

AlexRenew

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Request for Proposals for:

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

RFP-26-012

June 23, 2026

Proposals shall only be submitted electronically via e-mail to Igor Scherbakov, Procurement Manager at ERP-RFP-26-012@alexrenew.com on or before 2:00 PM Local Time on August 4, 2026. Paper copies will not be accepted. AlexRenew will conduct a virtual non-mandatory Preproposal Meeting for this solicitation on June 30, 2026, from 11:00 AM to 12:00 PM Eastern Time. Interested parties can join using the following link: <https://teams.microsoft.com/meet/250423754301314?p=zPE7oQfHXOrF3HW5CU>; Meeting ID: 250 423 754 301 314; Passcode: 6vG6iq3y.

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LIST OF ATTACHMENTS

- ATTACHMENT A. MINIMUM QUALIFICATIONS AND TECHNICAL REQUIREMENTS FORM
- ATTACHMENT B. FUNCTIONAL AND TECHNICAL REQUIREMENTS AND SPECIFICATIONS
- ATTACHMENT C. RFP-26-012 CHECKLIST
- ATTACHMENT D. SCC REGISTRATION FORM

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1 INTRODUCTION

The City of Alexandria, Virginia Sanitation Authority d/b/a AlexRenew submits this Request for Proposals (RFP) to solicit Proposals from those entities (Respondents) interested in providing a Finance, Accounting, and Procurement Enterprise Resource Planning (ERP) System software for AlexRenew. **This procurement is for software licenses** for a cloud-based commercial off-the-shelf (COTS) solution to replace AlexRenew's existing Microsoft Great Plains ERP solution. **The implementation and support services will be procured separately in a subsequent solicitation.** It is anticipated that the successful Respondent will enter into a contract (Contract) with AlexRenew to provide software licenses. This solicitation is being conducted as a competitive negotiation for goods and non-professional services, in accordance with Virginia Code § 2.2-4302.2.

A Respondent's Proposal must meet the Minimum Technical Requirements and Qualifications established by this RFP. Requirements of this RFP generally will use the words "shall", "will", or "must" (or equivalent terms) to identify a required item that must be submitted with a Respondent's Proposal. Failure to meet any RFP requirement may render a Respondent's Proposal non-responsive. The extent to which a Respondent meets or exceeds evaluation factors will be rated by AlexRenew and be reflective of AlexRenew's scoring (in its sole discretion) of a Respondent's Proposal.

1.1 Definitions

General and specific terms of reference used in this RFP include, but are not limited to:

- A. **Business Day:** Any day on which the Owner is open for business.
- B. **Contract:** The contract resulting from this solicitation.
- C. **Contractor:** The successful Respondent selected to provide software licenses for the ERP System as described in this solicitation.
- D. **Enterprise Resource Planning (ERP) System.** The finance, accounting, and procurement system described in this RFP. Also referred to as the Proposed Solution.
- E. **Procurement:** The process for selecting the Contractor to provide software.
- F. **Project:** The software licenses for a cloud-based COTS solution procured under this Procurement as well as the implementation and support services procured through a subsequent procurement. The Project will result in a new ERP System that replaces AlexRenew's current ERP solution.
- G. **Proposal:** The document submitted by a Respondent in response to this RFP, including any completed forms, attachments, appendices, and exhibits.
- H. **Respondent:** The entity that submits a Proposal in response to this RFP.
- I. **Request for Proposals (RFP):** This Procurement document.

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2 BACKGROUND INFORMATION

2.1 Overview of AlexRenew

Established in 1952 by the Alexandria City Council, AlexRenew is a public wastewater authority with a mission to clean wastewater to protect public health and Alexandria’s waterways. AlexRenew is governed by an Alexandria City Council-appointed five-member citizen Board of Directors (Board) and is a political subdivision of the Commonwealth of Virginia created under the Virginia Water and Waste Authorities Act. AlexRenew is an independent, special-purpose government unit with administrative and fiscal independence from the City of Alexandria. AlexRenew serves more than 300,000 people in Alexandria and parts of Fairfax County, Virginia. It currently maintains capital assets valued at approximately \$1.2 billion and treats approximately 35 million gallons per day (MGD) of wastewater at its wastewater treatment facility located in Alexandria, Virginia.

