

# Introduction

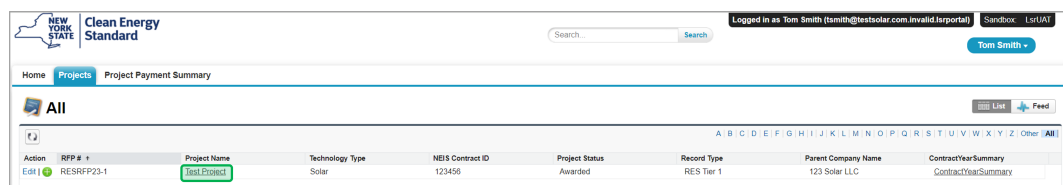
This page provides instructions for completing and submitting the Contracting Form. If you have questions while completing this form, contact your NYSDERDA Project Manager listed on the project in the Portal.

## Instructions

### General Instructions

1

Log into Salesforce, then locate and access the correct **Project Record**.

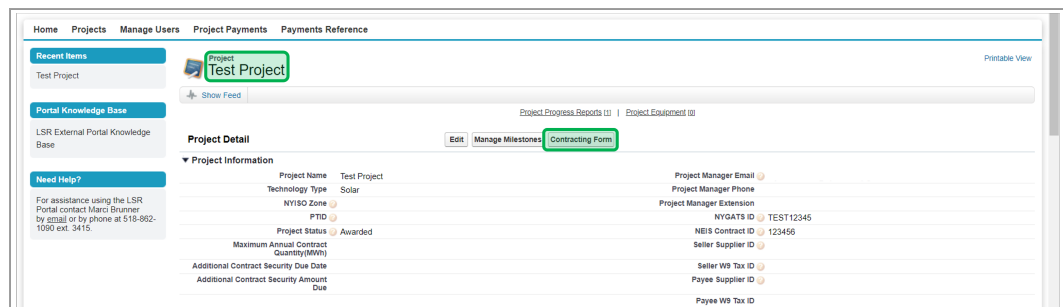


The screenshot shows the 'Clean Energy Standard' portal. At the top, there is a search bar and a user login status: 'Logged in as Tom Smith (tsmith@test solar.com.invalid.lsrportal)'. Below the search bar, there are tabs for 'Home', 'Projects', and 'Project Payment Summary'. The 'Projects' tab is selected. Below the tabs, there is a table of projects. The first project, 'Test Project', is highlighted with a green box. The table has columns for Action, Project Name, Technology Type, NIS Contract ID, Project Status, Record Type, Parent Company Name, and Contract/Year/Summary.

2

Once in the **Project Record**, click the **Contracting Form** button.

After clicking the **Contracting Form** button you will click **Continue** and enter information in the Contracting Form **Step 1: General Information**.



The screenshot shows the 'Project Detail' page for 'Test Project'. The page has a sidebar with 'Recent Items', 'Portal Knowledge Base', and 'Need Help?'. The main content area shows project details. The 'Contracting Form' button is highlighted with a green box. The project details include: Project Name (Test Project), Technology Type (Solar), NIS Contract ID (123456), Project Status (Awarded), Project Manager Email, Project Manager Phone, Project Manager Extension, NYGATS ID (TEST12345), Seller Supplier ID, Seller W9 Tax ID, Payee Supplier ID, and Payee W9 Tax ID.

### Step 1: General Information

1

Use the small arrows on the right side of the title bar to open each section of the form.

**Project Information** – This section is populated based on information provided in the Bid Application and is not editable. If information in this section is not correct, contact the NYSERDA Project Manager.

Contracting Form - Test Project

General Information (Step 1 of 6)

Please note, you may save and complete form at a later time. For additional details on Contracting Form requirements and Contract Security submission information, please visit [Contracting Form Instructions](#).

Project Information

NYGATS ID	PRO12345	Project Name *	Test Project
Project Eligibility	Tier 1	Technology Type	Solar
RFP#	RESRFP23-1	Project Manager Name	NYSERDA PM Name
Bid Capacity MWac	10.00		
Agreement Number	123456		

2

## Seller Information

1. **Seller Legal Business Name** – Populated based on information provided in the Bid Application and is not editable. If this information is not correct, please contact the NYSERA Project Manager.
2. **Seller Employer Identification Number (EIN)** - Must match/be associated with provided W-9 in the following Step 3 and corresponding Legal Business/Disregarded Entity Name / Seller Legal Business Name.
3. **Legal Name of Taxpayer Parent** – Provide only if Seller is a Disregarded Entity in which taxable income should be reported to the Taxable Parent entity.
4. **Taxpayer Parent Employer Identification Number (EIN)** – Must match/be associated with Legal Name of Taxable Parent as provided above.
5. **Seller Address** – Provide mailing address for Seller.

