



January 12th, 2025

To All Interested Proposers:

The Long Island Power Authority (the “Authority”) is soliciting proposals from firms to provide External Affairs Consulting Services. The Request for Proposals (“RFP”) is available for your reference on Bonfire’s web site at <https://lipower.bonfirehub.com>.

It is requested that no later than **February 6th, 2026, by 3p.m. EST**, each proposer submits electronic copies of their technical proposal and price proposal in two separate files, along with the necessary forms.

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 Bonfire’s website at <https://lipower.bonfirehub.com>. 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.

Joseph LaMotta, Director of Procurement Strategy 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,

A handwritten signature in black ink, appearing to read "J. LaMotta".

Joseph LaMotta  
Director of Procurement Strategy

**REQUEST FOR PROPOSAL**  
**FOR**  
**PUBLIC AFFAIRS CONSULTING SERVICES**  
**Long Island Power Authority**  
**333 Earle Ovington Boulevard**  
**Uniondale, New York 11553**



January 12, 2025

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## FORMS:

Form	Name	Description	Category	Required to be submitted with the RFP response?	File Type
A	Cover Letter	Cover Letter	RFP	no	Word
B	Exhibit A	Standard Consulting Agreement	Contract	No- LIPA's Contract	Word
C	Appendix A	Standard Clauses for LIPA Contracts	Contract	No- this will become part of LIPA's contract	Word
D	Appendix B	Participation by Minority Group Members & Women on State Contracts: Requirements and Procedures	MWBE	No, Informational	PDF
E	MWBE 100	EEO Policy Statement	MWBE	Yes	PDF
F	MWBE 101	Staffing Plan	MWBE	yes	PDF
G	MWBE 102	Workforce Utilization Plan	MWBE	No – This is due quarterly if awarded a contract	Excel
H	MWBE 103	Utilization Plan	MWBE	yes	PDF
I	MWBE 104	Waiver	MWBE	Optional - if you are not meeting the goal, complete this form	PDF
J	MWBE 105	Quarterly Contractor Compliance Report	MWBE	No – This is due quarterly if awarded a contract	PDF
K		Diversity Practices Questionnaire	MWBE	Yes	PDF
L	SDVOB	Service-Disabled Veteran-Owned Business	SDVOB	No, Informational	Word
M	SDVOB 100	Utilization Plan	SDVOB	Yes	PDF
N	SDVOB 200	Waiver Form	SDVOB	Optional - Optional - if you are not meeting the goal,	PDF

				complete this form	
O	AC3290	Vendor Responsibility Questionnaire		yes	PDF
P		Contingent Fee Certification		yes	PDF
Q		MacBride Fair Employment Principles		yes	PDF
R		Non-Collusive Bidding Certification		yes	PDF
S		Lobbying Guidelines Regarding Procurements		yes	PDF
T		Contractor Disclosure of Prior Non-Responsibility Determination		yes	PDF
U		Sexual Harassment Policy		yes	PDF
V		Gender-Based Violence and the Workplace Certification		yes	PDF

The Long Island Power Authority (“Authority”) hereby solicits proposals from experienced consulting firms and individuals (hereinafter referred to as “firms”) in response to this Request For Proposals (“RFP”) to provide as-needed Public Affairs Consulting Services to the Authority and its wholly-owned subsidiary, Long Island Lighting Company d/b/a LIPA (collectively referred to as “LIPA”)<sup>1</sup>. LIPA may select one or more firms to provide the services requested herein.

## **I. CALENDAR OF EVENTS**

Issuance of RFP	January 12, 2026, 3PM EDT
Deadline for Questions	January 19, 2026, 3PM EDT
Proposal Due Date	February 6, 2026, 3PM EDT

## **II. CONTACT INFORMATION**

Pursuant to State Finance Law sections 139-j and 139-k, this RFP includes and imposes certain restrictions on communications between LIPA and Proposers during the procurement process. A Proposer is restricted from making “Contacts” (i.e., an oral, written or electronic communications which a reasonable person would infer as an attempt to influence the award, denial, or amendment of a contract) from issuance of the RFP through final award and approval of the resulting Procurement Contract by LIPA and the Office of the State Comptroller (“restricted period”) to any LIPA staff or Trustee (or consultants) other than as designated herein, unless it is a contact that is included among certain statutory exemptions as set forth in State Finance Law section 139-j(3) (a).