2.2 AlexRenew’s Strategic Plan 2024-2029

In January 2024, AlexRenew’s Board refreshed the vision, mission, and strategic goals for the organization. This refresh culminated in a new strategic plan for 2024-2029 developed by staff. The strategic goals are integrated into AlexRenew’s daily operations, challenging the team to build a more resilient, sustainable, and equitable organization. AlexRenew’s vision is “Every drop of water contributes to a thriving community and healthy environment for all.” Its mission is to “Treat wastewater to protect public health and the waterways that connect us.” Its refreshed strategic goals are:

- **Operational Excellence.** Taking proactive steps to meet current and future challenges
- **Thriving Workforce.** Investing in our staff and fostering a culture of belonging
- **Strategic Partnerships.** Promoting watershed-level thinking through collaboration and advocacy
- **Environmental Sustainability.** Being good stewards of our resources to minimize our impact on the environment
- **Commitment to the Community.** Strengthening connections with the public and providing affordable service

The strategic plan is available on AlexRenew’s website at: <https://alexrenew.com/our-strategic-plan>. In line with the Strategic Plan, this Procurement will support the objective to “[I]everage technology to advance efficiency and modernize operations” identified under “Operational Excellence”.

2.3 Overview of Project Objectives

To support the Strategic Plan objective, the primary goal of this project is to shift the organization from a limited, legacy system to a modern system that supports and empowers staff through improved efficiency, user-friendliness, and transparency. The primary objectives of this Project are to:

1. **Move to a cloud-based platform with mobile capability.** The current ERP system requires access via remote desktop or VPN. AlexRenew is seeking cloud-based platform to allow greater flexibility for users to securely access the ERP, including via mobile devices.
2. **Improve user interface.** The current system has a dated user interface that is difficult to navigate and reduces overall user efficiency due to multiple steps to complete routine tasks, i.e. enter a requisition. AlexRenew is seeking a modern, intuitive user interface that simplifies

navigation, reduces the number of steps to complete common tasks, and improves user adoption and efficiency.

3. **Provide real-time visibility into financial and procurement data status.** The current ERP system does not allow Departmental Users to track requisition and invoice statuses or query departmental data (actual and budgeted expenses, purchase orders, etc.). AlexRenew is seeking a system that provides Departmental Users easier access to query and view department data, including through dashboards. For additional information on Department Users, see Table 2.1,
4. **Improve invoice workflow processes.** The current ERP system requires manual input and routing of each invoice and cannot be configured to have alternative approvals or include approval marks (i.e. stamp or digital signature). AlexRenew is seeking a system that automates the receipt and routing of invoices, allows customized approvals, offers improved invoice tracking and reporting to ensure timely payment, and can generate a PDF with comments and approval marks or documentation.
5. **Automate routine report generation.** Routine reports (i.e., month-end financial reports) are currently created manually or through ad-hoc customization. AlexRenew seeks an ERP System that will automate routine reports and provides a user-friendly report writing tool for all users to create reports as needed.
6. **Streamline financial processes.** The current ERP system requires several steps that include manual entry and redundant approvals for typical financial processes, i.e., journal entries. Additionally, invoices are manually created for accounts receivable. AlexRenew is seeking an ERP System to create improved efficiency by automating workflows and generating invoices.
7. **Support timely fixed asset recording.** Fixed asset accounting in the current ERP system requires multiple manual steps to complete, resulting in it only being completed at year end. AlexRenew is seeking an ERP System that will automate tracking, depreciation, and reporting to support greater frequency and efficiency in fixed asset recording.
8. **Integrate with third-party systems.** AlexRenew currently uses third-party systems (i.e. Concur for expense reporting) for business needs. The current ERP system does not integrate with these third-party systems, requiring manual input of month-end information. AlexRenew is seeking an ERP System that will integrate with its third-party systems to automate data exchanges.
9. **Track and manage contracts.** AlexRenew is seeking an ERP System that will create a central contract repository to route contracts for approvals including approval marks, track key contract dates, and link contracts directly to purchase orders.

2.4 Overview of AlexRenew's Current ERP System

AlexRenew currently utilizes Microsoft Dynamics GP ("Great Plains") 18.6.1695, hosted through an on-premise server (Microsoft SQL Server 2022) as its finance, accounting, and procurement ERP system with the following supporting applications:

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

2.5 Functional Areas

AlexRenew desires to procure a finance, accounting, and procurement ERP system that addresses the functional areas identified in Table 2.1.

Table 2.1 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

The list of functional and technical requirements and specifications contained in Attachment B – contains the detailed functionality AlexRenew requires within each functional area in a future systems environment, as well as general and technical system requirements.

