



Sites Project Authority

Request for Proposals
Financial Enterprise Resource Planning Software and Services
RFP No. 26-01

RFP Released
February 18, 2026

Submittal Deadline
April 1, 2026
2:00 pm Pacific Time (PT)

Form of Submittal
Electronic Submittal Only
PlanetBids

Contact
Shayleen O'Connell
Finance Manager
Sites Reservoir Project
procurement@sitesproject.org

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1 Purpose and Background

1.1 Purpose

The Sites Project Authority (Sites Authority) is issuing this Request for Proposals (RFP) to solicit comprehensive proposals for the acquisition and implementation of a cloud-based accounting and financial reporting software system. The scope of this RFP includes complete support for both the initial implementation and ongoing services for all applications provided by the selected software vendor.

The Sites Authority has the following key objectives for this project:

- A streamlined software package that captures financial transactions in a systematic, efficient manner, including budgeting and forecasting capabilities.
- Ability to generate reports and analyze data effectively to support informed decision-making.
- Ability to maintain auditable records and documentation for future reference.
- Dedicated technical support during implementation and throughout the term of the contract.

Currently, the Sites Authority utilizes QuickBooks Desktop Premier 2024 accounting software from Intuit.

1.2 Organization Background

Project Governing Structure and Support Services

The Sites Authority is a joint exercise of powers authority (JPA) formed on August 26, 2010, pursuant to California Government Code Section 6500 et seq. The Sites Authority is governed by a 8-voting member Board of Directors, including several local water agencies and Colusa and Glenn counties. The Sites Authority currently receives advisory support from 22 local water agencies located statewide (the Reservoir Committee) who have entered into Project agreements to help fund and advance the Sites Reservoir Project (Project). The Authority Board (AB) and Reservoir Committee (RC) conduct business in joint public meetings. While each body votes independently, they mostly operate as a single unit. The following link provides current Sites Authority Board and Reservoir Committee members: <https://sitesproject.org/sites-project-authority/>. It is expected that the governance structure of the Project will adjust when Phase 3 (Final Design) is initiated and will occur upon completion of investor commitment in 2026.

The Project

The Sites Reservoir will be located 10 miles west of the town of Maxwell in rural Glenn and Colusa counties. The Project includes a 1.5 million acre-foot off-stream surface water storage facility that will be filled with diverted stormwater flows from the Sacramento River, after all other water rights and regulatory requirements are met, for subsequent release for environmental use and

use by California communities, farms and businesses. When completed, it will be the State’s 8th largest reservoir and 2nd largest off-stream reservoir and will increase surface water storage in the Sacramento Valley by about 15%. The Project will make use of existing facilities to divert water into and out of the reservoir, and will construct additional pipelines, pumping stations and appurtenant facilities. For additional Project location and other Project information, please visit the Project website at www.sitesproject.org.

The Project expects to achieve an “investor commitment” milestone signifying the transition from Phase 2 (Planning) to Phases 3/4/5 (Final Design, Construction, Operations) within the next 6 to 12 months, following receipt of a water right permit from the State Water Resources Control Board. The Project is funded through cash contributions from the 22 public agencies, dues from the 11 Authority Board members, and cost reimbursements from State and Federal funding agreements. Upon transition to Phases 3/4/5, the project funding is expected to be financed with debt and federal and state contributions. Debt may be in the form of publicly issued tax-exempt debt and loan agreements with banks and the federal government. The Sites Authority has not yet issued debt nor executed any loan agreements. The 2024 and past Audited Financial Statements and Federal Single Audits are available here: <https://sitesproject.org/financial/>.

The Project is a large capital project that is on a “fast-track” to be operationally complete by the end of 2033. In late 2023, the Project was determined by the California Governor and Legislature to be a critical piece of new water infrastructure, which qualified certain project activities for special judicial streamlining and expedited permitting. Given these and other factors, the work environment is fast-paced and dynamic. Operational metrics are provided below.