LIPA’s designated contact for this RFP is: Joseph LaMotta, Director of Procurement Strategy, (516) 719-9241 and Rosa Rhoden, Sr. Manager of Procurement, (516-719-4706). In the event of a Contact during the restricted period, LIPA is required to determine whether the Proposer may have violated these statutory provisions. Certain findings of non-responsibility can result in rejection for contract award, and in the event of two findings within a four (4) year period, the Proposer is debarred from obtaining governmental Procurement Contracts. Further information about these requirements can be found in the Authority’s Lobbying Guidelines Regarding Procurements, Rules, Regulations or Ratemaking which is posted on the website for this RFP.

### **Submission:**

Long Island Power Authority (LIPA) has implemented a new e-Procurement platform called Bonfire. All RFP submissions must be uploaded electronically to <https://lipower.bonfirehub.com>. Hard copy proposals will not be accepted. All proposals and accompanying documentation will

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<sup>1</sup> The Authority’s subsidiary also does business in the wholesale energy markets under the trade name Power Supply Long Island.

become the property of LIPA and will not be returned. LIPA expressly reserves the right to utilize any and all ideas submitted in the proposals received unless covered by legal patent or proprietary rights which must be clearly noted in the proposal submitted in response to the RFP. Late proposals will not be accepted, nor will additional time be granted to any individual Contractor.

For a quick tutorial on how to register and make a submittal, visit:

[Vendor Registration and Submission Video](#)

[Creating and Uploading a submission](#)

**Addenda:**

If, at any time, LIPA changes, revises, deletes, clarifies, increases or otherwise modifies this RFP, LIPA will issue a written Addendum to the RFP which will be uploaded to the Bonfire portal. Proposer shall acknowledge receipt that it has received all Addenda issued during the Proposal process.

**Q&A:**

Upon release of this RFP, all Contractor communications must be done using the Bonfire Platform. Unauthorized contact with LIPA staff regarding the RFP may result in disqualification. Any oral communication will be considered unofficial and non-binding on LIPA.

Questions shall be submitted in writing using the Bonfire platform no later than the written questions deadline. Questions submitted after the deadline may not be answered. Proposers should rely only on written statements issued through the Bonfire platform.

**Notices of Intent:**

Notices of Intent are to be sent via email to [Procurement1@lipower.org](mailto:Procurement1@lipower.org) by the due date indicated above. While the notices of intent are not mandatory, we encourage vendors to submit them.

LIPA will not provide reimbursement for any costs or expenses incurred in connection with this RFP, including the costs of preparing and submitting a response, providing any additional information or attending an interview. All material that is submitted in response to this RFP will become the sole property of LIPA. LIPA expressly reserves the right to utilize any and all ideas submitted in the proposals received unless covered by legal patent or proprietary rights which must be clearly noted in the proposal submitted in response to the RFP.

Interviews of the top-qualifying Respondents may be conducted at LIPA's discretion on a specific day or days to be disclosed later in the RFP process. All top-qualifying Respondents will be notified of their exact interview date(s) in advance.

### **III. CONTRACT PERIOD**

The term of the contract will be for a period of five (5) years. LIPA may terminate the contract at any time, in its sole discretion, upon written notice.

