Request for Information for:

Finance, Accounting, and Procurement Enterprise Resource Planning (ERP) System

RFI-26-012

February 24, 2026

Responses to this RFI must be submitted electronically via e-mail to Igor Scherbakov, Procurement Manager at purchasing@alexrenew.com on or before **2:00PM ET, March 17, 2026**. Any addenda to this RFI will be posted on AlexRenew's website at www.alexrenew.com/procurement and on eVA at http://www.eva.virginia.gov. It is the responsibility of the Respondents to this RFI to monitor these webpages for the most current addenda.

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Table of Contents

List of Attachments

ATTACHMENT A. RFI-26-012 RESPONSE FORM

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1   INTRODUCTION

The City of Alexandria, Virginia Sanitation Authority d/b/a AlexRenew is seeking information regarding the acquisition and integration of enterprise resource planning (ERP) systems with functional areas limited to finance, accounting, and procurement business processes. The intent of this Request for Information (RFI) is to gain an understanding about the state of the market and to gather insights into vendor capabilities and available solutions in the marketplace. Information gathered through this RFI will help shape a future competitive solicitation, anticipated to be a Request for Proposals (RFP).

Respondent(s) are invited to provide information about their solutions as requested in Section 2.

1.1   Overview of Project Objectives

The primary goal of this project is to shift the organization from a limited, finance-centric legacy ERP system to an enterprise-wide system that supports and empowers staff through improved efficiency and transparency. The primary objectives of this project are to:

- **Modernize the ERP platform and user experience.** Implement a secure ERP with mobile capability and an intuitive, user-friendly interface to improve user adoption and productivity.

- **Increase transparency and improve budgeting through real-time data access.** Provide self-service inquiry and dashboards for visibility into budgets, expenditures, contracts, requisitions, purchase orders, and invoices.

- **Improve financial and procurement business processes.** Improve invoice processing through reduced manual entry, configurable workflows, and digital approval marks; integrate with third-party systems for efficient data exchange; provide centralized contract management module to track contract milestones and costs; and streamline redundant steps for routine processes, i.e. journal entries and fixed asset recording.

Through this RFI, AlexRenew seeks information on solutions that align with these objectives and demonstrate how modern ERP functionality can support both operational improvements and broader organizational transformation.

1.2   Current ERP Solution

AlexRenew currently utilizes Microsoft Dynamics GP ("Great Plains") 18.6.1695, hosted on premises server (Microsoft SQL Server 2022) with the following supporting applications:

- Mekorma Payment Hub Legacy
- EOne Popdock Extender
- WilloWare
- Fast Path Config AD

1.3   Functional Areas

AlexRenew anticipates procuring a finance, accounting, and procurement ERP system that addresses the functional areas identified in Table 1.1. As part of the RFI, AlexRenew is seeking to understand the availability of a product with these functional areas.

Table 1.1. Anticipated ERP System Functional Areas

No.	Functional Area
1	General Ledger and Financial Reporting
2	Budgeting (Operating and Capital)
3	Purchasing
4	Contracts Management
5	Accounts Payable
6	Accounts Receivables
7	Fixed Asset
8	Inventory/Warehouse Management
9	Workflow Approval (Requisitions, Purchase Orders, Invoices, New GL Account Code Request)
10	Records Management
11	Capital Project Management

1.4   AlexRenew Statistics

The information in Table 1.2 is specific statistics about AlexRenew and is provided to help Respondents in providing a response to this RFI.

Table 1.2. AlexRenew ERP-Related Statistics

Item	Statistic
General Fund Operating Budget	$258.3M – Fiscal Year 2026
Number of Employees (Approximate)	140
Number of Users	6 Finance and Accounting Users (Power Users) 6 Procurement Users (Power Users) 30 Department Users[1] (General Users)

1.5   Minimum Technical Requirements

The systems and companies considered for any future solution must meet the following minimum technical requirements:

A.   System must be a cloud-based SaaS only. No on-premises or hybrid solutions will be considered.

B.   The system must be accessible via modern web browsers without requiring local client installation.

C.   The system must support multi-tenant architecture with isolated data environments.

D.   Developer/system integrator must be SOC 2 Type II certified.

E.   Developer/system integrator must comply with NIST 800-53 or ISO/IEC 27001 standards.

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[1] AlexRenew defines "departmental user" as a staff member who can review department budgets, submit purchase requisitions, and review and approve payable invoices.