Operational Metrics

Metric	Current
Fiscal year end	December 31
Estimated number of annual billings	25 – 100
Estimated 2026 vendor count	50 – 100
Estimated number of ERP users	5 – 10
Estimated number of workflow approvers	10 – 20

Future Operating Context and System Longevity

The Sites Project Authority anticipates transitioning from planning activities to final design, construction, and long-term operations beginning in 2026, subject to investor commitment and regulatory approvals. During this transition, the Authority expects significant growth in transaction volume, contract complexity, funding sources, and reporting requirements associated with construction activities, debt financing, grants, and long-term operations.

The financial enterprise resource planning (ERP) system selected through this RFP is expected to serve as the Authority’s core financial system of record over a long-term horizon, supporting current needs and scaling to meet future requirements as the Project evolves. While specific future functionality and implementation timing will be determined over time, the Authority seeks

a solution that is modular, extensible, and capable of supporting project delivery through construction and operations.

2 General Information

2.1 RFP Document

This RFP includes the primary RFP document, any attachments, and any addenda issued prior to the contract award. All attachments and addenda released in relation to this RFP before any contract award are hereby incorporated by reference.

2.2 Tentative Solicitation Schedule

Proposals are due on April 1, 2026, at 2:00 pm Pacific Time. Proposals received after this time will not be accepted. In addition, after receipt of a Respondent’s proposals, no additional version of the Respondent’s proposal will be accepted. The dates and times for items following the proposal submission date are estimated and may be revised without an addendum to this solicitation. All times listed are Pacific Time.

Activity	Date
RFP released and posted to PlanetBids	February 18, 2026
Respondents’ submission of written questions	March 2, 2026
Response to written questions to Respondents in PlanetBids	March 9, 2026
Proposals due in PlanetBids	April 1, 2026 at 2:00 pm (PT)
Finalists notified	April 22, 2026
Respondent software demonstrations and interviews held	April 27 – May 15, 2026
Contract negotiations and intent to award	May 18 – June 12, 2026
Budget and Finance Committee approval	TBD
Sites Authority Board meeting to consider approval of contract	TBD
Effective start date of the contract	TBD

2.3 Respondent Questions

Upon reviewing the RFP documents, Respondents may seek clarification or interpretation to submit an optimal proposal. To facilitate this process, Respondents are required to submit any questions by the specified due date.

Written inquiries should be entered into PlanetBids by the date and time indicated in Section 2.2.

Questions received prior to the submission deadline, along with the Sites Authority’s responses and any additional terms deemed necessary, will be posted as an addendum on PlanetBids. This

addendum will become part of the RFP. Only written material contained in an Addendum should be considered authoritative and binding; informal or oral communications from Sites Authority personnel are not considered official.

The Sites Authority will only be bound by the information contained in this RFP and any formal Addenda. Informal explanations, instructions, or information given at any time by any representative of the Sites Authority during the competitive process or after the award shall not be binding.

2.4 Contract Term

The term of this Contract shall be one (1) year. Following the initial term, the Sites Authority, at its sole discretion, may exercise up to two (2) optional extensions of five (5) years each. The optional extensions may be utilized to perform software licensing, hosting, Maintenance & Operations (M&O) services, enhancements, and additional software scope as permitted under this RFP. The maximum potential Contract term, inclusive of all extensions, shall not exceed eleven (11) years. Exercise of any extension is at the sole discretion of the Sites Authority and is not guaranteed.

The Contract Term structure is intended to provide the Authority with flexibility to reassess platform suitability as the Project transitions between major lifecycle phases.

2.5 Pricing Eligibility Period

All bidder proposals are required to be offered for a term not less than **180 calendar days** in duration. A proposal may not be modified, withdrawn, or canceled by the bidder during the 180-day period following the time and date designated for the receipt of proposals.

The Sites Authority may elect to procure only a subset of the proposed software modules at the time of initial contract award. For software modules proposed in the bidder's response but not included in the Authority's initial purchase, bidders shall agree to honor the proposed software licensing pricing for a period of up to five (5) years from the date of proposal submission, should the Authority elect to add such modules in the future.

This pricing eligibility does not obligate the Authority to purchase any additional software modules and does not require the Authority to license, activate, or pay for software that is not expressly ordered. The Authority reserves the right to negotiate pricing or procure such modules through a separate solicitation if doing so is determined to be in its best interest.