### **IV. BACKGROUND**

The Authority, acting through LIPA, provides electric service in its service area (the “Service Area”) which includes two counties on Long Island — Nassau County (“Nassau County”) and Suffolk County (“Suffolk County”) (except for the Nassau County villages of Freeport and Rockville Centre and the Suffolk County village of Greenport, each of which has its individually-owned municipal electric system) — and a portion of the Borough of Queens of The City of New York known as the Rockaways. The Authority is a corporate municipal instrumentality and a political subdivision of the State of New York (the “State”), exercising essential governmental and public powers. The Authority was created by the State Legislature under and pursuant to the Long Island Power Authority Act, being Title 1-A of Article 5 (§ 1020 et seq.) of the Public Authorities Law of the State of New York, as amended (the “Act”), including as amended by certain provisions of the LIPA Reform Act (defined below). LIPA is a stock corporation formed and existing under the Business Corporation Law of the State of New York and pursuant to LIPA’s organizational documents, the Authority conducts and manages LIPA’s business and affairs. Accordingly, LIPA is controlled by the Authority, which is governed by a Board of Trustees (the “Trustees”).

In order to assist the Authority (acting through LIPA) in providing electric service in the Service Area, the Authority and LIPA have generally entered into operations services and power supply agreements, the purpose of which is to provide the Authority and LIPA with the operating personnel and a significant portion of the power supply resources necessary for LIPA to continue to provide electric service in the Service Area. Since January 1, 2014, a wholly owned subsidiary of Public Service Enterprise Group Incorporated (“PSEG”) dedicated to LIPA’s operations (“PSEG LI”) is the service provider pursuant to a twelve-year Amended and Restated Operations Services Agreement (the “A&R OSA”). Services provided by PSEG LI include T&D operation and planning; customer service; power supply planning, procurement and administration; and information technology. PSEG Energy Resources & Trade LLC (“PSEG ER&T”) provides fuel and power supply management services to LIPA. LIPA retains ultimate responsibility for its wholesale market activities, which are carried out with the assistance of PSEG LI and PSEG ER&T.

LIPA maintains the responsibility of oversight with respect to its service providers and maintains a staff devoted to this function. LIPA requires Utility Consulting services described in the scope of services to assist LIPA in its operational and financial oversight responsibilities, as well as its wholesale market activities.

### **V. SCOPE OF SERVICES**

LIPA has the need for assistance in each of the scopes of services listed below. Some assignments may be long term ongoing support while other assignments may be short project-oriented tasks. While LIPA has highly competent staff with experience in many of these areas, LIPA seeks to augment existing capabilities and draw upon the resources of outside consulting services on an as-needed basis.

The individual, firm, or firms selected and/or their respective sub-consultant(s), would have demonstrable qualifications to provide consulting services in some, all or portions of the following areas:

### **Scope #1 - Strategic Public Affairs Support**

This scope engages a consultant to provide high-level strategic public affairs, media, and stakeholder engagement support to strengthen awareness and understanding of LIPA's role as the public owner of Long Island's electric grid and a policy leader guiding the region's energy future. The consultant will help define and communicate a clear, cohesive narrative that distinguishes LIPA from its service provider while reinforcing its mission of reliability, affordability, transparency, and clean-energy leadership. The goal is to build trust, credibility, and visibility among the public, elected officials, community leaders, and other key stakeholders.

The consultant will develop and execute a comprehensive public affairs strategy, including message and narrative development, proactive and reactive media engagement, executive and trustee positioning, and stakeholder outreach. Responsibilities also include providing strategic counsel on policy, political, and reputational risks; supporting major initiatives and policy rollouts; and delivering structured planning tools and reporting. Key deliverables include a public affairs strategy and implementation plan, messaging frameworks, leadership visibility roadmap, stakeholder engagement calendar, issue-management protocols, and ongoing reporting over a five-year contract term.

### **Scope #2 - Tangible Design Asset Development**

This scope focuses on the creation, management, and governance of LIPA's tangible communications and design assets that visually and digitally express its mission, values, and public-power identity. The consultant will support LIPA by producing brand-aligned content that enhances storytelling, improves engagement, and ensures consistency across all digital and print platforms. This work supports LIPA's broader objective of strengthening its reputation and increasing public understanding through high-quality, accessible, and engaging visual communications.

