

Valley Clean Energy Alliance
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VALLEY
CLEAN ENERGY

ADDENDUM #1

(updated and posted 9/4/2026)

**REQUEST FOR PROPOSALS
FOR
ENTERPRISE RESOURCE PLANNING (ERP)
SOFTWARE, IMPLEMENTATION, AND SUPPORT SERVICES**

BID PROPOSALS ARE DUE:

September 11, 2026 BY 4:00 P.M. (Pacific Daylight Time)

Proposals must be emailed in PDF form to Procurement@ValleyCleanEnergy.org with any suggested redlines to VCE's Sample Agreement.

Valley Clean Energy Alliance is a Joint Powers Agency consisting of the City of Davis, the City of Woodland, the City of Winters, and the County of Yolo.

Scope of Services

ERP SERVICES

I. BACKGROUND

Valley Clean Energy (VCE) is a Community Choice Aggregator (CCA) that serves electricity customers in the cities of Woodland, Davis, Winters, and the unincorporated areas of Yolo County. VCE offers choice in the electric utility market; empowers local control of electricity procurement decisions; reduces the carbon footprint associated with electricity service; and helps support the growth of local energy projects.

VCE is governed by an eight-member Board of Directors, two each from the Woodland City Council, Davis City Council, Winters City Council, and the Yolo County Board of Supervisors. As a community-governed entity, VCE gives customers access to the people who make the rate and service decisions: supervisors and council members whom they already know.

The Board is advised by its eleven-member Community Advisory Committee.

VCE manages an annual operating budget in excess of \$60-\$100 million in revenue and currently operates with a workforce of approximately eight (8) full-time employees and three (3) part-time employees, supplemented by specialized service providers and strategic operational partners.

To support continued organizational growth and strengthen financial planning, reporting, budgeting, and operational efficiency, VCE seeks responses to this Request for Proposals ("RFP") from qualified firms to implement a cloud-based Enterprise Resource Planning (ERP) solution and related professional services. The ERP platform will serve as a foundational financial management system that supports budget development, financial reporting, grants management, cash flow forecasting, workflow automation, and future expansion into additional business functions.

The objectives of this project include:

- Implement a modern, scalable ERP budgeting and financial management platform.
- Improve financial transparency and reporting.
- Reduce manual processes and spreadsheet dependency.
- Support operating, capital, grant, and project budgeting.
- Enhance cash flow forecasting and financial analytics.
- Establish secure, auditable workflows and controls.
- Create a platform that can expand to future ERP modules.

Operational Environment, Third-Party Dependencies, and Strategic Analytics

VCE operates in a business environment that relies on multiple third-party partners to perform critical operational, customer, financial, and wholesale energy management functions.

- **Revenues & Receivables** - VCE receives customer account, usage, billing, enrollment, and program-related data from PG&E and SMUD, which support customer service operations, billing administration, and customer program delivery.
- **Power Services & Portfolio Management** - VCE is partnered with The Energy Authority (TEA) for power portfolio management, load forecasting, energy scheduling, settlements, market operations, risk management, and power cost administration.
- **Current Financial Systems Environment** - Valley Clean Energy's current system of record is maintained through Yolo County's Enterprise Resource Planning (ERP) environment, utilizing the Infor ERP platform for core financial management and accounting functions. VCE relies on Yolo County for General Ledger, Accounts Payable, financial reporting, and related accounting services.
- **HR & Payroll** - VCE also utilizes Paychex as its payroll platform for payroll processing and related human resources administration.

Because these external organizations serve as primary sources of operational and financial data, VCE's future ERP implementation needs to consider the most efficient exchange, integration, validation, reconciliation, and reporting of information across multiple systems while maintaining strong controls, auditability, security, and data integrity. While automation of accounting functions is an important consideration, VCE's primary objective is to improve organizational visibility, decision-making, and strategic planning through enhanced analytics and reporting capabilities.

VCE is particularly interested in solutions that leverage utility, market, financial, and operational data to provide meaningful dashboards, key performance indicators (KPIs), forecasting tools, and executive-level insights that support informed business decisions across the organization. Proposers are encouraged to recommend approaches to automate accounting activities, including journal entries, account reconciliations, settlement accounting, invoice processing, accrual calculations, and financial reporting where such automation provides operational value.