Professional services pricing for any future modules or scope additions shall be negotiated at the time such services are authorized, subject to the escalation limits and commercial terms established in the Contract. Pricing for any software or services purchased under the initial Contract must remain firm for at least three (3) years from contract execution, with increases in subsequent years limited to the annual CPI-U adjustment or three percent (3%), whichever is

less.

2.6 Purchase Quantities

The Sites Authority reserves the right, at its sole discretion, to purchase software licenses, subscriptions, or other software items in quantities determined necessary to support its operational needs. Unit pricing established in the successful bidder's proposal shall apply to all such purchases made under the Contract and shall not be altered based solely on changes in quantities purchased.

Nothing in this section shall be construed as a commitment to purchase any minimum or maximum quantity of software items, nor as authorization for expenditures beyond those approved in accordance with the Authority's procurement policies and the Contract.

2.7 Solicitation Disclaimer

The Sites Authority reserves the right to reject any or all proposals, to waive minor informalities, and to negotiate with one or more Respondents as permitted by law and deemed to be in the best interest of the Authority.

All proposals submitted in response to this RFP become the property of the Sites Authority and may be subject to public disclosure in accordance with the California Public Records Act, unless exempt.

Respondents are responsible for all costs incurred in the preparation and submission of their proposals, as well as participation in any interviews or demonstrations. The Authority makes no commitment to reimburse such costs.

2.8 Notice to Respondents Regarding this RFP

Respondents are responsible for reviewing this RFP in its entirety, including all attachments and any addenda issued by the Sites Authority.

Questions, concerns, or requests for clarification regarding this RFP should be submitted in accordance with Section 2.3. Any revisions determined to be warranted by the Sites Authority will be issued by formal addendum.

To ensure a fair and transparent procurement process, the Sites Authority intends to rely on the terms and conditions set forth in this RFP and any issued addenda. Proposed exceptions or alternative terms included within a Respondent's proposal may not be considered as part of the evaluation. If the Sites Authority determines that modifications to the RFP are appropriate, such changes will be communicated through a formal addendum.

3 Method of Award and Proposal Evaluation Process

3.1 Method of Award

The Sites Authority will evaluate all qualified proposals submitted by the due date. The selection will be based on the criteria in Section 3.4 Proposal Evaluation Criteria. Although the goal is to award a contract to a single Respondent for all items, the Sites Authority may choose to make separate awards for different items, not award certain items, or cancel the RFP entirely. The Sites Authority also reserves the right to waive minor informalities or technicalities in received proposals.

3.2 Prohibited Communications

To ensure a fair and transparent evaluation process, Respondents should refrain from initiating ex parte (e.g., unsolicited) communications with Sites Authority officials or employees prior to the time a formal decision has been made.

Questions and other communications from Respondents shall be submitted through the process described in Section 2.3. Any communication between the Respondent and the Sites Authority after the deadline for questions will be initiated by the designated Sites Authority contact, as needed, to obtain information or clarification necessary to support a fair and accurate evaluation of proposals.

3.3 Proposal Evaluation Process

The Sites Authority shall review all proposals to this RFP to confirm that they meet the specifications and requirements of the RFP. Only those deemed as qualified proposals will be sent for evaluation by the selection committee, consisting of Sites Authority staff and Participant representatives.

- Proposals are requested for the scope of services as specified. The Sites Authority reserves the right to reject any proposal on the basis of fit, form, and function as well as cost. All information furnished in the proposal may be used as a factor in determining contract award.
- The Sites Authority will review and assess qualified proposals according to the evaluation criteria listed in Section 3.4 Proposal Evaluation Criteria.
- Incomplete proposals or those missing required information may be deemed non-responsive, at the discretion of the Sites Authority.
- The Sites Authority reserves the right to waive informalities or irregularities in any proposal.
- The Sites Authority will rank all qualified proposals and may select a finalist group of Respondents to take part in an interview and software demonstration with Sites Authority leadership; alternatively, the Sites Authority may make a final selection without the need for a finalist interview or software demonstration. If a finalist group is needed, the Sites Authority may request additional formal responses or submissions from any or all finalists

for the purpose of clarification or to amplify the materials presented in any part of the proposal. The Sites Authority may, but is not obligated to, request clarification from Respondents if doing so is determined to be in the Authority's best interest. Clarifications shall not result in changes to pricing or other material terms of the proposal.