Seller Information

<div>Seller Legal Business Name</div> <div>ABC Solar LLC</div>	<div>Seller Street Address 1 *</div> <div>1 Main Street</div>
<div>Seller Employer Identification Number(EIN) *</div> <div>98-7654321</div>	<div>Seller Street Address 2</div> <div></div>
<div>If Seller is a Disregarded Entity, Legal Name of Taxpayer Parent</div> <div>123 Solar LLC</div>	<div>City *</div> <div>Albany</div>
<div>If Seller is a Disregarded Entity, EIN of Taxpayer Parent</div> <div>12-3123123</div>	<div>State/Province *</div> <div>New York</div> <div>Zip/Postal Code *</div> <div>12203</div>

3

## Developer Information

1. **Developer Company Name** – The name of the entity responsible for Developing the project.
2. **Developer Address** – The mailing address for the Developer entity provided above.

Developer Information

Developer Company Name \*

123 Solar LLC

Developer Street Address \*

1 Main Street

Developer Street Address 2

City \*

Albany

State/Province \*

New York

Zip/Postal Code \*

12203

CONTINUE

4

Once all information is provided, click **Continue** to progress to Step 2.

Developer Information

Developer Company Name \*

123 Solar LLC

Developer Street Address \*

1 Main Street

Developer Street Address 2

City \*

Albany

State/Province \*

New York

Zip/Postal Code \*

12203

CONTINUE

## Step 2: Contact Information and Project Roles

1

In this step, you will add, confirm, and/or update the Project Roles associated with the given project. The designated number of Project Roles listed below must be provided in order to progress to the next step. If necessary, contact information may be entered twice for the same individual. You may also request Portal Access at this time.

- Seller: Project Developer/Origination (designate a minimum of two)
- Seller: Legal Notice (designate a minimum of two)
- Authorized Signatory (designate at least one)

Please note: NYSEDA's Salesforce portal allows Admin users to control who has access to their project record(s), which may contain commercially sensitive information that you may consider confidential. If you grant Portal Access, those users will have access to this project and all other projects under the "Account". Admin users are responsible for keeping all access current and should revoke access to users who no longer need access to the project(s).

### Contracting Form - Test Project

Contact Information (Step 2 of 6)

Please add, confirm, and/or update the following Project Roles, in the minimum number indicated. You may also grant Portal Access at this time.

Seller: Project Developer/Origination (designate a minimum of two)  
 Seller: Legal Notice (designate a minimum of two)  
 Authorized Signatory (designate at least one)

These Project Roles must be designated in order to progress to the next step. If necessary, contact information may be entered twice for the same individual.

You may also grant Portal Access at this time. **Please note:** NYSEDA's Salesforce portal allows Admin users to control who has access to their project record(s), which may contain commercially sensitive information that you may consider confidential. If you grant Portal Access, those users will have access to this project and all other projects under the "Account". Admin users are responsible for keeping all access current and should revoke access to users who no longer need access to the project(s).

**ADD A PROJECT ROLE**

Show 10 entries Search:

Action	Primary?	Grant Portal Access	Name	Email	Phone	Company Name	Project Role
Edit		✓	Sarah Johnson	test@123solar.com	(555) 123-4567	123 Solar LLC	Seller: Project Developer/Origination
Edit			Jennifer Phillips	test@123solar.com	(555) 987-6541	123 Solar LLC	Seller: Legal Notice
Edit			Tom Smith	test@123solar.com	(555) 987-6543	123 Solar LLC	Seller: Project Developer/Origination
Edit			Steve Brown	test@123solar.com	(555) 987-6541	123 Solar LLC	Seller: Legal Notice
Edit			Mary Jones	test@123solar.com	(555) 456-7891	123 Solar LLC	Authorized Signatory

Showing 1 to 5 of 5 entries

Previous 1 Next

**PREVIOUS** **CONTINUE**

2

Click **Add A Project Role**.



**ADD A PROJECT ROLE**

Show 10 entries

Action	Primary?	Grant Portal Access
<a href="#">Edit</a>		
<a href="#">Edit</a>		
<a href="#">Edit</a>		
<a href="#">Edit</a>		
<a href="#">Edit</a>		

First Name \*

Last Name \*

Title

Email \*

Mobile Phone \* ?