However, VCE places greater emphasis on the ERP platform's ability to consolidate information from PG&E, SMUD, TEA, and other business systems into a centralized analytical environment that enhances visibility into financial performance, power supply costs, customer program activity, operational trends, and strategic initiatives. Respondents should identify recommended integrations, dashboards, analytical capabilities, and data management approaches that should be included or excluded based on implementation

complexity, business value, and the January 2027 go-live target, while also describing how any proposed solution can serve as the foundation for advanced planning, forecasting, budgeting, and enterprise analytics capabilities in future phases.

II. DETAILED SCOPE OF SERVICES

Given VCE's annual operating budget between \$60-\$100 million in revenue and its relatively lean staff of eight (8) full-time employees and three (3) part-time employees, respondents should tailor their recommendations to the size, complexity, and operational needs of the organization. Proposers should identify solutions and implementation approaches appropriately scaled for a public agency of VCE's size, while providing sufficient flexibility to support future growth and operational expansion.

The firm selected as Contractor will perform professional services for Valley Clean Energy. The Contractor will have the staff capable of meeting the requirements of this RFP. If the Contractor lacks specific expertise in any of the disciplines needed by VCE, the Contractor should assemble a professional group of subcontractors or associate firms to complement its technical expertise.

VCE seeks proposals from qualified firms to implement a modern ERP solution based on the following proposed phases and respective timeline:

Phase 1 - Core accounting functions: General Ledger, Accounts Payable, Payroll, financial reporting, audit controls, security, and required integrations.

Draft Phase 1 - Proposed Implementation Schedule

Event	Date
Project Kickoff	October 14, 2026
Discovery & Requirements Validation	October 14-November 6, 2026
System Configuration	November 2-December 4, 2026
Integration Development & Data Migration	November 9-December 11, 2026
User Acceptance Testing (UAT)	December 7-18, 2026
End User Training	December 14-30, 2026
Go-Live Readiness Review	January 4-8, 2027
Phase 1 ERP Go-Live	January 11, 2027
Hypercare Support	January-February 2027

Functional Areas

General Ledger
Accounts Payable
Payroll
Core Financial Reporting

Month-End and Year-End Close
Processes
Audit Trails and Internal Controls
User Security and Role-Based Access
Controls

Key Deliverables

Configured General Ledger	Security Administration and User Roles
Configured Accounts Payable Module	Audit and Compliance Controls
Configured Payroll Module	Data Conversion and Migration
Financial Reporting Framework	Training and Go-Live Support

Note: Optional: Integration with Required Financial and Third-Party Data Sources

Phase 2 – Core Operational Functions: HR; Capital project/program budget and tracking; budget-to-actual reporting; Procurement and Contract Management. **Q1 of 2026 2027.**

Functional Areas

Human Resources Management
 Procurement Management
 Contract Management
 Project & Program Budgeting & Tracking
 Budget-to-Actual Tracking and Reporting

Key Deliverables

Human Resources Module
 Procurement and Purchasing Workflows
 Contract Repository and Contract Tracking
 Capital Project Tracking
 Program and Initiative Budget Tracking
 Budget-to-Actual Reporting Capabilities

Phase 3 – Core Forecast Functions: Operating budget development and management; budget forecasting and scenario modeling; cash flow forecasting and reporting

Functional Areas

Operating Budget Development and Management
 Budget Forecasting
 Scenario Modeling
 Cash Flow Forecasting
 Financial Planning and Analysis (FP&A)
 Multi-Year Financial Planning

Key Deliverables

Budget Development Tools
 Departmental Budget Workflows
 Forecasting Engine
 Scenario Planning Models
 Cash Flow Forecasting Framework
 Long-Term Financial Plan Reporting

Phase 4 – Core Analytics: Executive dashboards and analytics; grants and external revenue sources; analytics for third-party billing and power data inputs

Functional Areas

Executive Dashboards
 Enterprise Analytics
 Performance Metrics and KPI Reporting
 Grant and External Revenue Tracking
 Utility Billing Analytics
 Power Portfolio Analytics

Customer Program Analytics
 Third-Party Data Integration and Reporting
 Key Deliverables

