

## ATTACHMENT A – PROPOSAL CHECKLIST

### INSTALLER PROPOSAL CHECKLIST

INSTALLER NAME: \_\_\_\_\_

Incomplete proposals or proposals not received before the deadline date may not be considered by the HeatSmart Westchester Team Selection Committee. Please include the following items in your Proposal:

\_\_\_ **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** (one for each Installer)

\_\_\_ **Addendum 3: Relevant Licenses of Key Members of the Installer Team** (complete for each Installer and any subcontractors that will be used)