- The Sites Authority reserves the right to negotiate terms and conditions of any or all proposals separately, as it is deemed appropriate.
- Upon completion of the evaluation process, the Sites Authority will make award(s) based on the evaluation and notify Respondents via email. The award of a contract to one Respondent does not mean that the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed most advantageous and represented the best value to the Sites Authority. Final award decisions may consider information obtained through demonstrations, reference checks, negotiations, or any other relevant sources. The final contract award is subject to Sites Authority Board approval.
- The Sites Authority is not obligated to award a contract if none of the proposals meet its needs or expectations. The Sites Authority is not obligated to award a contract to the lowest bidder.

3.4 Proposal Evaluation Criteria

In evaluating proposals, the Sites Authority recognizes that the successful implementation and long-term operation of an ERP system depends on both the capabilities of the proposed software and the experience, qualifications, and approach of the Respondent's implementation team. Proposals will therefore be evaluated based on a holistic assessment of the proposed solution, implementation strategy, and the Respondent's demonstrated ability to deliver and support the system over time.

The Sites Authority will assess individual submissions based on the Respondent's overall capabilities, experience, and the information provided in each response. Any Respondent found to be technically unqualified, or whose submission is deemed noncompliant, will not be considered. Consultants responding to this RFP will be evaluated using the following criteria:

- Section 1: Response to Project Goals and Scope: 10%
- Section 2: Proposed Strategy and Technical Approach: 25%
- Section 3: Integration, Scalability, and Future Module Compatibility Narrative: 5%
- Section 4: Firm Information, Qualifications, and References: 10%
- Attachment A: Software Abilities and Requirements: 30%
- Attachment B: Pricing Proposal: 20%

3.5 Optional Modules – Evaluation and Pricing Disclosure

The Sites Authority requests descriptive and pricing information for optional ERP modules (e.g., capital asset maintenance management, debt management, human resources management, and other future modules).

The pricing for these optional modules will be collected for competitive transparency and future amendment purposes but **will not be scored** as part of the cost evaluation for the initial contract award. Respondents will not be penalized for omitting optional modules or for proposing third-party integrations to satisfy those functions.

Optional module capabilities will be reviewed qualitatively under Section 3: Integration, Scalability, and Future Module Compatibility Narrative (5%) to assess future interoperability and long-term system scalability.

4 Proposal Requirements and Submittal

This section outlines the requirements related to this RFP and the procedure for submitting proposals in response to it. By submitting a proposal, the Respondent agrees to meet all requirements stated in this section as well as any other specifications, requirements, and terms and conditions stated in the RFP. If a Respondent has questions about a requirement or specification or believes that modifying a requirement could improve the proposal to the Sites Authority, they are encouraged to submit these items as questions during the question and answer period in accordance with Section 2.3.

4.1 Proposal Preparation and Submittal

Respondents are required to adhere to the following guidelines for the format and submission of proposals:

- **Format:** Respondents must submit electronic proposals in Adobe Acrobat or Microsoft Word format. Proposals should not exceed 40 pages, including transmittal letter and any appendices.
- **Organization:** All proposals must be organized in the specified order. Refer to Section 4.2 for comprehensive details and expectations regarding content requirements.
- **Submission Instructions: Proposals are due on April 1, 2026, 2:00 pm PT**, and are to be submitted electronically in [PlanetBids](#). Proposals received after this time will not be accepted.
- **RFP Addenda:** Important updates may be added to this RFP. Respondents should regularly check the [PlanetBids](#) website for any issued addenda before the proposal deadline. All Respondents are considered to have read and understood all RFP information and addenda.
- **Withdrawal of Proposal:** Proposals can be withdrawn in writing before the proposal opening time stated on the cover page (or later if specified in an addendum). Withdrawal requests must be on the Respondent's letterhead, signed by an authorized agent. Withdrawals after proposal opening are allowed only for good cause and at the Sites Authority's discretion.