Executive Dashboard Suite

Financial and Operational KPI Framework
 Grant and Revenue Source Analytics

Utility Data Analytics for PG&E and SMUD
Data Streams
Power Supply and Cost Analytics
Incorporating The Energy Authority Data

Data Warehouse, Reporting, and
Visualization Capabilities
Self-Service Reporting Tools

III. BIDDER QUALIFICATIONS

1. ERP Implementation Experience - Bidder shall demonstrate successful Implementation of ERP solutions for public agencies, utilities, Community Choice Aggregators (CCAs), Joint Powers Authorities (JPAs), municipalities, counties, special districts, or organizations of similar size and complexity.
2. Financial Systems Expertise - Bidder shall demonstrate experience implementing and supporting core financial modules, including General Ledger, Accounts Payable, Payroll, financial reporting, internal controls, and audit compliance functions.
3. Data Integration and Analytics Capability - Bidder shall demonstrate experience integrating ERP solutions with third-party systems and external data sources and developing dashboards, reporting, business intelligence, and analytics tools that support organizational decision-making and performance management.
4. Project Team Qualifications - Bidder shall provide a qualified project team with experience in ERP implementation, financial systems, data integration, cybersecurity, training, and change management. Key personnel must have direct experience implementing the proposed solution.
5. Relevant References - Bidder shall provide a minimum of three references for ERP implementations completed within the last five years that are similar in scope, complexity, and organizational environment to the services requested by VCE. Preference may be given to firms with public-sector, utility, energy, or CCA experience.

IV. PROPOSAL EVALUATION CRITERIA

1. VCE will establish a Selection Panel (Panel) including representatives from the VCE Staff, VCE Strategic Partners, and consultants. The Panel will evaluate received proposals based on the information submitted according to the proposal evaluation criteria below.
2. Based on the proposals and interviews, the Panel will rank each Firm and recommend that the Board of Directors enter into a contract with the top-ranked firm. The Chief Executive Officer/Board of Directors have final approval authority to enter into a contract with the selected firm.

PROPOSAL EVALUATION CRITERIA: The proposals submitted in response to this Request for Proposals shall be evaluated for award based on the following criteria and weighting.

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Item	Criteria Description	Weighting
1	Experience and Qualifications* • Experience implementing ERP solutions of similar size and complexity • Public agency, utility, energy, or CCA experience • Qualifications of proposed project team • References and success demonstrated on comparable projects	25%
2	Implementation Approach and Technical Solution • Understanding of VCE's business environment and third-party dependencies • Phase 1 implementation approach (General Ledger, Accounts Payable, Payroll) • Data integration strategy • Security, controls, and scalability of proposed solution	25%
3	Analytics, Reporting, and Future ERP Strategy • Dashboard and reporting capabilities • Approach to future phases including budgeting, forecasting, and analytics • Ability to leverage utility, financial, and power portfolio data to support management decision-making	25%
4	Cost Proposal and Commercial Terms* • Total implementation costs • Ongoing support costs • Overall value and cost effectiveness • Compliance with VCE Contractual Terms	25%
	Total	100%

Note: More weight has been given to the management and technical ability of the Proposer than on price. In the event it is evident that the prices proposed are unbalanced as to items charged or are otherwise determined by VCE to be unfair or unreasonable, VCE reserves the right to reject the proposal and award to the Proposer who otherwise meets the requirements of this Request for Proposal. VCE also reserves the right to reject any or all proposals and not select any responder to this RFP.

* Non-compliance may result in VCE's rejection of the Proposer's proposal.

V. PROPOSAL SUBMITTAL REQUIREMENTS

If you or your firm is interested in the opportunity to work with VCE, please provide an electronic copy of the following information:

1. Executive Summary with a brief description of the company, including number of years in business, email and website addresses, principals with the firm, types of work performed, and number of employees (no more than three pages).
2. Summary aligned with the “Detailed Scope of Services,” including experience and qualifications, specializations, proposed approach and project timeline, technical solutions, availability, and contact information for key personnel and proposed lead advisor [up to ten (10) pages plus collateral examples].
3. Cost Proposal including software licensing costs, Implementation services costs, Data migration and integration costs, training costs, ongoing support and maintenance costs, hourly rates for key personnel, costs by implementation phase, and any optional services.
4. Resumes of consultants providing 50% or more of the VCE Scope of Work (no more than two pages each).
5. Information on any previous experience or services provided, including CCA, County, City, special district, list of past or present clients, etc.
6. List of clients you currently represent could cause a conflict of interest with your responsibilities as Marketing ERP consultant to VCE. Describe how you would be willing to resolve these or any future conflicts of interest
7. If your firm or you have filed any litigation in the past five years, please describe the case(s).
8. Other factors or special considerations you feel would influence the selection of you or your firm.
9. List of three (3) current references and contact information.

