

# Introduction

This page provides instructions for completing and submitting the Contracting Form. If you have questions while completing this form, contact your NYSERDA 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 Salesforce interface for the Clean Energy Standard. At the top, there is a search bar and a user profile for Tom Smith. Below the navigation bar, there is a list of project records. The first record is highlighted, and the 'Contracting Form' button is highlighted in green.

Action	RFP #	Project Name	Technology Type	NBS Contract ID	Project Status	Record Type	Parent Company Name	Contract/Year/Summary
Edit	RESRFP23-1	Test Project	Solar	123456	Awarded	RES Tier 1	123 Solar LLC	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 Salesforce Project Record page for 'Test Project'. The 'Contracting Form' button is highlighted in green. The page displays various project details and a list of contract information.

Project Information	
Project Name	Test Project
Technology Type	Solar
NYISO Zone	
PTID	
Project Status	Awarded
Maximum Annual Contract Quantity (MWh)	
Additional Contract Security Due Date	
Additional Contract Security Amount	
Due	
Project Manager Email	
Project Manager Phone	
Project Manager Extension	
NYGATS ID	TEST12345
NBS Contract ID	123456
Seller Supplier ID	
Seller W9 Tax ID	
Payee Supplier ID	
Payee W9 Tax ID	

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

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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
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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
^

Seller Legal Business Name <span style="color: #003366;">Ⓞ</span> ABC Solar LLC	Seller Street Address 1 * <input style="width: 90%;" type="text" value="1 Main Street"/> <span style="color: #003366;">Ⓞ</span>
Seller Employer Identification Number(EIN) * <input style="width: 90%;" type="text" value="98-7654321"/> <span style="color: #003366;">Ⓞ</span>	Seller Street Address 2 <input style="width: 90%;" type="text"/> <span style="color: #003366;">Ⓞ</span>
If Seller is a Disregarded Entity, Legal Name of Taxpayer Parent <input style="width: 90%;" type="text" value="123 Solar LLC"/> <span style="color: #003366;">Ⓞ</span>	City * <input style="width: 90%;" type="text" value="Albany"/>
If Seller is a Disregarded Entity, EIN of Taxpayer Parent <input style="width: 90%;" type="text" value="12-3123123"/> <span style="color: #003366;">Ⓞ</span>	State/Province * <input style="width: 90%;" type="text" value="New York"/>
	Zip/Postal Code * <input style="width: 90%;" type="text" value="12203"/>

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.

The screenshot shows a web form titled "Developer Information" with a dark blue header. The form contains several input fields: "Developer Company Name" with the value "123 Solar LLC", "Developer Street Address" with "1 Main Street", "Developer Street Address 2" (empty), "City" with "Albany", "State/Province" with a dropdown menu showing "New York", and "Zip/Postal Code" with "12203". A blue "CONTINUE" button is located at the bottom right of the form.

4

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

This screenshot is identical to the one above, showing the "Developer Information" form with the same data entered. In this version, the "CONTINUE" button at the bottom right is highlighted with a green border.

## 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: NYSERDA'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:** NYSERDA'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**.

The screenshot displays a web interface with a table and a modal form. The table has columns for 'Action', 'Primary?', and 'Grant Portal Access'. A button labeled 'ADD A PROJECT ROLE' is highlighted in the top left. An arrow points from this button to a modal form titled 'Add a Project Role'. The modal form contains the following fields:

- First Name \*
- Last Name \*
- Title
- Email \*
- Mobile Phone \* (with a help icon)
- Business Phone, Ext# \* (with a help icon)
- Grant Portal Access (checkbox)
- Project Role \* (dropdown menu, currently showing 'Authorized Representative')
- Primary (checkbox)
- Company Name
- Address Line 1
- Address Line 2
- City
- State (dropdown menu, currently showing '--None--')
- Zip
- County (dropdown menu, currently showing '--None--')
- Country (dropdown menu, currently showing '--None--')

At the bottom of the modal form, there are two buttons: 'CLOSE' and '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		

×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

State: --None--

Country: --None--

Country: --None--

Primary:

**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, NYSERDA 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. NYSERDA may provide you with an execution copy of the Agreement prior to receipt of the required documents, however NYSERDA 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 NYSERDA 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 NYSERDA. You will indicate to NYSERDA 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 NYSERDA 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. NYSERDA 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 NYSERDA 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@nyserdan.ny.gov](mailto:insurance@nyserdan.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	<input type="button" value="Choose File"/> No file chosen		
Seller Certificate of Incorporation Article VI	<input type="button" value="Choose File"/> No file chosen		
Seller Officer Certificate per Article VI	<input type="button" value="Choose File"/> No file chosen		
NYS TAX ST-220-CA Form	<input type="button" value="Choose File"/> No file chosen		

**Optional Documents**

Document Name	Add / Update Document	Uploaded Document	Upload History
Authorization for Authority	<input type="button" value="Choose File"/> No file chosen		
Executive Order 16	<input type="button" value="Choose File"/> No file chosen		
Vendor Responsibility Questionnaire	<input type="button" value="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.



## 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 NYSERDA payment details and submission instructions for Contract Security.](#) Please note: You are also able to access the link to NYSERDA 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