4.2 Proposal Contents

Respondents' proposals must include the elements outlined below, including completion of all required attachments of this RFP and an authorized signature where requested. The level of detail provided should be sufficient to support the Sites Authority's evaluation of the proposed solution and overall best value. Additional details requested for each proposal section are described below.

Transmittal Letter

The transmittal letter must not exceed two pages and must be signed by a representative of the Respondent who is authorized to negotiate on behalf of, and to contractually bind, the Respondent during the evaluation. The letter should summarize the key points contained in the proposal, as well as provide the name, title, address, email address, and telephone number of the key contact person.

Section 1: Response to Project Goals and Scope

Respondents should address their approach to meeting the proposal goals and producing the requested deliverables outlined in Sections 5 and 6. Respondents are encouraged to provide suggestions that would improve implementation efficiency, system usability, or long-term value to the Sites Authority.

Specific elements of the RFP response may include, as applicable:

- Identification of the types of licenses offered for different levels of use.
- Identification of where and when additional applications or third-party vendors may be utilized to meet requirements.
- A description of the availability of solution demonstration resources (e.g., recorded demonstrations, sandbox environments, or trial access).

Section 2: Proposed Strategy and Technical Approach

In this section, Respondents should describe their proposed strategy and technical approach for meeting the scope of work requirements outlined in Sections 5 and 6.

The response should address, at a level of detail sufficient to support evaluation:

- A proposed implementation approach and high-level timeline from contract execution through go-live, based on a target go-live of January 1, 2027. Detailed, task-level schedules will be developed collaboratively with the selected Respondent during contract negotiations and project initiation.
- The Respondent's approach to project governance, communication, and issue resolution.
- The levels and types of support proposed during implementation and for ongoing operations.
- Identification of key personnel anticipated to support implementation and ongoing services.
- The Respondent's general training approach for different user roles, including delivery methods (e.g., in-person, virtual, recorded).

- The proposed client engagement model, including the use of an account manager or customer success resources.

Section 3: Integration, Scalability, and Future Module Compatibility Narrative

Respondents should provide a narrative describing how the proposed ERP platform supports expansion to additional modules and integration with third-party systems.

The narrative should address, as applicable:

- Whether the future modules share the same database and interface.
- Availability of documented APIs or other integration methods.
- Examples of successful integrations with other applications (e.g., capital asset maintenance management, human resources management, etc.).
- How data consistency is maintained across modules.

Section 4: Firm Information, Qualifications, and References

If multiple firms are responding as a team, this information should be listed for each firm.

Section 4.1 Organization Information

- Firm name, address, phone number, website, and primary contact information.
- A brief history of the firm, state of organization, number of full-time employees, and ownership structure.
- Office location(s) from which key personnel will support the Sites Authority and general hours of availability.
- A description of the firm's approach to participation by small businesses and businesses owned by minorities, women, or disabled persons, as applicable.

Section 4.2 Firm Qualifications and Experience

Respondents should describe recent experience relevant to this project, including:

- Experience implementing accounting and financial software for public agencies or grant-funded organizations.
- Experience supporting process improvement or financial operations efficiency.
- Experience providing post-implementation support and ongoing system optimization.

Complete and submit Attachment C: References Sheet (Respondents may recreate the form provided the content remains unchanged).

Section 4.3 Key Personnel Experience

Provide a summary of qualifications and relevant experience for key personnel and any proposed subcontractors anticipated to support the Sites Authority under the proposed scope of work.

Attachment A: Software Abilities and Requirements

Complete the Attachment A – Software Abilities and Requirements.xlsx workbook and return it with the submission. This attachment is provided as a separate document.

Attachment B: Pricing Proposal

Complete Attachment B – Pricing Proposal.xlsx and submit it with the proposal as a separate file.

Price shall constitute the total cost to the Sites Authority to perform the services actually purchased under the Contract, including software, implementation, and ongoing services, as applicable. Any proposed reimbursable expenses must be clearly identified and capped.

Respondents should provide separate itemized pricing for software, implementation, and ongoing maintenance or subscription services.

