Yes No

¹ Individual at the site who will be responsible for overseeing the effort and ensuring successful integration of the On-site Energy Manager

Attachment C: Applicant Information (page 2 of 2)

Electric Distribution Provider (Company Name)	
Electric Utility Account Number(s)	
Electricity Costs & Consumption	Annual \$:
	Annual kWh:
	Peak Summer kW:
Natural Gas Utility (Company Name)	
Natural Gas Account Number(s)	
Natural Gas Costs & Consumption	Annual \$:
	Annual Therms:
Other Energy Costs & Consumption (please list fuel type)	Annual \$:
	Annual Usage:
Total Energy Cost	Annual \$:

Other

Does the facility have an existing On-site Energy Manager? Yes No

Target savings (expressed as a percentage of total annual usage by fuel type²)

APPLICANT CERTIFICATION

Technical Assistance Terms for applicants:

I, the Applicant, certify that the facility named in the scope of work is interested in technical assistance and is requesting that NYSERDA set aside funds to reimburse the FlexTech Consultant if applicable, for certain eligible costs, as outlined in the scope of work, in pursuing an On-site Energy Manager project. I certify that the information provided is true to the best of my knowledge.

I, the Applicant, also certify that NYSERDA does not provide any endorsement of the Consultant's capabilities to provide services outside of the Scope of Work to be conducted pursuant to this agreement. The Customer acknowledges that neither NYSERDA nor its consultant is responsible for assuring that the design; engineering or installation of any recommendation of the technical service is proper or complies with any particular laws (including patent laws), codes, or industry standards.

Overall

NYSERDA does not make any representations of any kind regarding the results to be achieved or the adequacy or safety of any recommendation. NYSERDA does not endorse, guarantee, or warrant any particular manufacturer or product, and NYSERDA provides no warranties, expressed or implied, for any product of service.

AUTHORIZED APPLICANT (ENTITY PAYING FOR THE ON-SITE ENERGY MANAGER)

Applicant Signature: _____

Name and Title (must be corporate officer or executive staff)

Organization

Phone (include area code)

² Electric Conversion Factor: 8,849 Btu/kWh (per Appendix G of NYSERDA Patterns & Trends)

ATTACHMENT D

SCOPE OF WORK REQUIREMENTS

The Scope of Work must include:

1. **Existing Conditions:** Identify existing conditions, assumptions, and required tasks.
2. **Site Energy Reduction Goal:** Identify the site energy reduction goal and provide some discussion on reasonableness of goal as well as how the site plans to meet the target.
3. **Industrial site energy acuity and project implementation history:**
 - a. Provide existing corporate sustainability or energy goals
 - b. Show ability to implement sizeable (>1,000 MWh electric or > 10,000 MMBtu fossil fuel), complicated (multi measure) energy and productivity projects
 - c. Highlight independent or peer recognition for energy projects
4. **Current state of energy management:** Describe the long-term need/ desire for an On-site Energy Manager, and provide detail on site plan to integrate the On-site Energy Manager into the operational team and business process, including:
 - a. Background that explains special need/desire for an On-site Energy Manager
 - b. Plan for incorporating the On-site Energy Manager into the broader team
 - c. Description of existing:
 - i. Organizational cultures (e.g. safety culture, quality, energy, etc.) and awareness training programs
 - ii. Energy tracking and monitoring system
 - iii. Cross-functional energy team
5. **Peer to Peer Sharing:** Show a willingness for peer to peer sharing throughout the Pilot
6. **Schedule:** Include a schedule and indicate full time (Large Sites) or part time (Medium Sites) on-site engagement.
7. **Budget:** Include a detailed budget that shows hours and dollars allocated to each task of the scope of work. The budget must be reasonable and must show the portion of the budget being requested by NYSERDA and the portion that is the customer's responsibility. Budget Template (Attachment E) or equivalent must be completed.
8. **Required Tasks** (must be included in the Scope of Work at a minimum; additional tasks related to energy management and productivity improvement may be added):
 - a. Develop and provide an energy management plan within 3 months of contracting the On-site Energy Manager to work towards the site provided energy goal
 - b. Develop and/or maintain energy tracking and monitoring system
 - c. Develop and/or maintain a cross-functional energy team and hold monthly meetings
 - d. Develop a strategy for energy savings Measurement & Verification
 - e. Conduct walkthrough audits and reports that identify savings opportunities for further investigation; provide to NYSERDA and industrial site for review and comment
 - f. Review maintenance operational schedules and procedures to identify operational savings opportunities; schedule at least 1 employee training session to address operational misuses that impact energy
 - g. Develop and propose energy and productivity projects; including developing the business case
 - h. Reporting:
 - i. Quarterly savings reports that document results from both capital upgrades and operational changes
 - ii. Project management check-ins with NYSERDA via conference call at least once per month and twice per year on-site, or at NYSERDA's discretion
 - iii. Final report that documents overall effort and progress against site energy goal
 - i. Tool development:
 - i. Case study, including savings metrics, for online publishing
 - ii. Road map of the On-site Energy Manager on-boarding process, for online publishing. The road map is expected to be a look-back of the participant's experience, with recommendations and adjustments made to reflect lessons learned during the process.

9. **Deliverables**

- a. Quarterly Reports, including the following information
 - i. Energy Management Plan to be included in the first quarterly report and progress against goal updated thereafter
 - ii. Description of energy tracking and monitoring system
 - iii. Agendas and write-ups from cross-functional energy teams
 - iv. Discussion of strategy for energy savings Measurement & Verification
 - v. Reports from walkthrough audits that identify opportunities for further investigation
 - vi. Discussion of procedures put in place to address operational and maintenance misuses of energy; write-up of operational and maintenance misuses employee training session
 - vii. Proposed energy (capital and operational) and productivity project list, descriptions, savings analysis, and economic analysis
- b. Project management check-ins with NYSERDA via conference call at least once per month and twice per year on-site, or at NYSERDA's discretion
- c. Final report that documents overall effort and progress against site energy goal
- d. Case study, including savings metrics, for online publishing
- e. Road map of the On-site Energy Manager on-boarding process, for online publishing.