2.6 AlexRenew Statistics

The information in Table 2.2 is specific statistics about AlexRenew and is provided to help Respondents in providing a response to this RFP.

Table 2.2. AlexRenew ERP-Related Statistics

Item	Statistic
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)
Number of Funds	6
Number of Accounts	200
Number of Journal Entries Annually	1200
Chart of Accounts Structure	XX-XXXX-XXXXX
Operating Budget	\$41 Million
Capital Budget	\$197 Million

¹ AlexRenew defines “Departmental User” as a staff member who can review department budgets, submit purchase requisitions, and review and approve payable invoices.

Number of Purchase Orders Annually	~900
Number of Active Vendors	~150
Number of Fixed Assets	~2000
Number of Active Inventory Items	~500

2.7 Anticipated Project Schedule

AlexRenew anticipates that implementation activities will begin in early 2027, with a target go-live date for all modules early 2028. AlexRenew follows a July 1 – June 30 fiscal year.

2.8 Anticipated Contract Terms and Conditions

Contract Terms and Conditions will be negotiated with the successful Respondent prior to contract award.

2.9 Procurement Schedule

AlexRenew anticipates conducting the Procurement in accordance with the list of milestones outlined in Table 2.3. These milestones are subject to revision, and AlexRenew, at their sole discretion, reserves the right to modify the milestones as it finds necessary.

AlexRenew will conduct a non-mandatory Preproposal Conference via Microsoft Teams at the following link at the date and time indicated in Table 2.3:

<https://teams.microsoft.com/meet/250423754301314?p=zPE7oQfHXOrF3HW5CU>, Meeting ID: 250 423 754 301 314, Passcode: 6vG6iq3y.

Table 2.3. Procurement Schedule

Date	Activity
June 23, 2026	Issue RFP
June 30, 2026	Non-mandatory Virtual Preproposal Meeting 11:00 AM to 12:00 PM Local Time
July 21, 2026	Last Date to Submit Questions Regarding RFP; 2:00 PM Local Time
July 28, 2026	Last Day for AlexRenew to Issue Addenda
August 4, 2026	Proposals Due; 2:00 PM Local Time
August 25, 2026	Notifications to Respondents of Shortlist
September 15 - 25, 2026	Demonstrations, if needed
October 2026	Anticipated Contract Award

It is anticipated that the subsequent procurement for implementation services and support will follow Contract award for this Procurement.

2.10 Point of Contact

The sole AlexRenew point of contact (POC) for matters related to Procurement shall be:

Igor Scherbakov
Procurement Manager
ERP-RFP-26-012@alexrenew.com

The POC is the only individual authorized to discuss this Procurement with any interested parties, including Respondents. All communications outside of the Preproposal Meeting and with the POC about this Procurement shall be in writing, as required by applicable provisions of this RFP.

Prior to the award of the Contract resulting from this solicitation, Respondents are prohibited from contacting AlexRenew’s staff other than the POC identified above. Respondents are also prohibited from contacting any member of AlexRenew’s Board and any other staff or entities contributing to the development of the Procurement. Any such contact may result in disqualification from participating in this Procurement.

AlexRenew disclaims the accuracy of information derived from any source other than the POC, and the use of any such information is at the sole risk of the Respondent.

2.11 Questions and Clarifications

All questions and requests for clarification regarding this Procurement shall be submitted to the POC via e-mail only. No requests for additional information, clarification, or any other communication should be directed to any other individual. NO ORAL REQUESTS FOR INFORMATION WILL RECEIVE A RESPONSE.

All questions or requests for clarification must be submitted by the due date and time set forth in Section 2.9. Questions or clarifications requested after such date and time will not be answered, unless AlexRenew elects, in their sole discretion, to do so.

2.12 Addenda

Changes to the Procurement, in the form of addenda, may be issued between the release and submission dates. Receipt and incorporation of all addenda into the Proposal must be acknowledged in the RFP-26-012 Checklist. Notice of addenda will be posted on eVA at <http://www.eva.virginia.gov> and the AlexRenew website <http://alexrenew.com>. All potential Respondents are encouraged to monitor these web pages for the most current addenda.

