

PROJECT REQUEST FOR QUOTATION (“RFQ”)
CONSULTANT INSTRUCTIONS

RFQ: **RFQ-IT-117**
RFQ Title: Business Analyst, level 1
Title: IT Consulting Services – Category 2
Issue Date: **April 28, 2026**
Questions: May 4, 2026, 3PM EST
Answers: May 5, 2026
Due Date: **May 12, 2026, 3PM, EST**
Eligible Prime Vendors: Burns & McDonnell, Ernst & Young, Tech Valley Talent, TEK Systems, TRC Engineers, Inc, Raj Technologies, Inc.

Your firm is invited to submit a quotation to the Long Island Power Authority (“LIPA”) for the above- stated professional services in accordance with the requirements of the attached Project Request for Qualifications- Scope of Work (“SOW”) document.

Please use the attached Project Request for Qualifications Requirements to provide your firm’s response.

Submission:

Long Island Power Authority (LIPA) has implemented a new e-Procurement platform called Bonfire. All RFQ submissions must be uploaded electronically to <https://lipower.bonfirehub.com>. Late proposals will not be accepted, nor will additional time be granted to any individual Contractor.

Addenda:

If, at any time, LIPA changes, revises, deletes, clarifies, increases or otherwise modifies this RFQ, LIPA will issue a written Addendum to the RFQ which will be uploaded to the Bonfire portal.

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.

The list of questions received with answers will be provided to all consulting firms who have been solicited via this Project RFQ, via Bonfire.

LIPA will not accept quotations received after the due date. LIPA reserves the right to reject quotations that are incomplete.

This project will be performed on the basis of Fixed Price (Not to exceed amount) based on hourly rates from master contracts.

No work is authorized to commence without written authorization from the responsible LIPA Department Head. The Department Head responsible for the Project RFQ is Greg Flay, Chief Information Officer.

PROJECT REQUEST FOR QUOTATION – STATEMENT OF WORK

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Scope of Work

Long Island Power Authority is seeking a Business Analyst to support various technology projects at LIPA. The consultant will provide Business Analyst services across assigned projects, including requirements gathering, process analysis, documentation, stakeholder engagement and training support. This may include support for implementing the Electronic Document and Records Management System (EDRMS), amongst other projects, to ensure successful implementation and operational readiness.

The term of the agreement will be for a one (1) year period with an option to extend two periods of one year each, unless otherwise terminated, for a maximum period of three (3) years, as provided by the terms and conditions of the agreement between LIPA and the selected vendor. The selected vendor will provide a scope of work (SOW) and a list of individuals with credentials to execute the awarded contract.

Duties/Responsibilities

Area	Responsibilities
Requirements Gathering and Documentation	<ul style="list-style-type: none">• Facilitate requirements sessions, interviews, and workshops• Elicit, analyze, document, and validate business and functional requirements• Prepare requirements for documentation, business rules, workflows, and related project artifacts.
Process Mapping and Analysis	<ul style="list-style-type: none">• Document current state and future state business processes• Identify process gaps, inefficiencies, dependencies, and improvement opportunities• Support alignment of business processes with project objectives and solution requirements
Stakeholder Engagement	<ul style="list-style-type: none">• Work with business users, subject matter experts, project team members, and vendors to gather and validate information• Facilitate workshops and meetings to support analysis, review, and decision-making
Training Support	<ul style="list-style-type: none">• Assist with identifying training needs resulting from new processes or system changes• Support the development of training materials, user guides, and job aids• Support training preparation, coordination, and user-readiness activities.

Testing and Implementation Support	<ul style="list-style-type: none"> • Assist with the development of test scenarios and validation • Support user acceptance testing by clarifying requirements and documenting issues • Support implementation readiness
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Deliverables:

Deliverables may include, as required:

- Requirements documentation
- Current state and future state process maps
- Process narratives and business rules documentation
- Gap analysis outputs and recommendations
- Meeting notes, action logs, and workshop outputs
- Training materials, user guides, and job aids
- Test scenarios and business validation support documents

Qualifications:

- Bachelor’s degree in information systems, computer science, or related field.
- 5+ years’ experience as a Business Analyst on business and technology projects
- Strong experience in requirements gathering and process mapping
- Experience supporting system implementation projects
- Strong documentation, facilitation, and stakeholder engagement skills
- Experience supporting training and user readiness activities
- Experience with document management, records management, or EDRMS projects would be an asset

PROJECT REQUEST FOR QUALIFICATIONS (“RFQ”)
PROPOSAL REQUIREMENTS

Qualifications to Perform the Scope of Work (“SOW”):

The following is a listing of the information to be provided in the proposal. A proposal that does not include all the information required below may be deemed non-responsive and subject to rejection. **Proposals must respond to all the items listed below, in the order listed. Proposers are required to limit their proposals to ten (10) single-sided pages excluding resumes. Resumes should not be longer than 2 pages**

- Detail personnel project experience related to this RFQ– attach resumes of up to 3 candidates. LIPA will review resumes, shortlist the candidates and conduct interviews.
- Using the table format below, identify proposed personnel titles and their availability to work on the project.
- Detail any special instructions or requirements.
- The evaluation criteria will be the same as the one used in the underlying RFP.
- Estimated length of assignment: **One year with the option to be extended for two additional periods of 1 year/each.**
- Proposed Personnel:

Proposed Personnel	Title	Level of Expertise	Hourly Rate (*)

Note:(*)- the rates submitted must be the rates from the current contract or lower. LIPA can negotiate.