ATTACHMENT E

BUDGET TEMPLATE:

**Industrial
site:**

Task	Task Description (required tasks shown; additional tasks related to energy management and productivity improvement may be added)	<i>Title Rate</i>	<i>Title Rate</i>	<i>Title Rate</i>	TOTAL
1	Develop energy management plan				
2	Develop energy tracking & monitoring system				
3	Develop a cross functional energy team and hold monthly meetings				
4	Develop a strategy for energy savings M&V at a corporate level				
5	Conduct walkthrough audits and reports				
6	Review O&M schedules and procedures;				
7	Schedule at least one (1) employee training session to address energy awareness and operational issues				
8	Develop and implement energy and productivity projects				
9	(Insert additional Tasks as needed)				
10	(Insert additional Tasks as needed)				
11a	Reporting: Monthly and bi-annual check-ins				
11b	Reporting: Quarterly and Final Reports				
12a	Tool Development: Case study				
12b	Tool Development: Road map				
	Total Hours	0	0	0	
	Hourly Charge-out Rate (Multiplier)				
	Total Labor Fee	\$0.00	\$0.00	\$0.00	\$0.00

<u>On-site Energy Manager Expenses</u>				
Item	Amount	Unit	Unit Cost	Total
Expenses			\$0.00	\$0.00
Mileage		<i>mile</i>	\$0.00	\$0.00
		Total	\$0.00	\$0.00

Labor Effort = \$0.00
Expenses = \$0.00
TOTAL BUDGET = \$0.00
Customer Share = \$0.00
NYSERDA Requested Share = \$0.00

ATTACHMENT F

NYSERDA - INSTRUCTIONS FOR SUBMITTING ELECTRONIC PROPOSALS

Please read the following instructions before submitting a proposal.

1. Locate the Funding Opportunity (PON, RFP, RFQ) on the “**Current Funding Opportunities**” page of NYSERDA’s website at: <http://www.nyserda.ny.gov/Funding-Opportunities/Current-Funding-Opportunities.aspx>
2. While on the “**Current Funding Opportunities**” page, click the link/title of the individual Funding Opportunity.
3. While on the individual Funding Opportunity page, 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 back to the Funding Opportunity 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 your files will appear on the web page. You can delete files from this list if needed.
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 print and 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. When choosing to submit files electronically, the award/non-award notification letter will be sent to the e-mail address used to submit the proposal.

Important Reminders:

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

If you make an error:

If after you click “Submit Proposals” 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 PON/RFP/RFQ number.
3. NYSERDA 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 Venice Forbes at venice.forbes@nyserda.ny.gov or 518-862-1090 ext. 3507.

ATTACHMENT G

EXHIBIT A TERMS & CONDITIONS

1. Approval

NYSERDA's approval of a complete Application shall be evidenced by the issuance of a Notice to Proceed. The Applicant may not start work with the On-Site Energy Manager until such Notice to Proceed has been issued.

2. Amounts Payable

The Applicant shall pay the Customer Cost Share, identified in the Notice to Proceed, directly to the On-Site Energy Manager as set forth in a separate agreement between the Applicant and the On-Site Energy Manager. The NYSERDA Agreement with the On-Site Energy Manager is a not-to-exceed amount, based on the Applicant's estimate of work, but the NYSERDA share shall not exceed 75% of the total cost of the On-Site Energy Manager's services. All NYSERDA payments will be based on approved invoices, and any backup documentation, when required. Should the total amount be lower than the original not-to-exceed amount, then NYSERDA reserves the right to lower the not-to-exceed amount accordingly. Should this amount be above the not-to-exceed amount, NYSERDA may, at its own discretion, modify the Agreement with the On-Site Energy Manager pending availability of funds. NYSERDA also reserves the right to seek a refund for monies paid if, at any time, it learns that the work was not completed as invoiced.

The On-Site Energy Manager will submit invoices simultaneously to the Applicant and NYSERDA. If applicable, NYSERDA may also require a copy of the Applicant's canceled check paying their On-site Energy Manager engagement cost-share. Invoices may be submitted no more frequently than monthly to invoices@nyserda.ny.gov. NYSERDA reserves the right to withhold payment in cases where program deliverables are not being met or where the Applicant has not met their payment obligations.

3. Inspections, Follow-up Visits and On-Site Monitoring

(a) NYSERDA reserves the right to make a reasonable number of visits to the facility. Such visit(s) will be at a time convenient to the Applicant and made with at least one week advance notice to the applicant by NYSERDA.

4. Payments

5. Changes in the Program

Notwithstanding paragraph 20 (b), the program and these Terms & Conditions may be changed by NYSERDA at any time without notice. Approved applications, however, will be processed to completion under the Terms & Conditions in effect at the time of application to NYSERDA.

6. Indemnification

The Applicant shall protect, indemnify and hold harmless NYSERDA and the State of New York from and against all liabilities, losses, claims, damages, judgments, penalties, causes of action, costs and expenses (including, without limitation, attorneys' fees and expenses) imposed upon or incurred by or asserted against NYSERDA or the State of New York resulting from, arising out of or relating to Applicant's or its subcontractors' performance of this Agreement. The obligations of the Applicant under this Article shall survive any expiration or termination of this Agreement, and shall not be limited by any enumeration herein of required insurance coverage.

7. No Warranties

(a) NYSERDA does not endorse, guarantee, or warrant any particular manufacturer or product, and NYSERDA provides no warranties, expressed or implied, for any product or services. The applicant's reliance on warranties is limited to any warranties that may arise from, or be provided by contractors, vendors, etc.

(b) The Applicant acknowledges that neither NYSERDA nor any of its consultants are responsible for assuring that the design, engineering and construction of the Project is proper or complies with any particular laws (including patent laws), codes, or industry standards. NYSERDA does not make any representations of any kind regarding the results to be achieved by the Project or the adequacy or safety of such measures.

