

PROJECT REQUEST FOR QUALIFICATIONS (“RFQ”)
CONSULTANT INSTRUCTIONS

RFQ: RFQ-HR-46
RFQ Title: Learning and Development Program
RFP Title: 2023 Human Resources Consulting, Scope 9 - Learning & Development Training
Issue Date: July 23, 2026 3PM
Questions: July 29, 2026 3PM
Due Date: August 13, 2026 3PM

Eligible Prime Proposers

EK Ward & Associates
Improving Communications, Inc.
Solve Consulting LLC
Ernst & Young LLP
PricewaterhouseCoopers LLP

Your firm is invited to submit a quotation to the Long Island Power Authority (“LIPA”) for the above-stated project 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-Human Resources 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 firm.

For a quick tutorial on how to upload a submittal, visit:
[Vendor Registration and Submission](#)

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 specified under “Schedule of Events” below. Questions submitted after the deadline may not be answered. Proposers should rely only on written statements issued through the Bonfire platform.

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

LIPA’s contact person for this project is Joseph LaMotta, Director Procurement Strategy

No work is authorized to commence without written authorization from the responsible LIPA Department Head. The Department Head responsible for the Project RFQ is Gary Martens, Director of Human Resources and Administration.

PROJECT REQUEST FOR QUALIFICATIONS - SCOPE OF WORK

1. Introduction

The Long Island Power Authority (LIPA) is seeking quotes from qualified firms to develop and implement a comprehensive two-year enterprise-wide Learning and Development (“L&D”) curriculum for LIPA employees.

The selected firm will partner with LIPA’s Human Resources & Administration function to design and deliver a structured professional development program that supports employee growth across foundational professional skills, management capabilities, and leadership development.

Training sessions are anticipated to be delivered in either virtual or in-person formats and structured in approximately one- to two-hour sessions tailored to employee level and organizational need at regularly scheduled intervals.

2. Background

LIPA is a non-profit municipal electric provider and public authority established under the laws of the State of New York. LIPA owns the electric transmission and distribution system serving Long Island and the Rockaways and oversees the operations of its service provider through a contracted operating model.

LIPA is committed to fostering a culture of continuous learning, collaboration, accountability, leadership development, and professional growth. As part of this commitment, LIPA seeks to establish a coordinated and scalable learning curriculum aligned with organizational values, employee development priorities, and evolving business needs.

LIPA’s workforce includes employees across multiple levels, including individual contributors, managers, directors, and executive leadership.

3. Scope of Services

The selected consultant/vendor shall provide professional services, including, but not limited to, the following:

A. Needs Assessment and Program Design

1. Meet with LIPA’s Director, Human Resources and Administration to understand organizational goals, workforce structure, and development priorities.
2. Assess current learning and development needs across employee levels.
3. Develop a recommended two-year learning and development roadmap and curriculum structure.

B. Curriculum Development

Develop training curricula and content addressing, at a minimum, essential competencies based on employee level:

Foundational Professional Skills

Examples include:

- Communication skills
- Business writing
- Time and priority management
- Collaboration and teamwork
- Customer service orientation
- Emotional intelligence
- Presentation skills
- Professional accountability
- Conflict resolution

Management Skills

Examples include:

- Supervisory fundamentals
- Performance management
- Coaching and feedback
- Employee engagement
- Managing hybrid teams
- Difficult conversations
- Delegation
- Goal setting and accountability
- Interviewing and hiring decisions

Leadership Skills

Examples include:

- Strategic leadership
- Executive presence
- Change management
- Organizational influence
- Leading through ambiguity
- Succession planning
- Leadership communication
- Culture development
- Decision-making and judgment

C. Training Delivery

1. Deliver training sessions either virtually or in-person, as determined by LIPA.
2. Provide experienced facilitators/trainers.
3. Deliver sessions in one- to two-hour formats.
4. Provide participant materials and supplemental resources.
5. Coordinate scheduling with LIPA staff.

D. Program Measurement and Reporting

1. Provide participant feedback/evaluation tools.
2. Provide and maintain attendance records.
3. Recommend methods for measuring program effectiveness and engagement.
4. Provide periodic summary reporting and recommendations.

E. Optional Services

Respondents may also propose optional services such as:

- Executive coaching
- Leadership assessments
- DISC, The Predictive Index (PI), Hogan, or similar assessments

RFQ Submission Requirements:

The following is a list of the information to be provided in the response. A response that does not include all the information required below may be deemed non-responsive and subject to rejection. **Consultants must respond to all the items listed below, in the order listed.**

1. Cover Letter
2. Company Overview and Qualifications
3. Relevant Experience and Project Examples
4. Proposed Approach and Methodology
5. Sample Curriculum Topics and Delivery Model
6. Proposed Project Team and Facilitator Bios
7. Proposed Timeline and Availability
8. Pricing Proposal

Proposals should be concise while providing sufficient detail to evaluate the respondent's qualifications and proposed approach.