The consultant's responsibilities are execution-focused and include designing digital and print materials such as reports, presentations, infographics, social media content, email campaigns, newsletters, and other branded collateral. The scope also includes website and intranet content support, brand compliance oversight, and content production for key storytelling and "brand moment" initiatives. Deliverables consist of ongoing development and publishing of digital and print assets throughout the five-year contract term, requiring

experienced personnel in graphic design, social media, and digital asset management, particularly within public-sector or utility environments.

LIPA may select one or more Proposers for each scope of services listed above for award of a contract in connection with this RFP. ***Selection and award of a contract as a result of this RFP does not guarantee firm(s) any work over the term of the contract.***

In the event more than one contract is awarded in a scope, when the need arises LIPA will provide each contractor selected for the scope with a description of the services required. Each contractor will be requested to provide resumes of available candidates, a plan for completing the work and an estimate of each consultant's time. LIPA will review the plan, the resumes and the estimated cost of the work (based on the estimate of consultant time multiplied by the hourly billing rate) to determine which contractor offers the most practical and economical solution. The work will be placed with the contractor offering the most practical and economic solution.

## **VI. PROPOSAL REQUIREMENTS**

The following is a list of the information to be provided in the Proposal. A proposal that does not include all the information requested below may be deemed non-responsive and subject to rejection. **Proposals should respond to all areas listed below, in the order listed, and conclude with a separate section on cost.**

### **A. Management and Qualifications**

In setting forth its qualifications, each Proposer shall provide, in concise but adequate detail, the information requested below, as appropriate. Responses to A. Management and Qualifications should be limited to 20 single-sided pages (not including resumes) and shall be prepared on 8 1/2 x 11-inch paper using at least 12-point type with standard margins. Each Proposer is requested to provide a copy of its Affirmative Action Policy as an appendix to its proposal. This appendix will not count against the page limit restriction.

#### **Cover Letter**

A cover letter, which shall be considered an integral part of the proposal, shall be bound with the proposal and signed by the individual(s) authorized to bind the Proposer contractually. In signing the cover letter, the Proposer agrees to be bound by the terms of this RFP and its submission hereunder for 180 days. The cover letter shall contain a statement that the Proposer's work for the Authority will not create any conflict of interest. If your firm believes that a conflict may arise, the nature of the conflict should be described – see section VI.A.9.

1. State the scopes of services in which your firm is proposing to provide to LIPA in response to this RFP. State whether your firm can provide all of the services in each of the Scope of Service(s) being proposed and if not, clearly outline which portions you can provide services in. For each scope of service proposed, provide the name,

address, telephone number and contact person(s) of at least three references for whom you have provided similar service to.

2. State the names and titles of the individuals who would be assigned to LIPA's account, describe the expected services to be provided by each such individual, including identifying which scope of work area(s) they could provide service for, and identify any and all professional licenses and/or certifications they hold. Provide their resumes (including years of employment in your firm and total years of experience) in an appendix to the proposal that will not count against the proposal page limit and describe their anticipated commitments to other clients during the next 12 months. Identify the manager in charge of the LIPA account and describe the manager's duties with respect to responsibility for the work performed by your firm. If Engineering Services are proposed, identify all consultants who hold a Professional Engineer's (P.E.) license that is valid in the State of New York and who would be qualified to provide P.E. stamped drawings, if required.
3. Describe your firm's depth of staff and availability of resources to provide consulting services in the scope of work area(s) proposed. Detail the number of staff in your firm by professional and administrative classification.
4. Provide a brief description of your firm and its ownership structure. Also include any significant developments, or organization, ownership or financial structure changes that have occurred in the last three years, or that you anticipate in the future.
5. Describe any scope of services area(s) in which you feel your firm has special expertise and experience and describe the nature of that special expertise and experience. Explain how you think that this may be of benefit to LIPA.
6. Describe the previous experience and expertise of the firm in providing the proposed consulting services to LIPA or other clients in the electric utility industry and with public power authorities, investor-owned electric companies, other utilities, municipalities and any other pertinent clients, including independent power producers, natural gas suppliers or transmission companies. State the nature of that experience and the name of each such client.
7. Identify any sub-consultants that may be utilized as part of your firm's proposed team. Provide comparable information as requested above in items (1) through (6) for the proposed sub-consultants. Clearly identify what scope of work area(s) any proposed sub-consultants would potentially provide service for.
8. Include your Minority Business Enterprise (MBE) and Woman Business Enterprise (WBE) proposal data, including a utilization plan detailing how the 15% MBE and 15% WBE participation goals will be met (see section VIII C). Include the names of MBE/WBE firms to be utilized and the scope of work each will be performing.