8. Limit of Incentive Payments

NYSERDA reserves the right, for any reason, to stop approving applications and limit or stop making payments at any time without notice.

9. Release by the Applicant

The payment by the Applicant of the final invoice submitted by the On-Site Energy Manager shall release NYSERDA from any and all claims and liability the Applicant, its representatives, and assigns might otherwise have relating to this award.

10. Title to equipment

Title to all of the equipment purchased under this Agreement shall vest with the Applicant.

13 Vendor Selection

NYSERDA has the right not to allow a vendor or contractor to participate in this program.

14. Removal of Equipment

The Applicant agrees, as a condition of participation in the program, to remove and dispose of the equipment being replaced by the Project in accordance with all laws, rules, and regulations.

15. Miscellaneous

(a) This Agreement (the Application and these Terms and Conditions) is the entire agreement between the parties and supersedes all other communications and representations.

(b) If either NYSERDA or the Applicant desires to modify this Agreement, the modification must be in writing and signed by an authorized representative of both parties.

16. Audit

The Applicant shall keep, maintain, and preserve at its principal office throughout the term of the Agreement and for a period of three years after acceptance of the Work, full and detailed books, accounts, and records pertaining to this Agreement, including without limitation, all data, bills, invoices, payrolls, time records, expense reports, subcontracting efforts and other documentation evidencing, or in any material way related to, Applicant's performance under this Agreement.

NYSERDA shall have the right from time to time and at all reasonable times during this period to inspect and audit any and all books, accounts and records related to this Agreement or reasonably necessary to the performance of an audit at the office or offices of the Applicant where they are then being kept, maintained and preserved. Any payment made under the Agreement shall be subject to retroactive reduction for amounts included therein which are found by NYSERDA on the basis of any audit of the Applicant by NYSERDA, the State of New York or an agency of the United States not to constitute an allowable charge or cost hereunder.

17. Stop Work Order

(a) NYSERDA may at any time, by written Order to the Applicant, require the Applicant to stop all or any part of the Work called for by this Agreement for a period of up to ninety (90) days after the Stop Work Order is delivered to the Applicant, and for any further period to which the parties may agree. Any such order shall be specifically identified as a Stop Work Order issued pursuant to this Section. Upon receipt of such an Order, the Applicant shall forthwith comply with its terms and take all reasonable steps to minimize the incurrence of costs allocable to the Work covered by the Order during the period of work stoppage consistent with public health and safety. Within a period of ninety (90) days after a Stop Work Order is delivered to the Applicant, or within any extension of that period to which the parties shall have agreed, NYSERDA shall either:

- (i) by written notice to the Applicant, cancel the Stop Work Order, which shall be effective as provided in such cancellation notice, or if not specified therein, upon receipt by the Applicant, or
- (ii) terminate the Work covered by such order as provided in the Termination Section of this Agreement.

(b) If a Stop Work Order issued under this Section is cancelled or the period of the Order or any extension thereof expires, the Applicant shall resume Work. An equitable adjustment shall be made in the delivery schedule, the estimated cost, the fee, if any, or a combination thereof, and in any other provisions of the Agreement that may be affected, and the Agreement shall be modified in writing accordingly, if:

- (i) the Stop Work Order results in an increase in the time required for, or in the Applicant's cost properly allocable to, the performance of any part of this Agreement, and
- (ii) the Applicant asserts a claim for such adjustments within 30 days after the end of the period of Work stoppage; provided that, if NYSERDA decides the facts justify such action, NYSERDA may receive and act upon any such claim asserted at any time prior to final payment under this Agreement.

(c) If a Stop Work Order is not cancelled and the Work covered by such Order is terminated, the reasonable costs resulting from the Stop Work Order shall be allowed by equitable adjustment or otherwise.

(d) Notwithstanding the provisions of this Section, the maximum amount payable by NYSERDA to the Applicant pursuant to this Section shall not be increased or deemed to be increased except by specific written amendment hereto.

18. Termination

(a) This Agreement may be terminated by NYSERDA at any time during the term of this Agreement with or without cause, upon ten (10) days prior written notice to the Applicant. In such event, payment shall be paid to the Applicant for Work performed and expenses incurred prior to the effective date of termination in accordance with the provisions of the Article hereof entitled Incentive Payment and in reimbursement of any amounts required to be paid by the Applicant pursuant to Subcontracts; provided, however, that upon receipt of any such notice of termination, the Applicant shall cease the performance of Work, shall make no further commitments with respect thereto and shall reduce insofar as possible the amount of outstanding commitments (including, to the extent requested by NYSERDA, through termination of subcontracts containing provisions therefor).

(b) NYSERDA specifically reserves the right to terminate this agreement in the event that the certification filed by the Applicant in accordance with State Finance Law Sections 139-j and 139-k is found to have been intentionally false or intentionally incomplete, or that the certification filed by the Applicant in accordance with New York State Tax Law Section 5-a is found to have been intentionally false when made. Terminations under this subsection (b) will be effective upon Notice.

(c) Nothing in this Article shall preclude the Applicant from continuing to carry out the Work called for by the Agreement after receipt of a Stop Work Order or termination notice at its own election, provided that, if the Applicant so elects: (i) any such continuing Work after receipt of the Stop Work Order or termination notice shall be deemed not to be Work pursuant to the Agreement, and (ii) NYSERDA shall have no liability to the Applicant for any costs of the Work continuing after receipt of the Stop Work Order or termination notice.

19. Suspension or Termination for Non-Responsibility

(a) Suspension. NYSERDA, in its sole discretion, reserves the right to suspend any or all activities under this Agreement, at any time, when it discovers information that calls into question the Responsibility of the Applicant. In the event of such suspension, the Applicant will be given written notice outlining the particulars of such suspension. Upon issuance of such notice, the Applicant must comply with the terms of the suspension order. Contract activity may resume at such time as NYSERDA issues a written notice authorizing a resumption of performance under the Contract.

