

# How to Submit Response to Management & Operations Audit RFP

## Steps to submitting Response to Management & Operations Audit RFP

### A. Become a Registered E-Filer:

- I. Please see [How to Register with DMM](#) page for details on becoming an Registered E-Filer

### B. Prepare Documents for filing as outlined in The Guide

### C. Submit Response to Management & Operations Audit RFP

- I. Log into DMM
- II. Subscribe to Service List
- III. Submit Response
- IV. Confirmation

## Submit Response to Management & Operations Audit RFP

### I. Log into DMM:

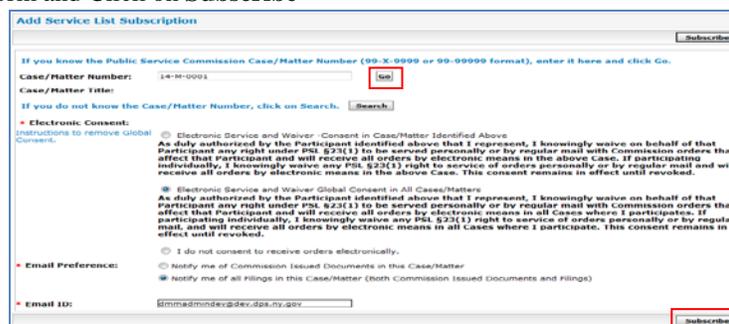
1. Using Internet Explorer (IE) open <http://www.dps.ny.gov>
2. Scroll to the bottom of the screen and click on **Login to Customize this site**
3. Click on **Login with your NYS DPS Account**
4. Enter your User Name and Password
5. Click on **Sign In**

### II. Subscribe to Service List

1. Click on **Manage Subscription**
2. Click on **Add Service List Subscription**



3. Enter *Matter/Case Number* and Click on **GO**
4. Complete form and Click on **Subscribe**



**Add Service List Subscription** Subscribe

If you know the Public Service Commission Case/Matter Number (99-X-9999 or 99-99999 format), enter it here and click Go.

Case/Matter Number: 14-M-0093

Case/Matter Title:

If you do not know the Case/Matter Number, click on Search.

**Electronic Consent:**

Electronic Service and Waiver - Consent in Case/Matter Identified Above  
Instructions to remove Global Consent: As duly authorized by the Participant identified above that I represent, I knowingly waive on behalf of that Participant any right under PSL §23(1) to be served personally or by regular mail with Commission orders that affect that Participant and will receive all orders by electronic means in the above Case, if participating individually, I knowingly waive any PSL §23(1) right to service of orders personally or by regular mail and will receive all orders by electronic means in the above Case. This consent remains in effect until revoked.

Electronic Service and Waiver Global Consent in All Cases/Matters  
As duly authorized by the Participant identified above that I represent, I knowingly waive on behalf of that Participant any right under PSL §23(1) to be served personally or by regular mail with Commission orders that affect that Participant and will receive all orders by electronic means in all Cases where I participate. If participating individually, I knowingly waive any PSL §23(1) right to service of orders personally or by regular mail, and will receive all orders by electronic means in all Cases where I participate. This consent remains in effect until revoked.

I do not consent to receive orders electronically.

**Email Preference:**

Notify me of Commission Issued Documents in this Case/Matter

Notify me of all Filings in this Case/Matter (Both Commission Issued Documents and Filings)

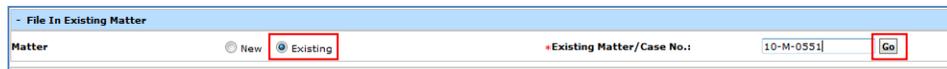
**Email ID:**

III. Submit Response

1. Click on **Matter Filing**



2. Click on **Existing** radio button
3. Enter Matter / Case Number and click on **Go**



4. Complete Filing Information Section
  - a. Select Company/ Organization by clicking on the **ADD** hyperlink and selecting Company/Org
  - b. Enter Description of Filing: *Company/Org* response to Management & Operations Audit RFP
  - c. Select Response to previous Filing in this Matter by click on **ADD** hyperlink and selecting the RFP filing