Business Phone, Ext# \* ?

Grant Portal Access

☐

Project Role \*

Authorized Representative

Primary

☐

Company Name

Address Line 1

Address Line 2

City

State

--None--

Zip

County

--None--

Country

--None--

CLOSE

SAVE CHANGES

3

Enter the contact information for the individual and associated Project Role.

Click **Save Changes**.

Click **Close** to exit out of the page without saving the details.

**ADD A PROJECT ROLE**

Show 10 entries

Action	Primary?	Grant Portal Access
Edit		
Edit		
Edit		
Edit		
Edit		

**\*Add a Project Role**

First Name \*

Last Name \*

Title

Email \*

Mobile Phone \* ?

Business Phone, Ext# \* ?

Grant Portal Access  
☐

Project Role \*

Primary  
☐

Company Name

Address Line 1

Address Line 2

City

State

Zip

County

Country

**CLOSE** **SAVE CHANGES**

4

Once all Project Roles have been added, click **Continue** to progress to Step 3.

**ADD A PROJECT ROLE**

Show 10 entries

Search:

Action	Primary?	Grant Portal Access	Name	Email	Phone	Company Name	Project Role
Edit		✓	Sarah Johnson	test@123solar.com	(555) 123-4567	123 Solar LLC	Seller: Project Developer/Origination
Edit			Jennifer Phillips	test@123solar.com	(555) 987-6541	123 Solar LLC	Seller: Legal Notice
Edit			Tom Smith	test@123solar.com	(555) 987-6543	123 Solar LLC	Seller: Project Developer/Origination
Edit			Steve Brown	test@123solar.com	(555) 987-6541	123 Solar LLC	Seller: Legal Notice
Edit			Mary Jones	test@123solar.com	(555) 456-7891	123 Solar LLC	Authorized Signatory

Showing 1 to 5 of 5 entries

Previous **1** Next

**PREVIOUS** **CONTINUE**

## Step 3: Contract Security Details

1

This step provides information on the **Contract Security** due for this project.

Contract Security in the amount of the product of the Bid Capacity MWac and \$20,000. Instructions on how to submit your Contract Security will be available once you submit the Contracting Form, as well as on your Portal home page in the link **Financial Instructions**. A Word version of the Letter of Credit is also available on the home page of the LSR Portal.

Once you have reviewed this information, click **Continue** to progress to Step 4.

Contracting Form - Test Project

✓

✓

●

✓

✓

✓

Contract Security Details (Step 3 of 6)

Contract Security in the amount of the product of the Bid Capacity MWac and \$20,000 is due. Please continue with completion of contracting form. You will have the ability to review payment details in portal once Contracting Form is submitted.

Initial Contract Security Due per Article XV

Bid Capacity MWac:	10.00
Contract Security Price:	\$20,000.00
Contract Security Amount Due:	\$200,000.00
Contract Security Amount Due Date:	5/10/2024

[Click here for Contract Security submission information](#)

PREVIOUS

CONTINUE

## Step 4: Instructions for Required Documents Page

1

This step provides instructions and details on the documents that are required to execute the Agreement with NYSERDA.

## Contracting Form - Test Project



Instructions for Required Documents (Step 4 of 6)

Consistent with the RESRFP23-1 Post-Award Process and Section 7.4 Additional Documents in the Agreement, NYSDERDA requires additional documentation prior to execution of the Agreement. Please read the descriptions below and provide the required documentation via the Contracting Form in the appropriate document slots (Step 5 of 6) at your earliest convenience. NYSDERDA may provide you with an execution copy of the Agreement prior to receipt of the required documents, however NYSDERDA cannot execute the Agreement prior to receiving the documentation.

