

Exhibit 15-Instructions for Electronic Upload

Follow the directions below to upload your proposal electronically. Any technical issues or questions should be directed to the RFP Coordinator via email prior to the due date of the RFP. It is strongly encouraged to request access to the site before the due date.

1. Email UpstateRFPcoordinator@dasny.org with the subject line: "RFP 5559-Request Access-Firm Name." ****PLEASE NOTE THE CHANGE IN MAILBOX****
2. You will receive an email from either Christine Ostrander or Jacqueline McGovern with a link to a Microsoft SharePoint site: "UBRFP."
3. Click on the link. If you have an existing Microsoft account, you will be asked to login and then you will be routed directly to the UBRFP "Documents" page.
 - a. If you do not have a Microsoft account, you will need to register for a Microsoft account before you can access the link.
4. Four documents will need to be uploaded and include:
 - a. Technical Proposal
 - b. Cost proposal
 - c. Vendor Responsibility, and
 - d. Lobbying Law.

All documents must be saved in PDF format and labeled as directed below:

- a. Technical Proposal:
 - i. Save file as: RFP 5559-Tech-firm name
 - i. Click "Upload" or drag and drop
 - b. Cost proposal:
 - i. Save file as: RFP 5559-Cost-firm name
 - ii. Click "Upload" or drag and drop
 - c. Vendor Responsibility:
 - i. Save file as: RFP 5559-VRQ-firm name
 - ii. Click "Upload" or drag and drop
 - d. Lobbying Law:
 - i. Save file as: RFP 5559-Lobby-firm name
 - ii. Click "Upload" or drag and drop
5. Once your documents are uploaded, DO NOT OPEN. The document submitted must be your final submission and cannot be modified.
 - a. If you open your documents after they are submitted, the system will show it as "modified"
 6. The UBRFP site will close at 5:01 PM on 4/16/2020. Any questions or issues on submitting must be addressed to the RFP coordinator before that time using the email in Bullet 1. Please ensure you give yourself enough time for uploading all files.