VI. MISCELLANEOUS**1. Additional Information**

This Scope of Services may be revised upon mutual agreement between the Contractor and the VCE Contract Manager.

2. Ownership of Work Products

All notes, documents, and final products in all native formats (e.g., Word, Excel, PowerPoint, databases, handwritten notes) produced in the performance of this advisory effort shall be the property of VCE and shall not be shared with other entities without written permission from VCE staff.

3. Project Schedule

VCE anticipates that the process for selecting and awarding the contract will follow the following tentative schedule and is subject to change.

Event	Completion Date
1. Issue RFP	August 21, 2026
2. Deadline for Written Questions	August 28, 2026
3. Responses to Questions Issued	September 4, 2026
4. Prep Proposal Interview Schedule (upon written request)	September 8-11, 2026
5. Proposal Due Date	September 11, 2026 by 4:00 PM PDT
5. Proposal Evaluation	September 14-17, 2026
6. Interviews / Demonstrations	Week of September 21, 2026
7. Selection Committee Recommendation	September 28, 2026
8. Board Award	October 8, 2026

VII. INSTRUCTIONS TO PROPOSERS

1. Time and Manner of Submission

The Proposal shall be submitted electronically to and received by VCE no later than 4:00 P.M. PDT on September 11, 2026.

Submit to:

Email: procurement@ValleyCleanEnergy.org

Use the subject line: "2026-VCE-ERP"

- Each Proposal shall include the full business legal name, DBA, and address and shall be signed by an authorized official of the company. The name of each person signing the Proposal shall be typed or printed below the signature.
- All proposals submitted become the property of VCE.

2. Explanations to Proposers

All requests, questions, or other communications regarding this RFP shall be made in writing to VCE via email, including 2026-VCE-ERP in the subject line. VCE will distribute questions and the answers to all potential proposers.

Email: procurement@ValleyCleanEnergy.org

Any oral interpretation of the Request will not bind VCE for Proposal, which may be made by any of its representatives or employees unless such interpretations

are subsequently issued in the form of an addendum to this Request for Proposal.

3. Withdrawal or Modification of Proposals

Proposals may be modified or withdrawn only by a written request received by VCE prior to the Request for Proposal due date.

4. Revisions and Supplements

Addenda: If it becomes necessary to revise or supplement any part of this Request for Proposal, an addendum will be provided.

5. Proposal Evaluation and Selection Process

The proposals submitted in response to this solicitation shall be evaluated for award based on the criteria described in the Proposal Evaluation Criteria section of this Request for Proposal.

VCE may request additional information from any or all Proposers after the initial evaluation of the proposals to clarify terms and conditions.

Based on VCE's review of the proposals received, VCE will select a "shortlisted" group of Proposers. The "shortlisted" firms will be required to make verbal presentations and demonstrations of their software and qualifications to VCE. If a presentation is determined to be required, the presentation will be considered in the overall technical rating.

The contract will be awarded to the best-qualified Proposer as solely determined by VCE, after price and other factors have been considered, provided that the Proposal is reasonable and is in the best interests of VCE to accept it.

The right is reserved, as the interest of VCE may require, to reject any or all proposals and to waive any irregularity in the proposals received. VCE will post a "Notification of Intent to Award" and "Evaluation Summary" of the Proposals received and evaluated on the VCE Bid Website in the Bid Results category (or any successor VCE web portal) at least five (5) business days prior to awarding the contract. After the "Notification of Intent to Award" and the "Evaluation Summary" are posted, any unsuccessful Proposers may request the reason(s) their Proposal was not selected. In the event a Proposer elects to protest VCE's selection, the protest must be submitted in writing to VCE within five (5) business days of the posting of the "Notification of Intent to Award" and "Evaluation Summary."