1. If not previously filed for the Seller, form Tax Law ST-220-TD is required. Please consult Publication 223, Questions and Answers Concerning Tax Law Section 5-a., located [here](#). If filing for the first time, please indicate the "Seller" under "Contractor name" on the [ST-220-TD](#) form. This form is filed with the NYS Tax Department and NYSDERDA does not need a copy. After completing Tax Law ST-220 TD and sending to the NYS Tax Department, all Sellers will need to complete and submit Tax Law [ST-220-CA](#) Form to NYSDERDA. You will indicate to NYSDERDA that you have filed the ST-220-TD form or you previously filed ST-220-TD with the Tax Department.  
If you have any questions regarding the ST-220-CA or ST-220-TD, please contact the New York State Department of Taxation and Finance at 1-800-698-2931. As a reminder, please indicate the "Seller" under "Contractor name" on the form.
2. If not previously provided by Seller, certificates, dated as of the most recent practicable date prior to the Effective Date, issued by the jurisdiction of Seller's organization Secretary of State confirming the corporate good standing of Seller. Please upload this document on the next page under Optional if applicable.
3. An [Application for Authority](#) is required for all foreign business corporations (i.e., Sellers incorporated outside of New York) to do business in the State of New York. Please upload a copy of the document filed with the New York Department of State in the Authorization Forms document slot. Please upload this document on the next page under Optional if applicable.
4. A certificate of an appropriate officer of Seller, dated as of the most recent practicable date prior to the Effective Date, in form and substance reasonably satisfactory to NYSDERDA and certifying: (i) the names and signatures of the officers of Seller authorized to sign any documents to be delivered hereunder, and (ii) the accuracy and completeness of resolutions of Seller, authorizing and approving all matters in connection with the transactions contemplated thereby. NYSDERDA does not have a preferred standard. Please upload this document on the next page under Required.
5. If applicable, an Updated [Updated EO 16 Certificate](#) and/or [Vendor Responsibility Questionnaire](#). Please upload this document on the next page under Optional if applicable.
6. Consistent with Article XII of the Agreement, certificates of insurance must be provided to NYSDERDA on or before the date of construction and continuing throughout the Contract Delivery Term. You may send your certificate of insurance evidencing the required insurance via email to [insurance@nysderda.ny.gov](mailto:insurance@nysderda.ny.gov) or via fax (518) 862-1091 Attn: Contracts Department.

PREVIOUS

CONTINUE

## Step 5: Documents Page

1

The documents listed below are required in order to submit the Contracting Form. The documents listed in the Optional section should be uploaded if applicable.

- Seller W-9
- Seller Certificate of Incorporation per Article VI
- Seller Officer Certificate per Article VI
- NYS-220-CA-Form

2

To upload a document, click **Choose File**, select the document, then click **Open** then **Save**.

3

Once all required documents have been uploaded, click **Continue** to progress to Step 6.

Contracting Form - Developer Test Ignore

Documents Page (Step 5 of 6)

The documents listed below are required or optional to submit the Contracting Form. To upload a document: click "Choose File", select the document, click "Open" then "Save". Additional documents may be requested at a later date.

Required Documents

Document Name	Add / Update Document	Uploaded Document	Upload History
Seller W-9	Choose File No file chosen		
Seller Certificate of Incorporation Article VI	Choose File No file chosen		
Seller Officer Certificate per Article VI	Choose File No file chosen		
NYS TAX ST-220-CA Form	Choose File No file chosen		

Optional Documents

Document Name	Add / Update Document	Uploaded Document	Upload History
Authorization for Authority	Choose File No file chosen		
Executive Order 16	Choose File No file chosen		
Vendor Responsibility Questionnaire	Choose File No file chosen		

## Step 6: Review & Submission of the Contracting Form

1

This is the final step in the Contracting Form.

2

Click **Preview** to download a PDF copy of the Contracting Form to review all information provided.

## Submission Page (Step 6 of 6)

☐ I certify that all information provided in this Contracting Form, including any attachments, is true and correct to the best of my knowledge and belief. I agree to provide any additional materials NYSEDA may request for during the review process.

[PREVIOUS](#)

PREVIEW

[illegible]

3

Once you have confirmed all information provided is correct, you must check off the **Acknowledgement statement**.

4

5

## Submission Page (Step 6 of 6)

☒ I certify that all information provided in this Contracting Form, including any attachments, is true and correct to the best of my knowledge, I agree to provide any additional materials NYSERDA may request for during the review process.

[PREVIOUS](#)

## PREVIEW

SUBMIT

6

Once the Contracting Form has been submitted, you will receive **confirmation**. You will also be able to access the instructions for submitting Contract Security, along with ability to **Print** to save a copy for your records. This final page will be available through the Project Record at any time for future reference.

## Contracting Form - Test Project

Submission Page (Step 6 of 6)

Your Contracting Form has been submitted successfully. Your Contracting Form number is CA-00324. [You can click here for NYSDA payment details and submission instructions for Contract Security.](#) Please note: You are also able to access the link to NYSDA Contract Security Submission Information in the Portal by navigating to Project and clicking the Contracting Form button.

Submitted By: Tom Smith  
Submitted Date: 04/15/2024

PRINT