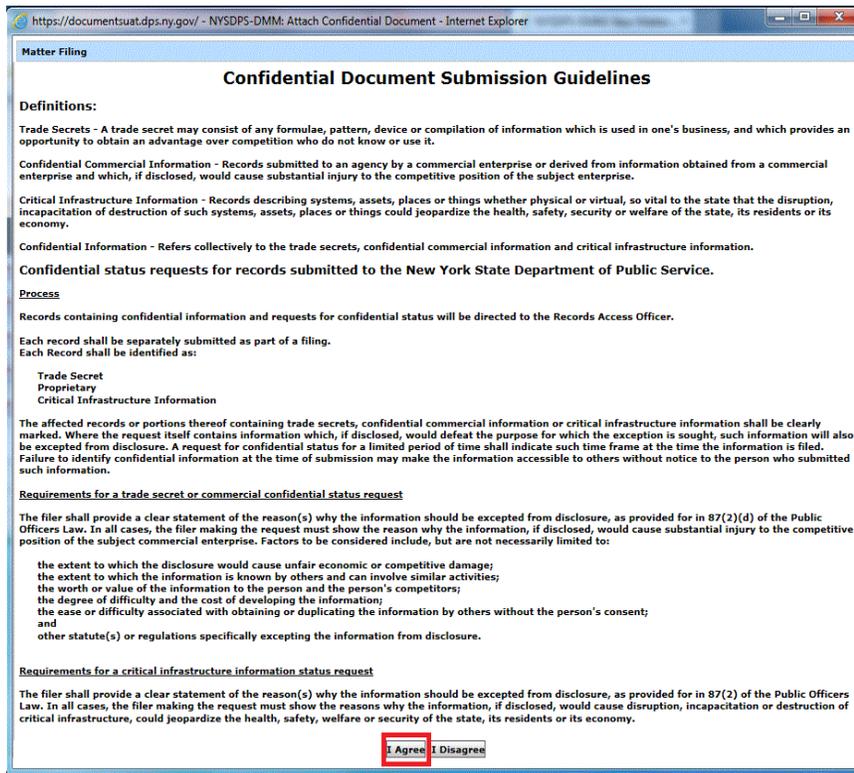
Table 1.1 – Public & Confidential Document for Filing

|    | Document Type       | Document Title                                   | File   | Document Settings          | Security     |
|----|---------------------|--|--|----------------------------|--------------|
| 1. | Plans and Proposals | XYZ* - Cover Letter Requesting Bid Consideration | XYZ* - Cover Letter Requesting Bid Consideration.pdf |                            | Public       |
| 2. | Motion              | XYZ* - Cover letter to the RAO                   | XYZ* - Cover letter to the RAO.pdf                   | Request for Non-Disclosure | Public       |
| 3. | Plans and Proposals | XYZ* – Proposal                                  | XYZ* - Proposal.pdf                                  |                            | Confidential |
| 4. | Plans and Proposals | XYZ* – Proposal REDACTED                         | XYZ* - Proposal-REDACTED.pdf                         | Redacted Document          | Public       |
| 5. | Plans and Proposals | XYZ* – Cost Document                             | XYZ* – Cost Document.pdf                             |                            | Confidential |
| 6. | Plans and Proposals | XYZ* – Cost Document REDACTED                    | XYZ* – Cost Document-REDACTED.pdf                    | Redacted Document          | Public       |
| 7. | Plans and Proposals | XYZ* – PSF                                       | XYZ* – PSF.xlsx                                      |                            | Confidential |
| 8. | Plans and Proposals | XYZ* – PSF REDACTED                              | XYZ* – PSF- REDACTED.pdf                             | Redacted Document          | Public       |

5. Attach all Documents
  - a. Click **Attach Document(s)** button and browse for documents OR drag and drop files on screen
  - b. Select **Document Type** as indicated in Table 1.1
  - c. Enter **Document Title** as indicated in Table 1.1
  - d. Set Document Settings as indicated in table 1.1
  - e. Select **Security (public or confidential)**

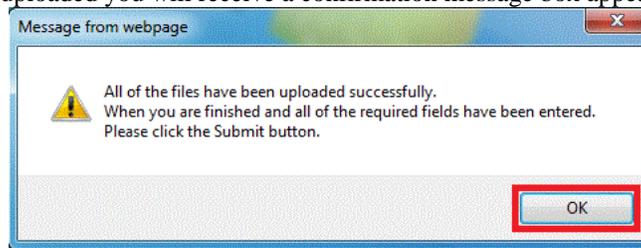
\* XYZ is used here as an example and should be replaced with your Company/Organization name.

6. Click **Start Upload**
7. Review Confidential Document Submission Guidelines and click on **I Agree**.



*Note if screen does not close after click on the **I Agree** button, simply close the pop up window and click on **Start Upload** again.*

8. Once the files are uploaded you will receive a confirmation message box appears. Click **OK**



\* XYZ is used here as an example and should be replaced with your Company/Organization name.