F. Data must be encrypted in transit and at rest using industry-standard protocols (e.g., TLS 1.2+, AES-256).

G. The system must support role-based access control (RBAC) and multi-factor authentication (MFA).

H. The system integrator must have a documented incident response plan and disaster recovery plan in place.

I. All data must be stored within the United States.

J. The vendor must be headquartered in the United States or have a United States-based legal entity responsible for data governance and support.

K. The system must support RESTful APIs or standard integration protocols for interoperability with other enterprise systems (e.g., HRIS, procurement, reporting tools).

L. The system must support single sign-on (SSO) via SAML or OAuth.

M. The system integrator must guarantee system uptime of 99.9% of higher.

1.6 Integrations

AlexRenew utilizes the following systems that AlexRenew anticipates may require integration with the future ERP system:

A. ADP for human resource management and payroll processing;

B. SAP Concur for corporate credit card management; and

C. MentorAPM Computerized Maintenance Management System for asset and inventory management.

2 REQUESTED RESPONSE TO RFI-26-012

This section describes the specific information that AlexRenew requests from Respondents in their response to this RFI. The response is intended to assist AlexRenew in understanding the availability of modules, functionality, and the related timeline and cost(s) associated with implementing a new system. Information collected from this RFI will inform AlexRenew's future procurement process.

Experience, team composition, budget, etc. will be evaluated only during the RFP process at a later date. At this stage, team resumes, examples of previous work, etc. are not necessary.

2.1 Procurement Calendar

AlexRenew anticipates that this procurement will follow the dates outlined in Table 2.1. To develop a more comprehensive understanding of the information submitted by Respondents in this RFI process, AlexRenew reserves the right to hold discussions with certain Respondents to make presentations and/or participate in face-to-face or virtual after the receipt of responses. If held, these presentations will be the week as indicated in Table 2.1. **All responses shall be submitted to purchasing@alexrenew.com by the date indicated in Table 2.1.**

Table 2.1. AlexRenew Procurement Schedule

Item	Date
RFI Responses Due	March 17, 2026, 2:00PM ET
Discussions with Respondents (if needed)	Week of April 13, 2026
Anticipated RFP Release	May 2026
Anticipated Contract Award	October 2026

AlexRenew reserves the right to amend this RFI or to cancel this process, in whole or in part, at any time.

2.2 RFI-26-012 Response Form

Respondents shall complete the RFI-26-012 Response Form provided in Attachment A.

2.3 Company and Software Overview

Respondents shall provide an overview that describes the Respondent's company and the proposed software(s), including:

A. Provide the anticipated role of Respondent's company (i.e. system integrator, software developer, etc.)

B. Describe the Respondent's company.

C. Provide the name(s) and version(s) of the software(s), including developer/published company name.

D. Describe the architecture and framework of the software.

E. Describe the key features of the software(s).

F. Describe mobile applications or workflows that are available for each solution.

G. Describe the frequencies of upgrade releases.

H. What kind of Application Programming Interfaces (APIs) are there?

I. Without providing specific numbers, describe how the pricing is structured. Address the licensing fees, implementation cost, maintenance, and upgrades. Describe whether each fee is one-time, or recurring.

J. Describe available training programs and methods for all users (power and departmental users).

2.4   Additional Information

In addition to the required information stated above, provide any additional information that the Respondent believes would help AlexRenew in developing a future solicitation. Describe what information that AlexRenew should include in the subsequent RFP for a vendor to provide an appropriate response and pricing to a future Request for Proposals.

2.5   Questions

Any questions shall be submitted to AlexRenew's sole point of contact (POC) for matters related to Procurement, Igor Scherbakov, Procurement Manager, purchasing@alexrenew.com.