Provide a copy of arrangement made with the minority or woman-owned business enterprise (MWBE) - MWBE Form 103). Include the names of MBE/WBE firms to be utilized and the scope of work each will be performing. The New York State Minority & Women Owned Businesses Searchable Database can be found at <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>. MWBE form 104 is the MWBE Waiver form that requests documentation of the good faith efforts to meet the MWBE goals.

Please complete LIPA's Diversity Questionnaire which incorporates MWBE Form 101 and 102.

For additional information regarding the instructions for the MWBE forms, requirements and procedures please see Standard Contract Clauses for LIPA's Contracts, Appendix B PARTICIPATION BY MINORITY GROUP MEMBERS AND WOMEN WITH RESPECT TO STATE CONTRACTS: REQUIREMENTS AND PROCEDURES.

9. Identify the nature of any potential conflict of interest your firm or any proposed sub-consultants might have in providing consulting services under this RFP to LIPA.
  - (a) State whether your firm has ever represented or currently represents Public Service Enterprise Group (PSEG) or Lockheed Martin Corporation or any of their affiliates or subsidiaries, and if so, in what capacity. Please identify any public or investor-owned electric utility, independent power producer, natural gas supplier, or transmission company, and the nature of your representation.
  - (b) Identify any conflicts of interest, actual or potential, which might arise during your firm's representation of LIPA given prior or existing representation of other utilities. Please describe fully how such conflicts would be resolved or mitigated.
  - (c) State whether your firm currently represents any party that, to your knowledge, is pursuing any judicial, administrative, regulatory or arbitrative action against LIPA.

Each firm must certify in writing that its representation of LIPA will not create any conflict of interest involving that firm.

10. Discuss any past or present civil or criminal legal investigations, pertinent litigation and/or regulatory action involving your firm or any of its employees that could impact your role or ability to serve as a consultant to LIPA. If none, include a statement that there are no past or present civil or criminal legal investigations, or pertinent litigation and or regulatory actions that could impact your firm's ability to serve in the required capacity.

## B. Cost

Proposals shall include the following:

For each scope of services proposed, use the tables format provided below to state the rates at which the services would be provided to LIPA by your firm and your firm's subcontractors for the first two years of the contract. Rates provided will apply to the firm and any potential subcontractor. Note that administrative support costs should be included in the proposed hourly billing rates. In responding to this item, provide the following fee structure using the table listed below for each Scope of Services. **NOTE: Failure to provide your cost proposal as requested may be grounds for determining a proposal to be non-responsive.**

**Pricing Schedule**  
**External Affairs Scope 1**

Labor Category	Description	Hours Est.	Hourly Rate (\$)	Total
Senior Strategist / Partner	Executive-level counsel, strategic planning, risk mitigation, policy advisory	-	\$ -	\$ -
Public Affairs Lead	Oversight of messaging, narrative development, media strategy	-	\$ -	\$ -
Senior Writer / Content Developer	Drafting speeches, op-eds, talking points, collateral	-	\$ -	\$ -
Graphic Designer	Custom graphics, data visualizations, digital and print assets	-	\$ -	\$ -
Media Relations Specialist	Earned media outreach, monitoring, reactive engagement	-	\$ -	\$ -
Stakeholder Engagement Specialist	Community coordination, event support, partner outreach	-	\$ -	\$ -
Project Manager	Scheduling, logistics, coordination with LIPA staff	-	\$ -	\$ -
Support Staff / Assistant	Research, data gathering, administrative support	-	\$ -	\$ -
			Expense Estimate --->	\$ -
			Project Total --->	\$ -

