

Solicitation Contacts

Solicitation Contacts are the designated program contacts who display on NYSERDA website for proposers to contact with questions.



Always have multiple Solicitation Contacts (at least two). This allows someone else to act as a backup if necessary.

To create a Proposal Category record, scroll to the corresponding header and click "New Solicitation Contacts."

Solicitation Contacts [New Solicitation Contacts](#)

No records to display

Enter the following details:

Solicitation Contacts Edit [Save](#) [Save & New](#) [Cancel](#)

Information

Name

Sequence

Active ☒

Solicitation

Email

Extension

Phone

[Save](#) [Save & New](#) [Cancel](#)

- Name: Enter the contact's first and last names.
- Sequence: If you would like the names listed in a specific order, specify the order number in this field (e.g. "1" or "2").
- Solicitation: Solicitation Name (automatically populates)
- Email
- Extension: Contact phone extension (if applicable)
- Phone: Contact phone number with area code

When you have entered all required details, do one of the following:

- If you have **finished entering contacts** to add, click "Save" to finish.
- If you have **additional contacts** to add, click "Save & New" to add another contact.

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