(b) Termination. Upon written notice to the Applicant, and a reasonable opportunity to be heard with appropriate NYSERDA officials or staff, this Agreement may be terminated by NYSERDA at the Applicant's expense where the Applicant is determined by NYSERDA to be non-Responsible. In such event, NYSERDA may complete the contractual requirements in any manner it may deem advisable and pursue available legal or equitable remedies for breach.

Payments are not payable unless NYSERDA has approved the Invoice, and approved the other activities and documentation provided by the On-Site Energy Manager.

20. Independent Contractor

(a) The status of the Applicant under this Agreement shall be that of an independent contractor and not that of an agent, and in accordance with such status, the Applicant, the subcontractors, and their respective officers, agents, employees, representatives and servants, including the Project Director, shall at all times during the term of this Agreement conduct themselves in a manner consistent with such status and by reason of this Agreement shall neither hold themselves out as, nor claim to be acting in the capacity of, officers, employees, agents, representatives or servants of NYSERDA nor make any claim, demand or application for any right or privilege applicable to NYSERDA, including, without limitation, vicarious liability, professional liability coverage or indemnification, rights or privileges derived from workers' compensation coverage, unemployment insurance benefits, social security coverage and retirement membership or credit. It is understood and agreed that the personnel furnished by Applicant to perform the Work shall be Applicant's employee(s) or agent(s), and under no circumstances are such employee(s) to be considered NYSERDA's employee(s) or agent(s), and shall remain the employees of Applicant, except to the extent required by section 414(n) of the Internal Revenue Code.

(b) Applicant expressly acknowledges NYSERDA's need to be advised, on an immediate basis, of the existence of any claim or event that might result in a claim or claims against NYSERDA, Applicant and/or Applicant's personnel by virtue of any act or omission on the part of NYSERDA or its employees. Accordingly, Applicant expressly covenants and agrees to notify NYSERDA of any such claim or event, including but not limited to, requests for accommodation and allegations of harassment and/or discrimination, immediately upon contractor's discovery of the same, and to fully and honestly cooperate with NYSERDA in its efforts to investigate and/or address such claims or events, including but not limited to, complying with any reasonable request by NYSERDA for disclosure of information concerning such claim or event even in the event that this Agreement should terminate for any reason.

(c) Relationship of the Parties. It is understood and agreed that the personnel furnished by the Flex Tech Contractor who is serving as the On-Site Energy Manager, to perform the services stipulated in the Scope Of Work (SOW), under no circumstances are to be considered NYSERDA's employee(s) or agent(s), and shall remain the employees of Flex Tech Contractor, except to the extent required by section 414(n) of the Internal Revenue Code.

The relationship of the parties to these Terms and Conditions, the Notice to Proceed, the On-Site Energy Manager Agreement with the Applicant, and the On-Site Energy Manager Task Work Order with NYSERDA is that of independent contractors. Nothing in this Agreement shall be construed as creating a partnership, joint venture, employment, agency, legal representation or other relationship between NYSERDA and the Applicant for any reason, including but not limited to unemployment, workers' compensation, employee benefits, expense reimbursement, vicarious liability, professional liability coverage or indemnification. Neither party shall have the right, power or authority to obligate or bind the other in any manner not specified in these Terms and Conditions, the Notice to Proceed, the On-Site Energy Manager Agreement with the Applicant, or the On-Site Energy Manager Task Work Order with NYSERDA.

(d) Maintenance of Insurance; Policy Provisions. The Contractor, at no additional direct cost to NYSERDA, shall maintain or cause to be maintained throughout the term of this Agreement, insurance of the types and in the amounts specified in the Section hereof entitled Types of Insurance. All such insurance shall be evidenced by insurance policies, each of which shall:

- (i) except policies in evidence of insurance required under Section (e)(ii), name or be endorsed to cover NYSERDA, the State of New York and the Contractor as additional insureds;
 - (ii) provide that such policy may not be cancelled or modified until at least 30 days after receipt by NYSERDA of written notice thereof; and
 - (iii) be reasonably satisfactory to NYSERDA in all other respects.
- (e) Types of Insurance. The types and amounts of insurance required to be maintained under this Article are as follows:
- (i) Commercial general liability insurance for bodily injury liability, including death, and property damage liability, incurred in connection with the performance of this Agreement, with minimum limits of \$1,000,000 in respect of claims arising out of personal injury or sickness or death of any one person, \$1,000,000 in respect of claims arising out of personal injury, sickness or death in any one accident or disaster, and \$1,000,000 in respect of claims arising out of property damage in any one accident or disaster; and
 - (ii) Workers Compensation, Employers Liability, and Disability Benefits as required by New York State.
- (f) Notification of Claims/Events. The Applicant expressly acknowledges NYSERDA's need to be advised, on an immediate basis, of the existence of any claim or event that might result in a claim or claims against NYSERDA, the Applicant and/or the Applicants's personnel by virtue of any act or omission on the part of NYSERDA or its employees. Accordingly, the Applicant expressly covenants and agrees to notify NYSERDA of any such claim or event, including but not limited to, requests for accommodation and allegations of harassment and/or discrimination, immediately upon the Applicants's discovery of the same, and to fully and honestly cooperate with NYSERDA in its efforts to investigate and/or address such claims or events, including but not limited to, complying with any reasonable request by NYSERDA for disclosure of information concerning such claim or event even in the event that these Terms and Conditions, the On-Site Energy Manager Agreement or the On-Site Energy Manager Task Work Order should terminate for any reason.