**Pricing Schedule**  
**External Affairs Scope 2**

Labor Category	Description	Hourly Rate (\$)
Senior Graphic Designer	Lead designer for digital and print asset development	\$ -

1. Affirm that normal billing rate increases will not apply to LIPA and that the rates proposed for this engagement shall remain fixed and firm for the first two years of the contract term and that any rate increase for years three through five of the contract shall not exceed the lesser of five (5%) percent or the percent increase in the "National Consumer Price Index for All Urban Consumers (CPI-U)", as published by the U.S. Department of Labor, Bureau of Labor Statistics, Washington D.C. 20212, for each of the previous contract years (years 2, 3 and 4). The Proposer has the sole responsibility to submit to LIPA a service rate adjustment request thirty (30) days prior to the effective date of the price increase, providing a copy of the index and other supporting documentation necessary to support the request.
  
2. The proposed hourly billing rates shall be inclusive of all auxiliary costs, such as printing, copying, secretarial, typing, program entry, etc. In addition, for consultants located within a 100- mile radius of LIPA's Uniondale offices, the hourly billing rates shall be inclusive of expenses for travel, meals and lodging. Proposers are advised that consultants will not be reimbursed by the Authority for "commuting time"- time spent getting to and

from the “work site”. All of the above costs, if applicable, will need to be factored into the proposed hourly billing rates.

3. Provide a discussion of all anticipated out-of-pocket expenses associated with providing consulting services. Reimbursement of travel, meals and lodging costs will be provided by LIPA in accordance with the GSA rates for Nassau and Suffolk Counties if the consultant is located outside a 100- mile radius of LIPA’s Uniondale offices. For further info, see (<https://www.gsa.gov/travel/plan-book/per-diem-rates>).
4. Note that LIPA expects that such expenses will be charged and reimbursed at the firm’s reasonable, actual out-of-pocket cost, but in no event will reimbursement for out-of-pocket expenses exceed 10% of the total contract charges in any calendar year. All out-of-pocket expenses must be in accordance to Article V, Billing Policy of Schedule A of LIPA’s Standard Consulting Agreement.
5. State whether LIPA is getting the lowest rates charged by your firm. If not, please explain why.

#### **C. Other**

- I. Provide a copy of your firm’s affirmative action policy and submit the information requested in the Diversity Questionnaire posted on the RFP website. These may be provided in an appendix that will not count against the page limit.
- II. LIPA’s Standard Consulting Agreement is posted on the RFP website. Proposals accompanied by a written acceptance of all terms and conditions in LIPA’s Standard Consulting Agreement will receive more favorable consideration by LIPA, as set forth in section VII.A.4 below. No modifications or exceptions will be considered to Appendix A - “STANDARD CLAUSES FOR NEW YORK STATE CONTRACTS.” Proposed exceptions to LIPA’s Standard Consulting Agreement, which is posted on the RFP website, must include specific alternative language as well as a basis for the proposed change and will be considered on a case-by-case basis. LIPA reserves the right to reject exceptions or modifications to its Standard Consulting Agreement.
- III. Confidential, trade secret or proprietary materials as defined by the laws of the State of New York must be clearly marked and identified as such upon submission. If Consultant intends to seek an exemption from disclosure of these materials under Freedom of Information Law, Consultant must request the exemption in writing, setting forth the reasons for the claimed exemption, at the time of submission or as required to address requests for materials under Freedom of Information Law. Acceptance of the claimed materials does not constitute a determination on the exemption request, which determination shall be made in accordance with statutory procedures. Nothing in this Agreement is intended or shall be construed to waive

any Party's right to claim that a communication or document is covered by a legally recognized privilege, including but not limited to the attorney client privilege.

