



July 28, 2020

To All Interested Proposers:

The Long Island Power Authority (the "Authority") is soliciting proposals from firms to provide **Enterprise Document Records Management System & Services**. The Request for Proposals ("RFP") is available for your reference on the Authority's web site at <https://www.lipower.org/about-us/proposalsbids/>.

It is requested that no later than **August 20, 2020 by 3 p.m. ET**, each proposer submit PDF copies of the proposals (one file containing the technical response, including forms, the other containing the cost proposal) via email to [Procurement1@lipower.org](mailto:Procurement1@lipower.org).

To facilitate communications between the Authority and Proposers and to ensure that all Proposers have access to the same information, all information concerning this RFP will be posted on the Authority's website at <https://www.lipower.org/about-us/proposalsbids/>. All questions regarding this RFP must be submitted as set forth in the RFP. The Authority will post questions and responses on the RFP website.

Maria Gomes will serve as the primary point of contact for this RFP. Except as otherwise stated in the RFP, no other contact with Authority Board members, staff, or consultants regarding this RFP will be allowed during the RFP process. Violation of this requirement may be grounds for disqualification from the RFP process.

We look forward to your interest and participation in this RFP.

Sincerely,

/s/ Thomas Falcone

Chief Executive Officer