9. Click **Submit**

| Document Type       | Document Title                                  | Request for Non-Disclosure          | Redacted Document                   | File Name  | Security | Upload Percentage |
|---------------------|---|-------------------------------------|-------------------------------------|--|----------|-------------------|
| Correspondence      | XYZ - Cover Letter Requesting Bid Consideration | <input type="checkbox"/>            | <input type="checkbox"/>            | XYZ - Cover Letter Requesting Bid Consideration.pdf (9 kb) | Public   | 100%              |
| Correspondence      | XYZ - Cover letter to the RAO                   | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | XYZ - Cover letter to the RAO.pdf (14 kb)                  | Public   | 100%              |
| Plans and Proposals | XYZ - Proposal                                  | <input type="checkbox"/>            | <input type="checkbox"/>            | XYZ - Proposal.pdf (14 kb)                                 | Public   | 100%              |
| Plans and Proposals | XYZ - Proposal - Redacted                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | XYZ - Proposal - Redacted.pdf (14 kb)                      | Public   | 100%              |
| Plans and Proposals | XYZ - Cost Document                             | <input type="checkbox"/>            | <input type="checkbox"/>            | XYZ - Cost Document.pdf (14 kb)                            | Public   | 100%              |
| Plans and Proposals | XYZ - Cost Document - Redacted                  | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | XYZ - Cost Document - Redacted.pdf (14 kb)                 | Public   | 100%              |
| Plans and Proposals | XYA - PSF                                       | <input type="checkbox"/>            | <input type="checkbox"/>            | XYA - PSF.pdf (24 kb)                                      | Public   | 100%              |
| Plans and Proposals | XYA - PSF - Redacted                            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | XYA - PSF - Redacted.pdf (24 kb)                           | Public   | 100%              |
| Plans and Proposals | XYZ - Proposal                                  | <input type="checkbox"/>            | <input type="checkbox"/>            | XYZ - Proposal.pdf (14 kb)                                 | Public   | 100%              |
| Plans and Proposals | XYZ - Proposal - Redacted                       | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | XYZ - Proposal - Redacted.pdf (14 kb)                      | Public   | 100%              |

Total file size: 154.42 KB

**IV. Confirmations:**

From the Application

1. Review the Confirmation of your filing to make sure that all 8 files are listed:

| Document Title                                  | Document Type       | Security     | File Name   | File Size |
|---|---------------------|--------------|---|-----------|
| XYZ - Cover letter to the RAO                   | Correspondence      | Public       | XYZ - Cover letter to the RAO.pdf                   | 14.04 KB  |
| XYZ - Proposal                                  | Plans and Proposals | Confidential | XYZ - Proposal.pdf                                  | 14.04 KB  |
| XYZ - Proposal - Redacted                       | Plans and Proposals | Public       | XYZ - Proposal - Redacted.pdf                       | 14.04 KB  |
| XYZ - Cost Document                             | Plans and Proposals | Confidential | XYZ - Cost Document.pdf                             | 14.04 KB  |
| XYZ - Cost Document - Redacted                  | Plans and Proposals | Public       | XYZ - Cost Document - Redacted.pdf                  | 14.04 KB  |
| XYA - PSF                                       | Plans and Proposals | Confidential | XYA - PSF.pdf                                       | 23.5 KB   |
| XYA - PSF - Redacted                            | Plans and Proposals | Public       | XYA - PSF - Redacted.pdf                            | 23.5 KB   |
| XYZ - Cover Letter Requesting Bid Consideration | Correspondence      | Public       | XYZ - Cover Letter Requesting Bid Consideration.pdf | 9.16 KB   |

2. Application Email: You will also receive a Notification from DMM confirming that your filing has been received



**Subsequent Filing - Case Number 10-M-0551 : Msg. Tracking No.: 17**  
DMMDev to: dmmCO1

03/18/2014 03:53 PM  
[Show Details](#)

This e-mail is provided by the New York State Public Service Commission. A subsequent filing for the above-referenced matter number has been generated and is with Central Operations for acceptance.

Case Number: [10-M-0551](#)  
Matter Type: Audit  
Matter Subtype: Management Audit  
Matter Title: In the Matter of a Comprehensive Management Audit of Iberdrola, S.A., Iberdrola, USA, New York State Electric and Gas, and Rochester Gas and Electric.  
Description/Purpose of Filing: test  
Company/Organization: XYZ Test  
Response To Previous Filing: No  
Date Filed: 03/18/2014

\*\*\*\*\*  
If you have questions, please contact the DMM Help Desk at [dmm@dps.ny.gov](mailto:dmm@dps.ny.gov) or 518-474-3204  
\*\*\*\*\*

From the Secretaries' Office

1. Once the submission has been processed by the Secretays' office you will receive a notification that the documents have been filed and that the Public Documents are available on line.

Technical Questions about DMM and E-Filing can be directed to the DMM Help Desk at [dmm@dps.ny.gov](mailto:dmm@dps.ny.gov) or 518.474.3204

\* XYZ is used here as an example and should be replaced with your Company/Organization name.