## **VII. EVALUATION AND SELECTION**

### **A. Evaluation Criteria**

A Selection Committee consisting of LIPA staff will evaluate the proposals. The Selection Committee will consider the following factors, not necessarily listed in the order of importance:

1. The firm's previous experience providing the proposed consulting services to electric utility, public power and other municipal clients.
2. The qualifications, expertise, prior experience and availability of the proposed team assigned to LIPA's account, including expertise and experience pertinent to the services requested in the RFP.
3. The cost of consulting services including the competitiveness of the proposed hourly billing rates. (Although proposed cost will be given significant consideration in the selection process, LIPA reserves the right to negotiate lower fees with any firm or a different fee structure than proposed).
4. Overall organization, completeness, and quality of proposal, including cohesiveness, conciseness, clarity of response, demonstrated understanding of LIPA and degree of acceptance of LIPA's terms and conditions in LIPA's Standard Consulting Agreement.
5. The firm's overall diversity and commitment to equal opportunity programs and MWBE Diversity Practice Questionnaire.
6. Interviews, if conducted.
7. Award Strategy: LIPA intends to award one vendor per scope.

**The breakdown will be 70 points for Technical (which includes diversity scoring) and 30 Points for Cost. LIPA reserves the right to request Best and Final Offers (BAFO).**

### **B. Selection Process**

The Selection Committee will initially review all proposals to determine responsiveness. Any proposal that does not address all requested requirements or is incomplete will be rejected.

The Selection Committee will evaluate all responsive and responsible proposals based on the criteria enumerated in Section VII (A), as referenced above. The Selection Committee may afford firms the

opportunity to clarify proposals for the purpose of assuring a full understanding of their responsiveness to the RFP.

The Selection Committee may also conduct interviews of Proposers found to be most qualified to perform the services required, based upon the criteria listed in this RFP. If so, Proposers will be notified in advance of the exact interview date.

Prior to award of any contracts(s), the Selection Committee will conduct a vendor responsibility determination and may require eligible Proposers to answer questions and provide additional information to supplement the information provided in the Vendor Responsibility Questionnaire to assist the Selection Committee in making such a determination.

All Proposers in each scope will be notified in writing once selections have been made in that scope.

## **VIII. PROPOSAL INSTRUCTIONS AND CONDITIONS**

### **A. Limitations**

1. This RFP does not commit LIPA to award a contract, pay any costs incurred in the preparation of a response, or procure or contract for services of any kind whatsoever. LIPA reserves the right, in its sole discretion, to accept or reject any or all responses as a result of the RFP, to negotiate with any or all firms considered, or to cancel this RFP in whole or in part. LIPA reserves the right to request additional information from all Proposers.
2. Proposers may be requested to clarify the contents of their proposal. Other than to provide such information as may be required by LIPA, no Proposer will be allowed to alter its proposal or to add new information after the RFP due date.
3. Proposers may be required to participate in negotiations and to submit any price, technical or other revisions to its proposal which may result from such negotiations.
4. Proposers must fully execute the following forms (posted on the RFP website) and submit with its proposal: 1). MacBride Fair Employment Principles; 2). Non-Collusive Bidding Certification; 3). Contractor Disclosure of Prior Non-Responsibility Determinations; 4). Contingent Fee Certification; 5). NYS Vendor Responsibility Questionnaire (please find form at <http://www.osc.state.ny.us/vendrep/> and include with your firm's response; 6). Diversity Questionnaire; 7) Form 101, Workforce Employment Utilization- Form 103 and EEO forms -Form 102. 8) Sexual Harassment Policy Form.

5. All material submitted in response to this RFP will become the sole property of LIPA, except as noted in Section II above.

## **B. Proposal Submission**

1. Proposals must include a cover letter indicating the mailing address of the office from which the proposal is submitted, the name and email address of the individual who will represent the firm as the primary contact person for the proposal, and the telephone of the primary contact person.