EXHIBIT B

REVISED

5/12

STANDARD TERMS AND CONDITIONS
FOR ALL NYSERDA AGREEMENTS

(Based on Standard Clauses for New York State Contracts and Tax Law Section 5-a)

The parties to the Agreement agree to be bound by the following clauses which are hereby made a part of the Agreement:

1. NON-DISCRIMINATION REQUIREMENTS. To the extent required by Article 15 of the Executive Law (also known as the Human Rights Law) and all other State and Federal statutory and constitutional non-discrimination provisions, the Applicant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, national origin, sexual orientation, age, disability, genetic predisposition or carrier status, or marital status. Furthermore, in accordance with Section 220-e of the Labor Law, if this is an Agreement for the construction, alteration or repair of any public building or public work or for the manufacture, sale or distribution of materials, equipment or supplies, and to the extent that this Agreement shall be performed within the State of New York, Applicant agrees that neither it nor its subcontractors shall, by reason of race, creed, color, disability, sex or national origin: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this Agreement. If this is a building service Agreement as defined in Section 230 of the Labor Law, then, in accordance with Section 239 thereof, Applicant agrees that neither it nor its subcontractors shall, by reason of race, creed, color, national origin, age, sex or disability: (a) discriminate in hiring against any New York State citizen who is qualified and available to perform the work; or (b) discriminate against or intimidate any employee hired for the performance of work under this contract. Applicant is subject to fines of \$50.00 per person per day for any violation of Section 220-e or Section 239 as well as possible termination of this Agreement and forfeiture of all moneys due hereunder for a second subsequent violation.

2. WAGE AND HOURS PROVISIONS. If this is a public work Agreement covered by Article 8 of the Labor Law or a building service Agreement covered by Article 9 thereof, neither Applicant's employees nor the employees of its subcontractors may be required or permitted to work more than the number of hours or days stated in said statutes, except as otherwise provided in the Labor Law and as set forth in prevailing wage and supplement schedules issued by the State Labor Department. Furthermore, Applicant and its subcontractors must pay at least the prevailing wage rate and pay or provide the prevailing supplements, including the premium rates for overtime pay, as determined by the State Labor Department in accordance with the Labor Law. Additionally, effective April 28, 2008, if this is a public work contract covered by Article 8 of the Labor Law, the Applicant understands and agrees that the filing of payrolls in a manner consistent with Subdivision 3-a of Section 220 of the

Labor Law shall be a condition precedent to payment by NYSERDA of any NYSERDA-approved sums due and owing for work done upon the project.

3. **NON-COLLUSIVE BIDDING REQUIREMENT.** In accordance with Section 2878 of the Public Authorities Law, if this Agreement was awarded based upon the submission of bids, Applicant warrants, under penalty of perjury, that its bid was arrived at independently and without collusion aimed at restricting competition. Applicant further warrants that, at the time Applicant submitted its bid, an authorized and responsible person executed and delivered to NYSERDA a non-collusive bidding certification on Applicant's behalf.

4. **INTERNATIONAL BOYCOTT PROHIBITION.** If this Agreement exceeds \$5,000, the Applicant agrees, as a material condition of the Agreement, that neither the Applicant nor any substantially owned or affiliated person, firm, partnership or corporation has participated, is participating, or shall participate in an international boycott in violation of the Federal Export Administration Act of 1979 (50 USC App. Sections 2401 et seq.) or regulations thereunder. If such Applicant, or any of the aforesaid affiliates of Applicant, is convicted or is otherwise found to have violated said laws or regulations upon the final determination of the United States Commerce Department or any other appropriate agency of the United States subsequent to the Agreement's execution, such Agreement, amendment or modification thereto shall be rendered forfeit and void. The Applicant shall so notify NYSERDA within five (5) business days of such conviction, determination or disposition of appeal. (See and compare Section 220-f of the Labor Law, Section 139-h of the State Finance Law, and 2 NYCRR 105.4).

5. **SET-OFF RIGHTS.** NYSERDA shall have all of its common law and statutory rights of set-off. These rights shall include, but not be limited to, NYSERDA's option to withhold for the purposes of set-off any moneys due to the Applicant under this Agreement up to any amounts due and owing to NYSERDA with regard to this Agreement, any other Agreement, including any Agreement for a term commencing prior to the term of this Agreement, plus any amounts due and owing to NYSERDA for any other reason including, without limitation, tax delinquencies, fee delinquencies or monetary penalties relative thereto.

6. **PROPRIETARY INFORMATION.** Notwithstanding any provisions to the contrary in the Agreement, Applicant and NYSERDA acknowledge and agree that all information, in any format, submitted to NYSERDA shall be subject to and treated in accordance with the NYS Freedom of Information Law ("FOIL," Public Officers Law, Article 6). Pursuant to FOIL, NYSERDA is required to make available to the public, upon request, records or portions thereof which it possesses, unless that information is statutorily exempt from disclosure. Therefore, unless the Agreement specifically requires otherwise, Applicant should submit information to NYSERDA in a non-confidential, non-proprietary format. FOIL does provide that NYSERDA may deny access to 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." [See Public Officers Law, § 87(2)(d)]. Accordingly, if the Agreement specifically requires submission of information in a format Applicant considers a proprietary and/or confidential trade secret, Applicant shall fully identify and plainly label the information "confidential" or "proprietary" at the time of disclosure. By so marking such information, Applicant represents that the information has actual or potential specific commercial or competitive value to the competitors of Applicant. Without limitation, information will not be considered confidential or proprietary if it is or has been (i) generally known or available from other sources without obligation concerning its confidentiality; (ii) made available by the owner to others without obligation concerning its confidentiality; or (iii) already available to NYSERDA without obligation concerning its confidentiality. In the event of a FOIL request, it is NYSERDA's policy to consider records as marked above pursuant to the trade secret exemption procedure set forth in 21 New York Codes Rules & Regulations § 501.6 and any other applicable law or regulation. However, NYSERDA cannot guarantee the confidentiality of any information submitted. More information on FOIL, and the relevant statutory law and regulations, can be found at the website for the Committee on Open Government (<http://www.dos.ny.gov/about/foil2.html>) and NYSERDA's Regulations, Part 501 (<http://www.nyserda.ny.gov/About/New-York-State-Regulations.aspx>).

