



## **Request for Information #2900 Municipal Mandate Relief Software Solution**

### **1. INTRODUCTION**

#### **1.1. GENERAL INFORMATION AND PURPOSE**

New York State Office of General Services' (OGS) Energy Planning and Procurement Group (EPPG) administers the Municipal Mandate Relief program, which procures electricity for qualified municipal entities through State Finance Law § 97-g (3) and g (4)(f), and General Municipal Law § 99-r and § 104. This program provides municipalities billing passthrough via public utilities. EPPG procures electricity as a direct customer of the New York Independent System Operator (NYISO) on behalf of an individual municipality. The individual municipalities then settle their bill with the public utility, and then the utility reimburses the State for the cost of energy procured from the NYISO.

In fulfilling the needs of this program, EPPG is seeking information regarding a software platform and/or service solutions that are able to accomplish the following:

1. Collect Electronic Data Interchange (EDI) files from Public Utilities operating in New York,
2. Connect with Public Utilities data sources required for the performance of this initiative,
3. Extrapolate and provide estimated hourly bids based off historical data,
4. Reconcile commodity costs and customer accounts utilizing utility batch files and rate schedules (refer to Sec 1.2, #1), and
5. Customize reports as necessary.

#### **1.2. CURRENT SYSTEM**

EPPG currently uses a combination of the following: an OGS built usage consolidation database, Utility EDI connections, manual data tabulation & calculations, and manual reconciliation and analysis to complete the needed necessary functions for Municipal Mandate Relief program.

Data sources include:

1. Interchange files consisting of tabular text files. EDI data is currently supplied monthly by National Grid via the transfer of 810, 814, and 867 batch files.
2. Rate schedules are directly accessed from the utility in the service area. Utility rate data is sourced directly from the participating utility, in National Grid's case: <https://www.nationalgridus.com/upstate-ny-business/Rates/Rate-Statements>.

EPPG staff manually build and submit Day-Ahead Market bids to the NYISO via a credentialed secured connection.

#### **1.3. SOLUTION REQUIREMENTS**

All solutions (software or online services) are required to adhere to and comply with New York State Office of Information Technology Services (ITS) policies, New York State Department of Public Service Uniform Business Practices (UBP), as well as Utility and State Data Security Agreements.

Solutions are required to address to the following concerns:

#	Item	Description
<b>1- Data Integration</b>	Outside Data Retrieval	The system must seamlessly connect and download desired data from multiple data sources (EDI provided by utilities and rate schedules from utilities).
<b>2- Account Management (EPPG)</b>	Risk and Financial Management	Compare performance against utility rates, and provide financial reporting at monthly, quarterly, and annual cycles.
	Individual Account Creation/Updates	The system must interface with EDI connection allowing the ability to add or remove accounts as needed.
	Reconciliation	The system must have the ability to provide analysis, review, and error checking.
<b>3- Account Analysis (Customer)</b>	Bid creation	The system must have the ability to extrapolate historical load profiles and provide an estimated bid strategy for EPPG to review prior to submittal to the NYISO.
<b>4- Reporting</b>	Reporting Functionality	The system must show customers billing, savings, as well as have the ability for users to create and edit basic reports.
<b>5-Support &amp; Maintenance</b>	Annual Service and Maintenance	The system must have provisions for customer support & maintenance.
		This includes measures for issue resolution (both for customers and network), customer support, basic software upgrades, and notifications regarding the system.

## 2. DESIRED KNOWLEDGE

OGS seeks to gain a comprehensive understanding of the needs of vendors to service this type of contract both successfully and profitably. Please address each of the requirements as stated in Section 1.3 and provide detailed information on whether these requirements could hinder your ability to bid on such solicitations. Also, please respond with any additional information you feel would be helpful in our review of these needed services.

Vendors are encouraged to be both comprehensive and creative when providing information related to this Request for Information (RFI). The State understands there are a host of potential solutions, and it expects equal consideration be given to all options available in the marketplace. Vendors are permitted to submit responses, either in whole or in part, and/or in collaboration with other vendors.

## 3. CONTENT OF RESPONSE

OGS requests that vendors include the following information in their written responses:

1. Company Background – Provide general background information regarding your company’s experience in similar types of projects, which Regional Transmission Organizations and Independent System Operator territories your company has served, and which utilities your company provides and/or interfaces within New York State.

2. Describe equipment and/or technology that you envision could be implemented for a project of this scope, including any specifications (such as timelines) and relevant information used in similar situations.
3. Describe the scalability of your solution and define the process & availability for increasing volumes of data and transactions.
4. Issues and Concerns – Describe any potential issues or concerns that should be considered. Responses may include strength and weakness comparisons of known potential solutions from the vendor’s point of view.
5. Provide the cost of a service of similar scope and size and the pricing mechanism utilized.
6. Provide case studies from clients operating in similar industries.
7. Describe your company’s standard pricing model (e.g., subscription, perpetual license, usage based). Are there additional costs for implementation, training, or support? How do you ensure that your solution provides a good return on investment for clients?
8. Describe the levels of support available relevant to the proposed solution (e.g., 24/7, dedicated account manager, centralized support center). How frequently are updates and upgrades released, and what is the process for implementing them?
9. Provide any additional information and/or any other parameters that should be considered in implementing the proposed solution.
10. Indicate if you would be interested in discussing your responses with representatives from OGS to assist OGS’ understanding of the issues facing the vendor community related to providing services such as these.

Please respond to the information above and provide the name of your company, its location, a contact person, phone number, and email address when replying to this RFI. A response does not bind or obligate the vendor to any agreement of provision or procurement of services referenced.

Since this RFI is designed as a tool to collect information and shall not result in a procurement contract, it does not fall under the requirements of State Finance Law §§139-j and 139-k (the Procurement Lobbying Law) and there is no restricted period. We ask that you direct your questions and responses in writing to the OGS point of contact listed below. Questions may be submitted up until the response submittal date. All questions and responses will be posted via Addendum to the OGS Bid Calendar website found at <https://ogs.ny.gov/procurement/bid-opportunities>.

**Responses should be provided via email to the contacts listed below by September 10, 2024.**

Primary Contact

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Secondary Contact

Beth Maus, Contract Management Specialist 3  
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