Pricing for software and services actually purchased under the Contract must remain firm for at least three (3) years from contract execution, with increases in subsequent years limited to the annual CPI-U adjustment or three percent (3%), whichever is less. Pricing eligibility for optional software modules not initially purchased is governed by Section 2.5 of this RFP.

Attachment C: References

Provide a minimum of three (3) references for whom similar services have been performed.

Attachment D: Location of Workers Utilized by Respondent

Complete Attachment D – Location of Workers Utilized by Respondent. Respondents shall identify the location(s) at which work will be performed and disclose any use of workers or resources located outside of the United States, as requested in the attachment.

Attachment E: Certification of Financial Condition

Complete Attachment E – Certification of Financial Condition.

Respondents shall provide a certification regarding their current financial condition. Submission of audited financial statements is not required; however, Respondents may, at their discretion, include up to three (3) years of audited financial statements or other financial information they believe demonstrates financial stability and capacity to perform the Contract.

Attachment F: Certificate of Insurance

Respondents must provide proof of insurance for this RFP's work, including workers compensation and commercial general liability.

Attachment G: Software Application Requirements

Please provide documentation that demonstrates the measures in place for protecting financial data in the SaaS environment and the secure access controls implemented.

Attachment H: Proposed Contract Agreement

Submit the Respondent's proposed contract agreement for software and services. The Sites Authority anticipates using the selected Respondent's contract as a starting point, with the inclusion of additional Authority-specific provisions as described in Attachment H and other terms negotiated as part of final contract execution.

Any proposed edits, exceptions, or alternative terms should be clearly identified for review during contract negotiations.

5 Software Scope

5.1 Core ERP scope

The proposed solution should include, at a minimum, software, implementation services, training, project management, and other necessary technology services. These requirements may be satisfied through the bidder's own products or in partnership with a third-party provider(s). Bidders must propose an integrated cloud-based solution that fulfills all **Core ERP** scope items listed below and detailed in Attachment A - Software Abilities and Requirements.xlsx:

- Accounts Payable
- Accounts Receivable
- Bank Reconciliation
- Budget Management
- Cash Management
- Fixed Assets
- General Ledger
- Project Accounting
- Purchasing
- General & Technical

5.2 Additional Optional Functionality

In addition to the Core ERP scope, the Sites Authority is interested in additional optional functionality that may be integrated in the future. Bidders may use Section 3: Integration, Scalability, and Future Module Compatibility Narrative to describe their capabilities in these areas. While the modules listed below serve as a guide, bidders may propose additional modules within one or more of these scope areas if such offerings are available in their solution portfolio.

- Capital asset maintenance management
- Debt management
- Investment management (beyond cash management)
- Human resources management
- Payroll

- Timekeeping
- Inventory Tracking

Pricing for optional scope items must be provided in Attachment B for competitive disclosure purposes. Optional scope pricing will not be scored for the purpose of contract award but will establish pricing eligibility that may be used by the Sites Authority for potential contract amendments, consistent with California Public Contract Code requirements for competitively solicited optional work.

6 Scope of Work

This scope of work outlines the expected deliverables to aid Respondents in preparing their RFP submissions. We welcome suggestions to enhance the final scope of services.

The Sites Authority may, at its discretion, add optional modules identified in the Respondent's proposal through written amendment under the same terms and conditions of the master agreement. Such amendments shall be deemed within the scope of this solicitation because the optional modules were competitively solicited and priced in this RFP.

6.1 Task Summary

Task 1: Approach & Project Management Plan

- Weekly meetings for progress, budget, and timeline monitoring.
- Personnel management plan with dedicated project manager and technical staff.
- Understand auditing and reporting requirements for software implementation.
- Recommend account structure for auditable reporting.
- Provide a Chart of Accounts Mapping that shows how ERP codes align with legacy codes.
- Provide a Testing and Acceptance Plan.

Task 2: Software Installation & Implementation

- Configure software to meet Sites Authority's requirements.
- Provide a Configuration Workbook that documents system settings.
- Assist with financial report writing.
- Import prior one (1) completed fiscal year of transactions, year-end balances, and current fiscal year-to-date transactions, from QuickBooks Desktop Premier 2024.
- Collaborate with Accounting and IT to minimize disruptions.
- Reduce downtime and operational impacts during transition, including implementation-phase support during cutover, go-live, and initial stabilization (e.g., remote, on-call, or on-site support as appropriate).