2.6   Conditions and Limitations Use of Responses by AlexRenew

AlexRenew does not intend to award a contract on the basis of the RFI responses, nor will AlexRenew pay for the preparation of any information submitted. Responses to this RFI will not be considered a response to any future RFP. A competitive solicitation is anticipated to be issued at a later date.

AlexRenew is not obligated to contact the Respondents in regard to the responses submitted, to use the information provided by the Respondents, or to return the responses to individual Respondents.

Any proprietary information shall be marked as such. All responses submitted to AlexRenew are subject to the disclosure requirements of § 2.2-4342 of the Virginia Public Procurement Act and the Virginia Freedom of Information Act (FOIA) (§ 2.2—3700 et seq. of the Code of Virginia).

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Attachment A
RFI Response Form

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RFI-26-012 Response Form

All Respondents must complete the RFI-26-012 Response Form and include it in their response.

Company Name: _____

Point of Contact Name: _____

Point of Contact Email: _____

Point of Contact Phone No.: _____

Availability of Modules for Functional Areas

Please indicate with a "X" in the table the availability of each of the below modules according to the following key:

1. **Available:** The module is part of the integrated software package we provide.
2. **Not Available:** The module is not part of the integrated software package.

For either response, please provide any additional information that may help AlexRenew understand the Respondent's ability to provide modules on separate pages.

No.	Functional Area Module	Available	Not Available
1	General Ledger and Financial Reporting		
2	Budgeting (Operating and Capital)		
3	Purchasing		
4	Contracts Management		
5	Accounts Payable		
6	Accounts Receivable		
7	Fixed Asset		
8	Inventory/Warehouse Management		
9	Workflow Approval (Requisitions, Purchase Orders, Invoices, New GL Account Code Request)		
10	Records Management		
11	Capital Project Management		

Ability to Meet Minimum Technical Requirements

Please indicate with a "X" in the table the Respondent and software(s)'s ability to meet the below minimum technical requirements:

1. **Meets:** The software(s) and/or Respondent meet the minimum technical requirements.
2. **Does Not Meet:** The software(s) and/or Respondent does not meet the minimum technical requirements.

For either response, please provide any additional information that may help AlexRenew understand the Respondent's ability to meet minimum technical requirements on separate pages.

No.	Minimum Technical Requirement	Meets	Does not meet
1	System must be a cloud-based SaaS only. No on-premises or hybrid solutions will be considered.		
2	The system must be accessible via modern web browsers without requiring local client installation.		
3	The system must support multi-tenant architecture with isolated data environments.		
4	Developer/integrator must be SOC 2 Type II certified.		
5	Developer/integrator must comply with NIST 800-53 or ISO/IEC 27001 standards.		
6	Data must be encrypted in transit and at rest using industry-standard protocols (e.g., TLS 1.2+, AES-256).		
7	The system must support role-based access control (RBAC) and multi-factor authentication (MFA).		
8	The system integrator must have a documented incident response plan and disaster recovery plan in place.		
9	All data must be stored within the United States.		
10	The vendor must be headquartered in the United States or have a United States-based legal entity responsible for data governance and support.		
11	The system must support RESTful APIs or standard integration protocols for interoperability with other enterprise systems (e.g., HRIS, procurement, reporting tools).		
12	The system must support single sign-on (SSO) via SAML or OAuth.		
13	The system integrator must guarantee system uptime of 99.9% of higher.		

Experience with Integrations with Third-Party Software

Please indicate with a "X" in the table whether the software(s) has experience integrating with the following third-party software according to the following key:

1. **Has Experience:** The software(s) has experience integrating with the third-party software.
2. **Does Not Have Experience:** The software(s) does not have experience integrating with the third-party software.

For either response, please provide any additional information that may help AlexRenew understand the Respondent's experience integrating with the third-part software.

No.	Anticipated Third-Party Software Integrations	Has Experience	Do Not Have Experience
1	ADP		
2	SAP Concur		
3	MentorAPM Computerized Maintenance Management System		