2. Non-responsive proposals include, but are not limited to, those that:

- (a) are not in conformance with RFP requirements and instructions;
- (b) are conditional (e.g., the terms of the proposal are conditioned on an unrelated action by LIPA); or;
- (c) contain a material omission(s).

LIPA may waive minor informalities or irregularities in a proposal that are merely a matter of form and not substance and the correction of which would not be prejudicial to other proposals.

3. Joint proposals from multiple prime contractors will not be accepted. Proposals that include subcontractors are acceptable and encouraged to meet the MWBE goals. LIPA's contractual relationship will be with the prime contractor.

## **C. Participation of Minority and Women-Owned Business Enterprises (MWBE)**

The Authority is committed to diversity and equal employment opportunities among its contractors, including the attorneys it engages. The Authority encourages all firms, including firms that are MWBE certified, to submit proposals in response to this RFP.

Please note that all certified MWBE firms submitting proposals to this RFP, should be registered as such with the New York State Department of Economic Development. For firms that are not certified but have applied for certification, please provide evidence of filing, including filing date.

For purposes of this solicitation, LIPA hereby establishes an overall subcontracting goal of 30%; 15% for Minority-Owned Business Enterprises ("MBE") participation and 15% for Women-Owned Business Enterprises ("WBE") participation.

## **D. Participation of Service-Disabled Veteran Owned Businesses (SDVOB)**

New York State has established a state-wide goal of 6% New York State Service-Disabled Veteran-Owned Business goal. Proposers should identify ways that they might be able to assist the Authority by subcontracting or other means to help achieve the New York State Service-Disabled Veteran-Owned Business goal of 6%. For more information regarding New York State Service-Disabled Veteran-Owned Businesses, please visit the New York State Office of Generals Services webpage <http://www.ogs.ny.gov/Core/SDVOBA.asp>.

For purposes of this solicitation, LIPA hereby establishes an overall subcontracting goal of 6%. Respondents are encouraged to use SDVOBs in connection with their proposed project.

## **E. Administrative Specifications**

1. All proposals must be open for acceptance for 180 days and signed by an authorized officer of the firm.
2. The successful Proposer(s) must agree to provide LIPA with audit access on request during the term of the contract and for 7 years thereafter.
3. LIPA at any time, in its sole discretion, may terminate its contract with the successful Proposer(s).

## **F. Addenda: Errors and Omissions**

1. If a Proposer discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, immediately notify Maria Gomes, Director of Procurement, in writing, of such error and request clarification or modification to the document.
2. Should LIPA find it necessary, modification to the RFP will be made by addenda. Such modifications will be posted on the RFP website.
3. If a Proposer fails to notify LIPA of a known error or an error that reasonably should have been known prior to the final filing date for submission, the Proposer shall assume the risk. If awarded the contract, the Proposer(s) shall not be entitled to additional compensation or time by reason of the error or its late correction.

## **G. Debriefing of Unsuccessful Proposers**

Upon written request to Joseph LaMotta, Director of Procurement Strategy, a debriefing will be scheduled with an unsuccessful Proposer after LIPA has provided notice of its selection of one or more successful Proposer(s). Discussion will be limited to a critique of the proposal submitted by the Proposer requesting the debriefing. Comparisons between proposals or evaluations of the other

proposals will not be discussed. Debriefings may be conducted in person or on the telephone, at LIPA's discretion.

## **IX. CONTRACT APPROVAL**

LIPA's selection of one or more successful Proposer(s) shall not be binding, valid and effective until it has been approved by LIPA's Board of Trustees and the Office of the State Comptroller (OSC). In addition, any contracts issued pursuant to this RFP shall not be valid, effective or binding until approved by the New York Office of State Comptroller and filed in his office, in accordance with Section 112 of the New York State Finance Law. **LIPA reserves the right to select proposals and execute contracts for each scope of services separately from all other scopes of services.**