Task 3: Staff Training During Implementation

- Personalized training and manuals for power users.
- Support for first 12 months post-implementation.

- At least one recorded training session and electronic training materials for all staff, with role-appropriate and additional training available as needed during implementation and stabilization.

Task 4: Ongoing Technical Assistance & Support

- Ongoing cloud hosting services.
- Automated updates and software change communications.
- Help desk support, including remote support and on-call assistance, with on-site support available as needed.

6.2 Project Timeline

The Sites Authority plans to start the project soon after awarding the contract and finalizing negotiations. The goal is to complete implementation as soon after contract execution as possible, with a target go-live date of **January 1, 2027**, aligned with the Authority’s fiscal, reporting, and operational needs. Respondents should provide a proposed high-level timeline and task sequence based on their expertise that demonstrates alignment with this business objective.

The milestones below represent the Sites Authority’s anticipated implementation phases for planning purposes. Respondents are not required to provide a detailed task-level schedule at the proposal stage, but should demonstrate how their proposed approach and sequencing align with these milestones and the target go-live date.

Description	Projected Date(s)	Expected Duration
1. Contract Signing Execution of the contract and authorization to proceed.		
2. Kick-off Meeting Formal project kickoff, confirmation of governance, roles, communication protocols, and initial planning assumptions.		
3. Software Installation and Stabilization Initial system setup, environment configuration, and stabilization activities to support subsequent implementation work.		
4. Chart of Accounts Development and Testing Development, configuration, and validation of the chart of accounts and related financial structures.		
5. Data Conversion and Testing Preparation, migration, and validation of historical and current data, including reconciliation and testing.		

Description	Projected Date(s)	Expected Duration
6. Report Development and Testing Configuration, development, and validation of standard and required reports to support financial operations and reporting needs.		
7. Staff Training Delivery of training materials and sessions to support user readiness and effective system adoption.		
8. Acceptance Completion of acceptance activities confirming readiness for production use.		
9. Go-Live Target Go-Live Date: January 1, 2027		
10. Post-Go-Live Stabilization Initial stabilization and support following go-live to ensure continuity of operations.		

6.3 Data Ownership and Accessibility

All data entered into the ERP system shall remain the sole property of the Sites Authority. The Contractor shall provide the Authority with full, non-proprietary data exports upon request and upon contract termination, at no additional cost.

ATTACHMENT A: SOFTWARE ABILITIES AND REQUIREMENTS

Respondents should complete the Attachment A Microsoft Excel spreadsheet and return it with their submission. (This is a separate document to be provided by the Sites Authority).

This Space is Intentionally Left Blank

ATTACHMENT B: PRICING PROPOSAL

Bidders must complete the pricing forms provided in Attachment B - Pricing Proposal.xlsx and submit one electronic copy of the completed cost proposal as a separate file. For each of the cost components listed in Attachment B, bidders shall provide a firm, fixed cost and indicate whether the cost is one-time, ongoing/annual, or other (please specify). Bidders are encouraged to present alternatives to itemized costs, such as bundled pricing or other cost-saving alternatives, if such pricing would be advantageous to the Sites Authority.

Pricing Structure Overview

Respondents shall structure pricing to clearly distinguish between (a) software modules and services proposed for initial contract award and (b) optional software modules that may be added by the Sites Authority in the future. Pricing provided in Attachment B shall be on a per-unit basis and shall not assume minimum or maximum purchase quantities unless explicitly requested.

Pricing for optional software modules is requested solely for pricing eligibility and planning purposes and does not represent a commitment by the Authority to purchase, license, or activate such modules.

Optional Software Modules

For each optional software module proposed, Respondents shall provide unit pricing for software licensing or subscriptions. Such pricing shall remain eligible for use by the Authority for a period of up to five (5) years from the date of proposal submission, consistent with Section 2.5 of the RFP, should the Authority elect to add the module in the future.