3 MINIMUM QUALIFICATIONS AND TECHNICAL REQUIREMENTS

Respondents must propose a specific, named ERP software solution as part of this Proposal. Proposals that describe a process for selecting a software product after Contract award, or that propose multiple alternative software paths for AlexRenew to choose between, may be considered non-responsive at AlexRenew's sole discretion. This does not preclude the Respondent from proposing pre-integrated, third-party, or companion software products as components of a single, cohesive, fully defined solution designed to meet the functional requirements of Attachment B.

The Proposed Solution must meet the following minimum technical requirements and qualifications:

1. The ERP System must be a cloud-based commercial off-the-shelf (COTS) SaaS only. No on-premises or hybrid solutions will be considered. No custom-built 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. Data must be encrypted in transit and at rest using industry-standard protocols (e.g., TLS 1.2+, AES-256).
5. The system must support role-based access control (RBAC) and multi-factor authentication (MFA).
6. Systems containing financial data must have documented data residency, lawful access transparency, and incident response assurances, with preference for U.S. jurisdiction where feasible.
7. The system must support RESTful APIs or standard integration protocols for interoperability with other enterprise systems (e.g., HRIS, procurement, reporting tools).
8. The system must support single sign-on (SSO) via SAML or OAuth.
9. The Proposed Solution must be currently in use in at least three (3) local public bodies or public utilities within the United States.

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4 PROPOSAL CONTENTS

Respondents are advised that the Proposal shall include specific information that will demonstrate the qualifications required by this RFP. The Proposal shall consist of all information required under this Section 4, in the order and format specified in Section 6.

Respondents are advised that AlexRenew reserves the right to conduct an independent investigation of any information, including prior experience and performance, identified in the Proposal by contacting project references, accessing public information, contacting independent parties, or any other means. AlexRenew further reserves the right to request additional information from a Respondent during the evaluation of that Respondent's Proposal. If the Respondent has concerns about information included in its Proposal that may be deemed confidential, the Respondent shall adhere to the requirements set forth by Section 8.5.

4.1 Cover Page

Include a cover page that contains the following title "Proposal for Contract 26-012 Finance, Accounting, and Procurement ERP System Software Licenses" The cover shall also include the name of the Respondent. The cover may contain other items (photos, logos, etc.) at the discretion of the Respondent.

4.2 Table of Contents

Include a Table of Contents outlining the contents of the Proposal that allows for at least three (3) levels of content to address the level of detail provided in the document.

4.3 Submittal Letter

Each Respondent shall provide a Submittal Letter on the Respondent's letterhead that formally conveys the Proposal. The letter must be signed by the Respondent's authorized representative who is empowered to sign such material and to commit the Respondent to the representations and obligations contained in the Proposal. If the Respondent is a corporation, an authorized officer shall sign his/her name and indicate his/her title beneath the full corporate name.

4.4 Minimum Qualifications and Technical Requirements

Each Respondent must complete the Minimum Qualifications and Technical Requirements Form provided as Attachment A to demonstrate meeting the minimum requirements in Section 3.

4.5 System Functionality, Technical Requirements, and Features

Each Respondent shall provide information to demonstrate the Proposed Solution's functionality, technical requirements, and features, including:

- A. Respondents shall provide a narrative that describes the specific features and capabilities of their Proposed Solution that address AlexRenew's functional requirements, as outlined in Attachment B, and distinguish it from comparable ERP products. Respondents shall provide samples of system features and user interfaces, including screenshots with narrative descriptions. Provide information regarding the specific ERP software product proposed to fulfill this Contract. Respondents shall include a completed Table 4.1 as part of this narrative.

Table 4.1. Software Product Profile

Item	Response
Name of proposed ERP solution(s)	
History of ERP solution, (e.g. initial release date, current version number, and development history)	
Total number of current, live customers on the proposed solution.	
Current implementations under contract for the proposed solution.	
Number of major releases and upgrades in the past four (4) years.	
Number of unscheduled patches and service packs released in the past four (4) years.	
Describe the upgrade process for future software releases.	
Does the software vendor sponsor user group(s) that meet periodically? If so, describe the objective for the user group(s).	
Explain the solution’s technical and customer support for utilities similar in size and structure as AlexRenew, as explained in the RFP Section 2.1.	

- B. Respondents shall follow the directions provided and complete the spreadsheet found in Attachment B to verify the functionality and features of the proposed software product(s). Include the completed Attachment B in its native form (Microsoft Excel) as part of the submission of the Proposal. The Proposed Solution described in the narrative under Paragraph 4.5. A must align with the responses provided in the completed Attachment B.

