

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 a 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-0001 [Go]

Case/Matter Title: [Search]

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

Electronic Consent:

Instructions to remove Global Consent: Electronic Service and Waiver -Consent in Case/Matter Identified Above

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)

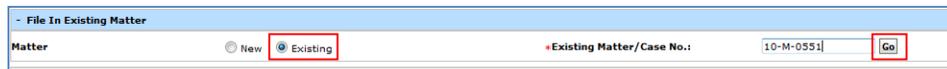
Email ID: Subscribe

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

Please Note: All Confidential documents filed with the Department must be accompanied by a redacted version of each respective document. Accordingly, the proposal package requires a redacted version of the two confidential documents: 1) the Proposal, and 2) the Cost Document. The redacted version of each document will be a cover sheet only, and it must have the word “redacted” in the file name.

- 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

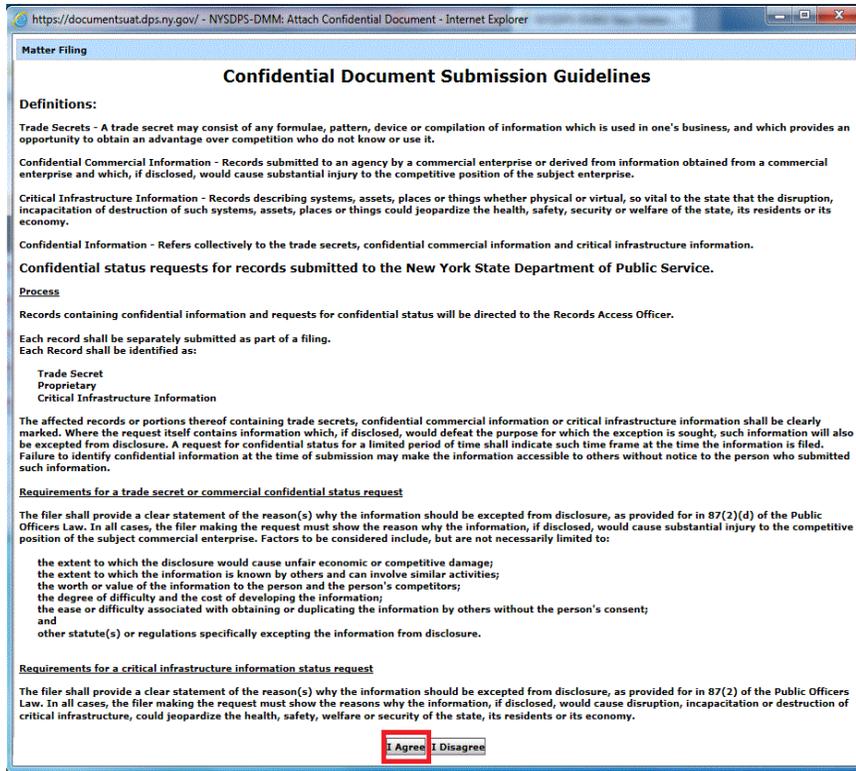
Table 1.1 – Public & Confidential Document for Filing

	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

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)**

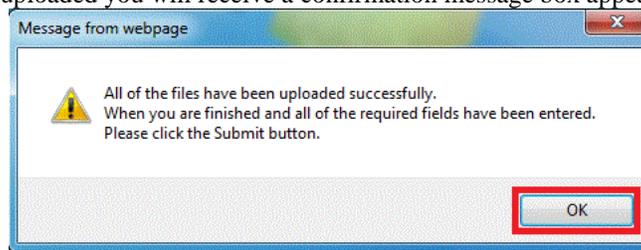
* XYZ is used here as an example and should be replaced with your Company/Organization name.

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**

- Add Document(s) (These Documents Will Be Publicly Available Online, Unless They Are Marked Confidential)

Drop files here or click attach document button to select file(s).

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

Total file size: 154.42 KB

Attach Document(s) Start Upload

Submit

IV. **Confirmations:**

From the Application

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

Matter Filing

The filing for matter/case number 06-01185 has been submitted for processing by the Secretary's office.

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.xls	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 or 518-474-3204

From the Secretary's Office

1. Once the submission has been processed by the Secretary's 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 or 518.474.3204

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