7. **IDENTIFYING INFORMATION AND PRIVACY NOTIFICATION.** (a) **FEDERAL EMPLOYER IDENTIFICATION NUMBER and/or FEDERAL SOCIAL SECURITY NUMBER.** As a condition to NYSERDA's obligation to pay any invoices submitted by Applicant pursuant to this Agreement, Applicant shall provide to NYSERDA its Federal employer identification number or Federal social security number, or both such numbers when the Applicant has both such numbers. Where the Applicant does not have such number or numbers, the Applicant must give the reason or reasons why the payee does not have such number or numbers.

(b) **PRIVACY NOTIFICATION.** The authority to request the above personal information from a seller of goods or services or a lessor of real or personal property, and the authority to maintain such information, is found in Section 5 of the State Tax Law. Disclosure of this information by Applicant to the State is mandatory. The principal purpose for which the information is collected is to enable the State to identify individuals, businesses and others who have been delinquent in filing tax returns or may have understated their tax liabilities and to generally identify persons affected by the taxes administered by the Commissioner of Taxation and Finance. The information will be used for tax administration purposes and for any other purpose authorized by law.

8. **CONFLICTING TERMS.** In the event of a conflict between the terms of the Agreement (including any and all attachments thereto and amendments thereof) and the terms of this Exhibit B, the terms of this Exhibit B shall control.

9. **GOVERNING LAW.** This Agreement shall be governed by the laws of the State of New York except where the Federal supremacy clause requires otherwise.

10. NO ARBITRATION. Disputes involving this Agreement, including the breach or alleged breach thereof, may not be submitted to binding arbitration (except where statutorily required) without the NYSERDA's written consent, but must, instead, be heard in a court of competent jurisdiction of the State of New York.

11. SERVICE OF PROCESS. In addition to the methods of service allowed by the State Civil Practice Law and Rules ("CPLR"), Applicant hereby consents to service of process upon it by registered or certified mail, return receipt requested. Service hereunder shall be complete upon Applicant's actual receipt of process or upon NYSERDA's receipt of the return thereof by the United States Postal Service as refused or undeliverable. Applicant must promptly notify NYSERDA, in writing, of each and every change of address to which service of process can be made. Service by NYSERDA to the last known address shall be sufficient. Applicant will have thirty (30) calendar days after service hereunder is complete in which to respond.

12. CRIMINAL ACTIVITY. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of any allegation previously unknown to it that the Applicant or any of its principals is under indictment for a felony, or has been, within five (5) years prior to submission of the Applicant's proposal to NYSERDA, convicted of a felony, under the laws of the United States or Territory of the United States, then NYSERDA may exercise its stop work right under this Agreement. If subsequent to the effectiveness of this Agreement, NYSERDA comes to know of the fact, previously unknown to it, that Applicant or any of its principals is under such indictment or has been so convicted, then NYSERDA may exercise its right to terminate this Agreement. If the Applicant knowingly withheld information about such an indictment or conviction, NYSERDA may declare the Agreement null and void and may seek legal remedies against the Applicant and its principals. The Applicant or its principals may also be subject to penalties for any violation of law which may apply in the particular circumstances. For an Applicant which is an association, partnership, corporation, or other organization, the provisions of this paragraph apply to any such indictment or conviction of the organization itself or any of its officers, partners, or directors or members of any similar governing body, as applicable.

13. PERMITS. It is the responsibility of the Applicant to acquire and maintain, at its own cost, any and all permits, licenses, easements, waivers and permissions of every nature necessary to perform the work.

14. PROHIBITION ON PURCHASE OF TROPICAL HARDWOODS. The Applicant certifies and warrants that all wood products to be used under this Agreement will be in accordance with, but not limited to, the specifications and provisions of State Finance Law Section 165 (Use of Tropical Hardwoods), which prohibits purchase and use of tropical hardwoods, unless specifically exempted by NYSERDA.

15. 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 contracts.

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

NYS Department of Economic Development
Division for Small Business
30 South Pearl St -- 7th Floor
Albany, New York 12245
Telephone: 518-292-5220
Fax: 518-292-5884
<http://www.esd.ny.gov>

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

NYS Department of Economic Development
Division of Minority and Women's Business Development
30 South Pearl St -- 2nd Floor
Albany, New York 12245
Telephone: 518-292-5250
Fax: 518-292-5803
<http://www.empire.state.ny.us>

The Omnibus Procurement Act of 1992 requires that by signing this Agreement, Applicants certify that whenever the total amount is greater than \$1 million:

(a) The Applicant has made reasonable efforts to encourage the participation of New York State Business Enterprises as suppliers and subcontractors, including certified minority and women-owned business enterprises, on this project, and has retained the documentation of these efforts to be provided upon request to the State;

(b) The Applicant has complied with the Federal Equal Opportunity Act of 1972 (P.L. 92-261), as amended;

(c) The Applicant agrees to make reasonable efforts to provide notification to New York State residents of employment opportunities on this project through listing any such positions with the Job Service Division of the New York State Department of Labor, or providing such notification in such manner as is consistent with existing collective bargaining contracts or agreements. The Applicant agrees to document these efforts and to provide said documentation to the State upon request; and

(d) The Applicant acknowledges notice that the State may seek to obtain offset credits from foreign countries as a result of this contract and agrees to cooperate with the State in these efforts.

16. RECIPROCITY AND SANCTIONS PROVISIONS. Bidders are hereby notified that if their principal place of business is located in a country, nation, province, state or political subdivision that penalizes New York State vendors, and if the goods or services they offer will be substantially produced or performed outside New York State, the Omnibus Procurement Act 1994 and 2000 amendments (Chapter 684 and Chapter 383, respectively) require that they be denied contracts which they would otherwise obtain. NOTE: As of May 15, 2002, the list of discriminatory jurisdictions subject to this provision includes the states of South Carolina, Alaska, West Virginia, Wyoming, Louisiana and Hawaii. Contact NYS Department of Economic Development for a current list of jurisdictions subject to this provision.