4.6 Qualifications

The Respondent must demonstrate a history of ERP software in active production use across local public sector organizations. Using the template provided as Table 4.2, provide five (5) client references for organizations that are currently operating the Proposal Solution and completed go-live within the past five (5) years. Preference is given to references that demonstrate experience with public utilities or entities, organizations that converted from Microsoft Dynamics GP (Great Plains), and/or agencies located in the local region.

Table 4.2. Related Project Experience

Item	Response
Name of Client	
Location	
Contact Name	
Contact Title/Role	
Contact Phone	
Contact E-mail Address	
Project Description and Applicability to Project Scope	
Primary Service (water, wastewater, electric, multi-utility)	
Reference Size. Number of Employees and System Users	
Modules in Active Production	
Legacy System Converted From	

A. 4.7 Other Forms and Required Documents

B. **RFP-26-012 Checklist.** Respondents shall complete the RFP-26-012 Checklist provided as Attachment C and include it in the Proposal. The purpose of the RFP Checklist is to aid the Respondent in ensuring all submittal requirements have been included and to provide a page reference indicating the location of each submittal requirement in the Respondent’s Proposal. The RFP Checklist is provided to assist the Respondent in preparing its Proposal as a guide only – it does not absolve the Respondent from meeting all requirements of the RFP.

C. **SCC Registration.** Any Respondent organized as a stock or non-stock corporation, limited liability company, business trust, or limited partnership or registered as a limited liability partnership shall be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity if so required by Title 13.1 or Title 50 of the Code of Virginia, or as otherwise required by law. The proper and full legal name of the firm or entity and the identification number issued to the Respondent by the Virginia State Corporation Commission must be written in the space provided on the State Corporation Commission (SCC) Form provided as Attachment D. Any Respondent that is not required to be authorized to transact business in the Commonwealth shall include in its proposal a statement describing why the Respondent is not required to be authorized.

Execute and return the SCC Registration Form for each Respondent business entity. Provide the name, registration number, type of corporation, and status.

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5 EVALUATION OF PROPOSALS

AlexRenew will review the Proposals for responsiveness to the requirements of this RFP and evaluate all responsive Proposals according to factors and weightings outlined in Table 5.1.

Each evaluation factor has an assigned maximum weight as indicated above. The Submittal Letter, Minimum Qualifications and Technical Requirements, and all additional requirements and submittals from Section 4.7 are considered pass/fail submissions.

Table 5.1. Evaluation Factors and Weighting

Evaluation Factor	Weighting (percentage)
System Functionality, Technical Requirements, and Features	60
Qualifications	40

AlexRenew may identify two (2) or more proposals deemed fully qualified, responsible, and suitable. These Respondents may be invited to individual discussions to provide a system demonstration. Demonstrations are anticipated to involve a scripted demonstration. Details, including the schedule, scripts, and demonstration requirements, will be provided when individual discussions are scheduled.

At the conclusion of the individual discussions, AlexRenew may enter into negotiations with two or more highest ranked Respondents. The parties may negotiate changes in the Proposal if deemed in the best interest of AlexRenew. Negotiations may include, but are not limited to:

- A. Contract Terms
- B. Contract start dates and durations
- C. Contract pricing

Should AlexRenew determine, at its sole discretion, that only one Respondent is fully qualified, or that one Respondent is clearly more highly qualified and suitable than the others under consideration, following receipt and evaluations of proposals, a contract may be negotiated and awarded to that Respondent without creating a Shortlist or having further individual discussions.

When AlexRenew has decided to award the Contract and successfully completed negotiation of the Contract with such Respondent, the result of such decision will be posted on the AlexRenew website.

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6 PROPOSAL SUBMITTAL REQUIREMENTS

6.1 Format

This Section describes the submittal and format requirements that all Respondents must satisfy in submitting a Proposal. Failure of any Respondent to submit its Proposal in accordance with this RFP may result in rejection.

Proposals shall be organized as outlined in Table 6.1.

Table 6.1. Proposal Outline

Proposal Section	Contents	Page Limit
4.1	Cover Page	N/A
4.2	Table of Contents	N/A
4.3	Submittal Letter	2
4.5	System Functionality, Technical Requirements, and Features	15
4.6	Respondent Qualifications	15
Appendix A	Completed Minimum Qualifications and Technical Requirements Form (provided as Attachment A)	N/A
Appendix B	Completed Functional and Technical Requirements/Specifications (provided as Attachment B)	N/A
Appendix C	RFP-26-012 Checklist	N/A
Appendix D	SCC Registration Form	N/A

Pages shall be 8.5-inch by 11-inch with minimum of 0.5-inch margins. Minimum font size shall be 11 point. Figures and tables may use a minimum font size of 9 point. All content shall be in English.