Within fourteen (14) calendar days after notice of award, the successful Proposer shall deliver to VCE the required insurance certificates and the signed copies of the contract. The contract forms will be forwarded to the Proposer with the award notification. VCE will not issue the Notice to Proceed until VCE has received all the above required documents.

6. Duration of Contract

This contract shall be for approximately a 3-year period with two two-year optional extensions, subject to approval by VCE's Board of Directors of the corresponding annual budget, unless otherwise mutually agreed upon in writing.

The budget is subject to the approval of VCE's Board of Directors.

7. Qualifications of Proposers

VCE expressly reserves the right to reject any proposal if it determines, in VCE's sole opinion, that the business and technical organization, equipment, financial and other resources, or experience of the Proposer, compared to the work proposed, justifies such rejection.

8. Proposal Preparation Costs

The costs of developing proposals are entirely the responsibility of the Proposer and shall not be charged in any manner to VCE.

9. Conflicts

If conflicts exist between the contract and the other elements of this Request for Proposal, the contract prevails. If conflict exists within the contract itself, the Terms and Conditions govern, followed by Scope of Services. If conflict exists between the contract and applicable Federal or State law, rule, regulation, order, or code; the law, rule, regulation, order, or code shall control. Varying levels of control between the Terms and Conditions, drawings and documents, laws, rules, regulations, orders, or codes are not deemed conflicts, and the most stringent requirement(s) shall control.

10. Manner and Time of Payment

Billing shall be submitted monthly. The Proposer will also be required to submit (concurrently) a monthly report showing the project status describing the current status of each task, an updated schedule, and significant project issues.

11. Subcontractors

The Proposers must describe the areas they anticipate subcontracting to specialty firms in their proposals. Identify the firms and explain how Proposer will manage these subcontracts.

Proposers will pay subcontractors in a timely manner.

Nothing contained in the contract shall create any contractual relationship between any subcontractor and VCE.

12. Notice Related to Proprietary/Confidential Data

Proposers are advised that the California Public Records Act (the "Act," Government Code §§ 6250 et seq.) provides that any person may inspect or be provided a copy of any identifiable public record or document that is not exempted from disclosure by the express provisions of the Act. Each Proposer shall clearly identify any information within its submission that it intends to ask VCE to withhold as exempt under the Act. Any information contained in a Proposer's submission that the Proposer believes qualifies for exemption from public disclosure as "proprietary" or "confidential" must be identified as such at the time of the first submission of the Proposer's response to this RFP. A failure to identify information contained in a Proposer's submission to this RFP as "proprietary" or "confidential" shall constitute a waiver of Proposer's right to object to the release of such information upon request under the Act. VCE favors full and open disclosure of all such records. VCE will not expend public funds defending claims for access to, an inspection of, or to be provided copies of any such records.

13. Contract

VCE's standard contract is included in the Sample Contract section of this Request for Proposal. VCE may reject proposals that contain exceptions to the Terms and Conditions included in the sample contract.

14. General Order 156 (GO 156)

GO 156 is a California Public Utilities Commission (CPUC) ruling requiring utilities to procure a percentage of their contracts with majority women-owned, minority-owned, disabled veteran-owned and/or LGBT-owned business enterprises in all categories. Qualified businesses can become GO 156 Certified through the CPUC and are then added to the GO 156 Clearinghouse database. The CPUC Clearinghouse is found here: www.thesupplierclearinghouse.com. VCE is required to submit to the California Public Utilities Commission an annual report regarding its procurement from women-owned, minority-owned, disabled veteran-owned and LGBT-owned business enterprises. Consistent with these requirements, Contractor agrees to provide information to VCE regarding Contractor's status.

Concurrently with the execution of this Agreement, Contractor agrees to complete and deliver VCE's Supplier Diversity Survey. Because VCE is required to submit annual reports and/or because the Diversity Survey may be updated or revised during the term of this Agreement, Contractor agrees to complete and deliver the Diversity Survey, an updated or revised version of the Diversity Survey, or a similar survey, at the reasonable request of VCE, and to otherwise reasonably cooperate with VCE to provide the information described above. The contractor shall provide all such information in the timeframe reasonably requested by VCE.

ATTACHMENT A - SAMPLE CONTRACT

A SAMPLE CONTRACT IS ATTACHED HERETO.