17. COMPLIANCE WITH NEW YORK STATE INFORMATION SECURITY BREACH AND NOTIFICATION ACT. Applicant shall comply with the provisions of the New York State Information Security Breach and Notification Act (General Business Law Section 899-aa; State Technology Law Section 208).

18. PROCUREMENT LOBBYING. To the extent this Agreement is a "procurement contract" as defined by State Finance Law Sections 139-j and 139-k, by signing this Agreement the Applicant certifies and affirms that all disclosures made in accordance with State Finance Law Sections 139-j and 139-k are complete, true and accurate. In the event such certification is found to be intentionally false or intentionally incomplete, NYSERDA may terminate the agreement by providing written notification to the Applicant in accordance with the terms of the agreement.

19. COMPLIANCE WITH TAX LAW SECTION 5-a. The following provisions apply to Applicants that have entered into agreements in an amount exceeding \$100,000 for the purchase of goods and services:

- a) Before such agreement can take effect, the Applicant must have on file with the New York State Department of Taxation and Finance an Applicant Certification form (ST-220-TD).
- b) Prior to entering into such an agreement, the Applicant is required to provide NYSERDA with a completed Applicant Certification to Covered Agency form (Form ST-220-CA).
- c) Prior to any renewal period (if applicable) under the agreement, the Applicant is required to provide NYSERDA with a completed Form ST-220-CA.

Certifications referenced in paragraphs (b) and (c) above will be maintained by NYSERDA and made a part hereof and incorporated herein by reference.

NYSERDA reserves the right to terminate this agreement in the event it is found that the certification filed by the Applicant in accordance with Tax Law Section 5-a was false when made.

20. IRANIAN ENERGY SECTOR DIVESTMENT. In accordance with Section 2879-c of the Public Authorities Law, by signing this contract, each person and each person signing on behalf of any other party certifies, and in the case of a joint bid or partnership each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each person is not on the list created pursuant to paragraph (b) of subdivision 3 of section 165-a of the State Finance Law (See www.ogs.ny.gov/about/regs/ida.asp).

EXHIBIT C

NYSERDA PROMPT PAYMENT POLICY STATEMENT

504.1. Purpose and Applicability. (a) The purpose of this Exhibit is to provide a description of Part 504 of NYSERDA's regulations, which consists of NYSERDA's policy for making payment promptly on amounts properly due and owing by NYSERDA under this Agreement. The section numbers used in this document correspond to the section numbers appearing in Part 504 of the regulations.¹

(b) This Exhibit applies generally to payments due and owing by the NYSERDA to the Applicant pursuant to this Agreement. However, this Exhibit does not apply to Payments due and owing when NYSERDA is exercising a Set-Off against all or part of the Payment, or if a State or Federal law, rule or regulation specifically requires otherwise.

504.2. Definitions. Capitalized terms not otherwise defined in this Exhibit shall have the same meaning as set forth earlier in this Agreement. In addition to said terms, the following terms shall have the following meanings, unless the context shall indicate another or different meaning or intent:

(a) "Date of Payment" means the date on which NYSERDA requisitions a check from its statutory fiscal agent, the Department of Taxation and Finance, to make a Payment.

(b) "Designated Payment Office" means the Office of NYSERDA's Controller, located at 17 Columbia Circle, Albany, New York 12203.

(c) "Payment" means payment properly due and owing to Applicant pursuant to Exhibit A of this Agreement.

(d) "Prompt Payment" means a Payment within the time periods applicable pursuant to Sections 504.3 through 504.5 of this Exhibit in order for NYSERDA not to be liable for interest pursuant to Section 504.6.

(e) "Payment Due Date" means the date by which the Date of Payment must occur, in accordance with the provisions of Sections 504.3 through 504.5 of this Exhibit, in order for NYSERDA not to be liable for interest pursuant to Section 504.6.

(f) "Proper Invoice" means a written request for Payment that is submitted by an Applicant setting forth the description, price or cost, and quantity of goods, property or services delivered or rendered, in such form, and supported by such other substantiating documentation, as NYSERDA may reasonably require, including but not limited to any requirements set forth in Exhibits A or B to this Agreement; and addressed to NYSERDA's Controller, marked "Attention: Accounts Payable," at the Designated Payment Office.

(g)(1) "Receipt of an Invoice" means:

(i) if the Payment is one for which an invoice is required, the later of:

(a) the date on which a Proper Invoice is actually received in the Designated Payment Office during normal business hours; or

(b) the date by which, during normal business hours, NYSERDA has actually received all the purchased goods, property or services covered by a Proper Invoice previously received in the Designated Payment Office.

(ii) if the Agreement provides that a Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice the 30th calendar day, excluding legal holidays, before the date so specified or predetermined.

(2) For purposes of this subdivision, if the Agreement requires a multifaceted, completed or working system, or delivery of no less than a specified quantity of goods, property or services and only a portion of such systems or less than the required goods, property or services are working, completed or delivered, even though the Applicant has invoiced NYSERDA for the portion working, completed or delivered, NYSERDA will not be in Receipt of an Invoice until the specified minimum amount of the systems, goods, property or services are working, completed or delivered.

(h) "Set-off" means the reduction by NYSERDA of a payment due an Applicant by an amount equal to the amount of

¹ This is only a summary; the full text of Part 504 can be accessed at:
<http://www.nyserda.ny.gov/About/New-York-State-Regulations.aspx>

an unpaid legally enforceable debt owed by the Applicant to NYSERDA.

504.3. Prompt Payment Schedule. Except as otherwise provided by law or regulation or in Sections 504.4 and 504.5 of this Exhibit, the Date of Payment by NYSERDA of an amount properly due and owing under this Agreement shall be no later than thirty (30) calendar days, excluding legal holidays, after Receipt of a Proper Invoice.