Any 11-inch by 17-inch pages will count as two (2) page-equivalents and shall be formatted to print single-sided.

Unnecessarily elaborate materials beyond that sufficient to present a complete and effective Proposal are not desired.

6.2 Submission

Proposals must be delivered electronically VIA EMAIL ONLY to the contact listed in Section 2.10, marked with the Respondent’s name no later than the time and date deadline specified in this RFP, with the following E-Mail Subject: “Proposal Submission: RFP-26-012 [RESPONDENT’S NAME]”

Proposals received after the submission date and time prescribed herein will not be considered and will be returned to the Respondent. If confirmation of Proposal receipt is needed, please use the “Request Delivery Receipt” or similar email option when submitting the Proposal. Paper copies of Proposals will not be accepted.

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7 RIGHTS AND RESERVATIONS

In connection with this Procurement, AlexRenew reserves all rights (which rights shall be exercisable by the AlexRenew at their sole discretion) available to it under applicable law, including without limitation, the following, with or without cause and with or without notice:

- A. The right to cancel, withdraw, postpone, or extend this RFP in whole or in part at any time prior to the execution by AlexRenew of a contract, without incurring any obligations or liabilities.
- B. The right to issue a new RFP.
- C. The right to reject any and all submittals, responses, and Proposals received at any time.
- D. The right to modify any or all dates set or projected in this RFP.
- E. The right to terminate evaluations of responses received at any time.
- F. The right to suspend and terminate the Procurement process for this Contract, at any time.
- G. The right to revise and modify, at any time prior to the Proposal submittal date, factors it will consider in evaluating responses to this RFP and to otherwise revise its evaluation methodology. Should any modifications occur, Respondents will be notified.
- H. The right to waive or permit corrections to data submitted with any response to this RFP until such time as AlexRenew declares in writing that a particular stage or phase of its review of the responses to this RFP has been completed and closed.
- I. The right to issue addenda, supplements, and modifications to this RFP, including but not limited to modifications of evaluation factors or methodology and weighting of evaluation factors.
- J. The right to permit submittal of addenda and supplements to data previously provided with any response to this RFP until such time AlexRenew declares in writing that a particular stage or phase of its review of the responses to this RFP has been completed and closed.
- K. The right to hold meetings and conduct discussions and correspondence with one or more of the Respondents responding to this RFP to seek an improved understanding and evaluation of the responses to this RFP.
- L. The right to seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to the RFP, including the right to seek clarifications from Respondents.
- M. The right to permit Respondents to add or delete entities and/or Key Personnel until such time as AlexRenew declares in writing that a particular stage or phase of its review has been completed and closed.
- N. The right to add or delete Respondent responsibilities from the information contained in this RFP.
- O. The right to appoint and change appointees of any members of AlexRenew's evaluation team.
- P. The right to use assistance of technical and legal experts and consultants in the evaluation process.
- Q. The right to waive deficiencies, informalities and irregularities in a Proposal, accept and review a non-conforming Proposal, or seek clarifications or supplements to a Proposal.
- R. The right to disqualify any Respondent that changes its submittal without AlexRenew approval.
- S. The right to respond to all, some, or none of the inquiries, questions and/or requests for clarification received relative to the RFP.

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8 MISCELLANEOUS

8.1 Remedies

Respondents may refer to Sections 2.2-4357 through 2.2-4366 of the Code of Virginia to determine their remedies concerning this competitive process.

8.2 No Obligations for Proposal Costs

AlexRenew assumes no obligations, responsibilities, nor liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred or alleged to have been incurred by parties considering a response to and/or responding to this Procurement. All such costs shall be borne solely by each Respondent.

8.3 Conflict of Interest

Each Respondent shall require its proposed team members to identify potential conflicts of interest or a real or perceived competitive advantage relative to this Procurement. Respondents are notified that prior or existing contractual obligations between a company and a federal or state agency relative to the Project may present a conflict of interest or a competitive advantage. If a potential conflict of interest or competitive advantage is identified, the Respondent shall provide the pertinent information in a separate letter addressed to the POC along with its Proposal.

