

ATTACHMENT A – PROPOSAL CHECKLIST

INSTALLER PROPOSAL CHECKLIST

INSTALLER NAME: _____

Please include the following items in your application. Incomplete proposals or proposals not received before the deadline date may not be considered by the HeatSmart Westchester Team's selection committee.

___ **Proposal Checklist (Attachment A)** (one per proposal)

___ **Individual Application Form and Cover Letter (Attachment B)** (one for each Installer participating in the proposal)

___ **Core Proposal (Attachment C)** (one per proposal)

___ **Pricing Proposal (Attachment D)** (one per proposal)

MANDATORY ADDENDUMS

___ **Addendum 1: Example customer project proposal and contract** (one for each Installer)

___ **Addendum 2: Sample marketing materials** for each installer

___ **Addendum 3: Relevant licenses of key members of the Installer team** (for each Installer and any subcontractors that will be used)