504.4. Payment Procedures.

(a) Unless otherwise specified in this Agreement, a Proper Invoice submitted by the Applicant to the Designated Payment Office shall be required to initiate payment for goods, property or services. As soon as any invoice is received in the Designated Payment Office during normal business hours, such invoice shall be date-stamped. The invoice shall then promptly be reviewed by NYSERDA.

(b) NYSERDA shall notify the Applicant within fifteen (15) calendar days after Receipt of an Invoice of:

- (1) any defects in the delivered goods, property or services;
- (2) any defects in the invoice; or
- (3) suspected improprieties of any kind.

(c) The existence of any defects or suspected improprieties shall prevent the commencement of the time period specified in Section 504.3 until any such defects or improprieties are corrected or otherwise resolved.

(d) If NYSERDA fails to notify an Applicant of a defect or impropriety within the fifteen (15) calendar day period specified in subdivision (b) of this section, the sole effect shall be that the number of days allowed for Payment shall be reduced by the number of days between the 15th day and the day that notification was transmitted to the Applicant. If NYSERDA fails to provide reasonable grounds for its contention that a defect or impropriety exists, the sole effect shall be that the Payment Due Date shall be calculated using the original date of Receipt of an Invoice.

(e) In the absence of any defect or suspected impropriety, or upon satisfactory correction or resolution of a defect or suspected impropriety, NYSERDA shall make Payment, consistent with any such correction or resolution and the provisions of this Exhibit.

504.5. Exceptions and Extension of Payment Due Date. NYSERDA has determined that, notwithstanding the provisions of Sections 504.3 and 504.4 of this Exhibit, any of the following facts or circumstances, which may occur concurrently or consecutively, reasonably justify extension of the Payment Due Date:

(a) If this Agreement provides Payment will be made on a specific date or at a predetermined interval, without having to submit a written invoice, if any documentation, supporting data, performance verification, or notice specifically required by this Agreement or other State or Federal mandate has not been submitted to NYSERDA on a timely basis, then the Payment Due Date shall be extended by the number of calendar days from the date by which all such matter was to be submitted to NYSERDA and the date when NYSERDA has actually received such matter.

(b) If an inspection or testing period, performance verification, audit or other review or documentation independent of the Applicant is specifically required by this Agreement or by other State or Federal mandate, whether to be performed by or on behalf of NYSERDA or another entity, or is specifically permitted by this Agreement or by other State or Federal provision and NYSERDA or other entity with the right to do so elects to have such activity or documentation undertaken, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when any such activity or documentation has been completed, NYSERDA has actually received the results of such activity or documentation conducted by another entity, and any deficiencies identified or issues raised as a result of such activity or documentation have been corrected or otherwise resolved.

(c) If an invoice must be examined by a State or Federal agency, or by another party contributing to the funding of the Contract, prior to Payment, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when the State or Federal agency, or other contributing party to the Contract, has completed the inspection, advised NYSERDA of the results of the inspection, and any deficiencies identified or issues raised as a result of such inspection have been corrected or otherwise resolved.

(d) If appropriated funds from which Payment is to be made have not yet been appropriated or, if appropriated, not yet been made available to NYSERDA, then the Payment Due Date shall be extended by the number of calendar days from the date of Receipt of an Invoice to the date when such funds are made available to NYSERDA.

504.6. Interest Eligibility and Computation. If NYSERDA fails to make Prompt Payment, NYSERDA shall pay interest to the Applicant on the Payment when such interest computed as provided herein is equal to or more than ten dollars (\$10.00). Interest shall be computed and accrue at the daily rate in effect on the Date of Payment, as set by the New York State Tax Commission for corporate taxes pursuant to Section 1096(e)(1) of the Tax Law. Interest on such a Payment shall be computed for the period beginning on the day after the Payment Due Date and ending on the Date of Payment.

504.7. Sources of Funds to Pay Interest. Any interest payable by NYSERDA pursuant to Exhibit shall be paid only from the same accounts, funds, or appropriations that are lawfully available to make the related Payment.

504.8. Incorporation of Prompt Payment Policy Statement into Contracts. The provisions of this Exhibit shall apply to all Payments as they become due and owing pursuant to the terms and conditions of this Agreement, notwithstanding that NYSERDA may subsequently amend its Prompt Payment Policy by further rulemaking.

504.9. Notice of Objection. Applicant may object to any action taken by NYSERDA pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid by submitting a written notice of objection to NYSERDA. Such notice shall be signed and dated and concisely and clearly set forth the basis for the objection and be addressed to the Vice President, New York State Energy Research and Development Authority, at the notice address set forth in this Agreement. The Vice President of NYSERDA, or his or her designee, shall review the objection for purposes of affirming or modifying NYSERDA's action. Within fifteen (15) working days of the receipt of the objection, the Vice President, or his or her designee, shall notify the Applicant either that NYSERDA's action is affirmed or that it is modified or that, due to the complexity of the issue, additional time is needed to conduct the review; provided, however, in no event shall the extended review period exceed thirty (30) working days.

504.10. Judicial Review. Any determination made by NYSERDA pursuant to this Exhibit that prevents the commencement of the time in which interest will be paid is subject to judicial review in a proceeding pursuant to Article 78 of the Civil Practice Law and Rules. Such proceedings shall only be commenced upon completion of the review procedure specified in Section 504.9 of this Exhibit or any other review procedure that may be specified in this Agreement or by other law, rule, or regulation.

504.11. Court Action or Other Legal Processes.

(a) Notwithstanding any other law to the contrary, the liability of NYSERDA to make an interest payment to an Applicant pursuant to this Exhibit shall not extend beyond the date of a notice of intention to file a claim, the date of a notice of a claim, or the date commencing a legal action for the payment of such interest, whichever occurs first.

(b) With respect to the court action or other legal processes referred to in subdivision (a) of this section, any interest obligation incurred by NYSERDA after the date specified therein pursuant to any provision of law other than Public Authorities Law Section 2880 shall be determined as prescribed by such separate provision of law, shall be paid as directed by the court, and shall be paid from any source of funds available for that purpose.