

FOR CONSIDERATION

March 29, 2021

TO: The Board of Trustees

FROM: Thomas Falcone

SUBJECT: Approval of the Selection of Enterprise Document and Records Management System and Services

Requested Action

The Board of Trustees (the “Board”) of the Long Island Power Authority (“LIPA”) is being requested to approve a resolution, attached hereto as **Exhibit “A,”** authorizing the Chief Executive Officer, or his designee, to engage Stellar Services, Inc. (“Stellar”) to provide an Enterprise Document and Records Management System and Services (“EDRMSS”) for a term not to exceed ten (10) years.

Background

The development of a Records Management system is a major driver for this initiative. The Board’s Policy on Staffing and Employment directs the Chief Executive Officer to maintain a record retention policy that complies with applicable New York State laws and regulations. LIPA’s record retention policy is based on the Records Retention and Disposition Schedule issued by the New York State Archives for miscellaneous local government entities. The policy dictates that all LIPA records be identified, retained and disposed of pursuant to that schedule.

With increased reliance on electronic document file-sharing systems, greater protection of personal privacy through the timely disposition of data no longer required to be maintained, together with State and federal development of so-called e-discovery requirements governing metadata, LIPA’s records management needs, like those of all modern organizations, has evolved from paper and physical storage and manual disposition to an almost all-digital environment. To capture commensurate savings and efficiencies of digital records, LIPA implemented the use of SharePoint in 2017 as a document collaboration software, along with other digital modes of communication for the instant recommended procurement of software and implementation services; however, procuring a comprehensive EDRMSS will further modernize LIPA’s document and records management capabilities, processes, and better ensure compliance with various record-keeping requirements. Such technologies exist that will enable efficiencies and opportunities for full lifecycle digitization of content with secure and location-independent accessibility that has become of particular interest in a post-COVID-19 business environment.

Discussion

On July 28, 2020, LIPA issued a Request for Proposals (“RFP”) for experienced firms to provide an EDRMSS. A pre-bid meeting was held on August 6, 2020. Answers to the vendors’ questions were published on August 14, 2020.

On or before September 4, 2020, LIPA received timely proposals from 17 firms. Responses from two of the firms were deemed non-responsive and one of the firms withdrew its proposal.

Responses from the remaining firms were evaluated according to the criteria set forth in the RFP by LIPA's team composed of LIPA's Deputy General Counsel, LIPA's Senior Vice President of Operations Oversight, and LIPA's Chief Information Officer. Technical guidance was provided by LIPA's IT consultants, while LIPA's Procurement Department, as required by State law, ensured compliance with Minority and Women's Business Enterprise ("MWBE"), Service-Disabled Veteran-Owned Business ("SDVOB") solicitation opportunities, as well as cost aspects of the proposals.

The technical evaluation which resulted in the recommendation set forth in the accompanying resolution, included demonstrated experience with utilities and/or governmental organizations, suitability of the software to LIPA's needs, project management experience, including depth of proposals in terms of training LIPA personnel in the use of new systems, and live video demonstrations by each of the responsive proposers regarding the features and capabilities of their systems, including ease of use, use in mobile applications and the ability to interface with existing systems such as Outlook, SharePoint, Microsoft Dynamics 365, among others.

Stellar is a Minority-Owned Business (MBE) certified in New York State. The firm has extensive expertise in providing records management implementation and integration services. Their client list includes other New York State Authorities, including the New York State Thruway Authority, the MTA, and the Port Authority. LIPA Staff has determined that Stellar costs are reasonable for the services to be provided.

Attachment

Exhibit "A" Resolution

Exhibit "A"

RESOLUTION AUTHORIZING THE ENGAGEMENT OF A FIRM TO PROVIDE AN ENTERPRISE DOCUMENT AND RECORDS MANAGEMENT SYSTEM AND SERVICES

NOW, THEREFORE, BE IT RESOLVED, that consistent with the attached Memorandum, the Chief Executive Officer or his designee be, and hereby is, authorized to engage Stellar Services, Inc. to provide an Enterprise Document and Records Management System and Services for the Long Island Power Authority for a term not to exceed ten (10) years.

Dated: March 29, 2021