

**RFQ-IT-118-Business PROJECT REQUEST FOR QUOTATION**  
**("RFQ") CONSULTANT INSTRUCTIONS**

RFQ: **RFQ-IT-118**  
RFQ Title: IT Business Relationship Manager  
Title: IT Consulting Services – Category 2  
Issue Date: **July 9, 2026**  
Questions: July 14, 2026, 3PM EST  
Answers: July 16, 2026  
Due Date: **July 23, 2026, 3PM, EST**  
**Eligible Prime Vendors: Burns & McDonnell, Ernst & Young, Tech Valley Talent, TEK Systems, TRC Engineers, Inc, Raj Technologies, Inc.**

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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**

The Long Island Power Authority is seeking an IT Business Relationship Manager to serve as the primary liaison between LIPA's business units and the Department of Innovation and Information Technology (DoIIT). The consultant will provide Business Relationship Management services, including business needs gathering, project business case development, requirements development, business capability management, and business portfolio management. The BRM role focuses on understanding the needs and goals of the business units and ensuring that DoIIT service delivery is meeting them. The BRM works to build and maintain strong partnerships, fostering communication and collaboration across the organization.

The term of the agreement will be for a one (1) year period, with an option to extend for two periods of one year each, unless otherwise terminated, for a maximum period of three (3) years, as provided in 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**

| <b>Area</b>                    | <b>Responsibilities</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Business Capability Management | <ul style="list-style-type: none"><li>• Work with business units to define and refine the list of key business capabilities for that unit</li><li>• Work with business units to identify and refine the underlying set of organizational units, processes, and systems in place to support each business capability</li><li>• Gather and maintain a set of key performance indicators reflecting the performance of each business capability</li><li>• Gather and maintain an inventory of problems and opportunities identified for each capability</li><li>• Maintain a list of IT projects that impact each capability</li><li>• Ensure alignment between problems, opportunities, and identified projects</li></ul> |
| Business Case Development      | <ul style="list-style-type: none"><li>• For all identified projects, work with the business units to describe the current state</li><li>• For all identified projects, work with the business units to describe the problems inherent in the current state or potential opportunities that LIPA could leverage</li><li>• For all identified projects, work with the business units to describe potential solutions, if known</li></ul>                                                                                                                                                                                                                                                                                  |

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | <ul style="list-style-type: none"> <li>For all identified projects, work with the business units to describe the expected outcomes that the solution is intended to enable</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Business Portfolio Management   | <ul style="list-style-type: none"> <li>Present regular updates to each business unit on the status of the current set of portfolio needs, any system-related issues occurring during the reporting period, including root cause analysis and after-action reports where appropriate, upcoming planned outages or system go-lives, status of application and data access requests</li> </ul>                                                                                                                                                                                                           |
| Escalation Management           | <ul style="list-style-type: none"> <li>Serve as the primary liaison for DoIIT liaison for business units and engage with business units to identify and escalate any issues with the delivery of technology or cyber services</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |
| Enterprise Portfolio Management | <ul style="list-style-type: none"> <li>Manage strategic information about our current baseline of software and infrastructure, as well as our future vision for where the organization wants to go, based on business needs.</li> <li>Manage the IT Strategic Plan, incorporating LIPA capabilities, business needs, and opportunities. The IT Strategic Plan should include all IT investments and projects that support the overarching IT strategy. The plan should tie the IT Strategy to LIPA's business goals, directly connecting strategy, investments, and business requirements.</li> </ul> |

### **Deliverables:**

Deliverables may include, as required:

- Business capability documentation
- Project business cases
- Project intake forms
- Periodic business unit portfolio presentations
- Meeting notes, action logs, and workshop outputs
- IT strategic plan

### **Qualifications:**

- Bachelor's degree in information systems, computer science, or related field.
- 5+ years' experience as a Business Relationship Manager, Business Analyst, or similar role serving as a liaison between IT/cyber and business units
- Strong experience in portfolio management
- Strong documentation, facilitation, and stakeholder engagement skills
- Strong experience in business case development
- Experience with strategic plan development or management

**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 2 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:

| <b>Proposed Personnel</b> | <b>Title</b>    | <b>Level of Expertise</b> | <b>Hourly Rate (*)</b> |
|---------------------------|-----------------|---------------------------|------------------------|
|                           |                 |                           |                        |
|                           | Project Manager | 3                         |                        |
|                           |                 |                           |                        |
|                           |                 |                           |                        |

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