AlexRenew, in its sole discretion, will make a determination relative to potential organizational conflicts of interest or a real or perceived competitive advantage, and its ability to mitigate such a conflict. An organization determined to have a conflict of interest or competitive advantage relative to this Procurement that cannot be mitigated, shall not be allowed to participate in this Procurement. Failure to abide by AlexRenew's determination in this matter may result in a Proposal being declared non-responsive.

8.4 Ethics in Public Contracting Act

AlexRenew may, in its sole discretion, disqualify the Respondent from further consideration for the award of the Contract if it is found after due notice and examination by AlexRenew that there is a violation of the Ethics in Public Contracting Act, § 2.2-4367 et seq. of the Virginia Code, or any similar statute involving the Respondent in the procurement of the Contract.

8.5 Virginia Freedom of Information Act

All Proposals submitted to AlexRenew become the property of AlexRenew and 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). Respondents are advised to familiarize themselves with the provisions of each Act referenced herein to ensure that documents identified as confidential will not be subject to disclosure under FOIA. In no event shall AlexRenew be liable to a Respondent for the disclosure of all or a portion of a Proposal submitted pursuant to this request not properly identified as confidential.

If a Respondent has special concerns about information which it desires to make available to AlexRenew but which it believes constitutes a trade secret, proprietary information, or other confidential information exempted from disclosure, such Respondent should specifically and conspicuously designate that information as such in its Proposal and state in writing why protection of

that information is needed. The Respondent should make a written request to AlexRenew's POC. The written request shall:

- A. Invoke such exemption upon the submission of the materials for which protection is sought;
- B. Identify the specific data or other materials for which the protection is sought;
- C. State the reasons why the protection is necessary; and
- D. Failure to take such precautions prior to submission of a Proposal may subject confidential information to disclosure under the Virginia FOIA.

Respondents shall not designate as trade secrets or proprietary information (a) the Respondent's entire Proposal OR (B) any portion of the Proposal that does not contain trade secrets or proprietary information.

Nothing contained in this provision shall modify or amend requirements and obligations imposed on AlexRenew by applicable law, and the applicable law(s) shall control in the event of a conflict between the procedures described above and any applicable law(s).

In the event AlexRenew receives a request for public disclosure of all or any portion of a Proposal identified as confidential, AlexRenew will attempt to notify the Respondent of the request, providing an opportunity for such Respondent to assert, in writing, claimed exemptions under the FOIA or other Virginia law. AlexRenew will come to its own determination whether or not the requested materials are exempt from disclosure. In the event AlexRenew elects to disclose the requested materials, it will provide the Respondent with advance notice of its intent.

8.6 Compliance with the Law in Virginia

Failure to comply with the law regarding those legal requirements in Virginia (whether federal or state) about a Respondent's ability to lawfully offer and perform any services proposed or related to the Project may result in AlexRenew determining that the Respondent is non-responsible, and/or that the Respondent should be disqualified from participation in the Procurement.

8.7 Debarment and Other Adverse Contract Actions

If any Respondent entity or individual serving as an officer, director, owner, project manager, procurement manager or chief financial officer of the Respondent entity has experienced one or more of the following incidences over the past five (5) years, the Respondent shall provide a narrative (3 pages or less) to describe and/or explain the circumstances associated with such incidence:

- A. Any contract has been terminated due to its default.
- B. Any criminal conviction, and any violation of any federal, state, or local statute or regulation, or of any court order addressing or governing antitrust, public contracting, employment discrimination, false claims, or prevailing wages.
- C. Any debarment, or any consideration for debarment, on public contracts by any federal, state, or local government, or by any agency of such government.

8.8 Non-Discrimination

AlexRenew does not discriminate against faith-based organizations in accordance with the Code of Virginia, § 2.2-4343.1 or against a Respondent because of race, religion, color, sex, national origin,

age, disability, or any other basis prohibited by state law relating to discrimination in employment in the performance of its procurement activity.

8.9 Accessibility

All software shall conform to the accessibility guidelines, including, but not limited to, supporting assistive software or devices such as large-print interfaces, text-to-speech output, refreshable braille displays, voice-activated input, and alternate keyboard or pointer interfaces, etc., established by the World Wide Web Consortium's Web Content Accessibility Guidelines 2.2 (WCAG 2.2), and the accessibility guidelines established by Section 508 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794d), and implementing regulations set forth in 36 C.F.R. Part 1194. Respondent further agrees to indemnify and hold harmless AlexRenew from any claims arising out of vendor's failure to comply with the aforesaid requirements. Failure to comply with these requirements shall constitute a material breach of the Agreement. Notwithstanding the foregoing, AlexRenew acknowledges and understands the legal and practical distinction between 'software' and 'content,' and further agrees that AlexRenew, not Respondent, shall have sole responsibility for WCAG 2.2 and Section 508 compliance as it relates to content. The system must comply with all current government standards and web-based transaction encryption standards.

8.10 Data Ownership

AlexRenew shall be the owner of all data contained within the ERP. The Respondent shall provide the AlexRenew access to AlexRenew data at AlexRenew's request in a mutually agreed upon format. The Respondent shall also provide access to any derivatives or alterations of AlexRenew data at AlexRenew's request. Such agreement shall not be withheld for any reason.

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ATTACHMENT A

Minimum Qualifications and Technical Requirements Form

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Ability to Meet Minimum Technical Requirements

Respondent company name: _____

Proposed SaaS solution name: _____

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	Data must be encrypted in transit and at rest using industry-standard protocols (e.g., TLS 1.2+, AES-256).		
5	The system must support role-based access control (RBAC) and multi-factor authentication (MFA).		
6	Systems containing financial data must have documented data residency, lawful access transparency, and incident response assurances, with preference for U.S. jurisdiction where feasible.		
7	The system must support RESTful APIs or standard integration protocols for interoperability with other enterprise systems (e.g., HRIS, procurement, reporting tools).		
8	The system must support single sign-on (SSO) via SAML or OAuth.		
9	The Proposed Solution must be currently in use in at least three (3) local public bodies or public utilities within the United States.		

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ATTACHMENT B

Functional and Technical Requirements and Specifications

Provided as a separate document.

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ATTACHMENT C
RFP-26-012 Checklist

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RFP-26-012 Checklist

Respondent Name: _____

The purpose of the RFP Checklist is to aid the Respondent to ensure all submittal requirements have been included in the Respondent’s Proposal and to provide a page reference indicating the location of each submittal requirement in the Proposal.

Contents	Checklist	Proposal Page Reference
Cover Page	<input type="checkbox"/>	
This Checklist	<input type="checkbox"/>	
Table of Contents	<input type="checkbox"/>	
Submittal Letter	<input type="checkbox"/>	
Qualifications	<input type="checkbox"/>	
System Functionality, Technical Requirements, and Features	<input type="checkbox"/>	
Completed Minimum Qualifications and Technical Requirements Form (provided as Attachment A)	<input type="checkbox"/>	
Completed Functional and Technical Requirements/Specifications (provided as Attachment B)	<input type="checkbox"/>	
RFP-26-012 Checklist (provided as Attachment C)	<input type="checkbox"/>	
SCC Registration Form (Provided as Attachment D)	<input type="checkbox"/>	

ADDENDA ACKNOWLEDGEMENT. Your signature below serves as your acknowledgment that all addenda have been received and incorporated into the Proposal submission. Check all that apply.

- Addendum No. 1
 Addendum No. 2
 Addendum No. 3
 Addendum No. 4
 Addendum No. 5
 Addendum No. 6
 Addendum No. 7
 Addendum No. 8

 Name and Title (Respondent’s authorized representative)

 Authorized Signature

 Date

RETURN THIS FORM WITH YOUR PROPOSAL

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Attachment D
SCC Registration Form

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Compliance with Virginia Law for Transacting Business in Virginia

The undersigned hereby agrees that, if AlexRenew accepts your Proposal for services in conjunction with this RFP, you meet the requirements of Virginia Code § 2.2-4311.2.

Please complete the following by checking the appropriate line that applies and providing the requested information:

- A. Respondent is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such Respondent's Identification Number issued to it by the SCC is _____ (The SCC number is NOT your federal ID number).
- B. Respondent is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such Respondent's Identification Number issued to it by the SCC is _____
- C. Respondent does not have an Identification Number issued to it by the SCC and such Respondent does not require authorization to transact business in Virginia by the SCC for the following reason or reasons. (Please add additional pages if necessary).
- D. Respondent does not have an Identification Number issued to it by the SCC but is willing to register with Virginia SCC if selected for award.

Legal Name of Company (as listed on W-9)

Name and Title (Respondent's authorized representative)

Authorized Signature

Date

RETURN THIS FORM WITH YOUR PROPOSAL

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