Optional software modules are not required for a responsive proposal and will not be included in the initial cost-evaluation score. Pricing for optional modules is requested for transparency and future planning purposes only. Functional capabilities of optional modules, where proposed, will be reviewed qualitatively under Section 3, *Integration, Scalability, and Future Module Compatibility Narrative*, to assess long-term interoperability and system scalability.

Optional Professional Services

Pricing for professional services associated with optional software modules (including implementation, configuration, integration, and training) shall be provided for informational purposes only. The Authority reserves the right to negotiate pricing for such services at the time they are authorized, subject to the escalation limits and commercial terms of the Contract.

Purchase Quantities

All pricing shall be expressed on a per-unit basis (e.g., per user, per license, per module, or per service unit, as applicable). Respondents shall not include assumptions regarding total quantities to be purchased. The Sites Authority reserves the right to purchase quantities as needed, and unit pricing shall apply regardless of increases or decreases in quantities ordered, subject to the Contract Term and pricing provisions of the RFP.

Additional Cost Proposal Requirements

- If an item is included at no additional cost, please note this in the Comments column on the corresponding row.
- If an item is not included in your proposal, please note the item as “no bid” (or words to that effect).
- Pricing for software and services actually purchased under the Contract must remain firm for at least three (3) years from contract execution, with increases in subsequent years limited to the annual CPI-U adjustment for the applicable region or three percent (3%), whichever is less. Pricing eligibility for optional software modules not initially purchased is governed by Section 2.5 of the RFP.
- All pricing must be provided in U.S. dollars.
- Make clear the rationale and basis of calculation for all fees.
- Explain any and all factors that could affect proposed subscription fees.

Please note it is the responsibility of the Respondent to ensure the accuracy of the pricing provided as part of your response. Any errors in providing an accurate price response due to inaccuracies in the templates provided are the sole responsibility of the responding bidder. The Sites Authority reserves the right to pursue direct purchase of all items and services proposed, as well as to obtain independent financing.

ATTACHMENT C: REFERENCES

The respondent is required to provide at least three (3) references for whom similar services have been performed as outlined herein. Please ensure that e-mail addresses are valid. Failure to provide a valid email address may result in the rejection of the respondent's proposal.

Reference 1:

Client Name: _____

Type of Service / Scope of Work: _____

Performance Dates: _____

Contact Name: _____

Phone: _____

Email: _____

Reference 2:

Client Name: _____

Type of Service / Scope of Work: _____

Performance Dates: _____

Contact Name: _____

Phone: _____

Email: _____

Reference 3:

Client Name: _____

Type of Service / Scope of Work: _____

Performance Dates: _____

Contact Name: _____

Phone: _____

Email: _____

ATTACHMENT D: LOCATION OF WORKERS UTILIZED BY RESPONDENT

The Respondent is required to specify the location(s) where performance of work will take place and describe how it plans to use resources or workers outside of the United States for this contract. The Sites Authority will assess the risks, costs, and other factors related to this utilization before making an award decision.

Identify all locations within the United States where performance will take place:

Will any work under this Contract be performed outside the United States?

Yes

No

If the Respondent answered "YES" above, Respondent shall complete the questions below:

1. Please list the location(s) outside of the United States where work under this Contract will be conducted by the Respondent, any sub-contractors, employees, or other personnel performing work under the Contract:
2. Describe the corporate structure and the locations of corporate employees and activities of the Respondent, its affiliates, or any sub-contractors that will execute work outside the United States:

The Respondent agrees to provide written notice to the Sites Authority regarding the relocation of the Respondent, its employees, sub-contractors, or other personnel performing services under the contract to locations outside the United States.

ATTACHMENT E: CERTIFICATION OF FINANCIAL CONDITION

Name of Respondent: _____

The undersigned certifies that the following statements are accurate: [check all applicable boxes]

The Respondent is in stable financial condition and has received an unqualified audit opinion for the latest audit of its financial statements, if applicable.

Date of latest audit:

The Respondent has no outstanding liabilities to the Internal Revenue Service or any other government entity, including tax and judgment liens.

The Respondent is current on all payments for federal and state taxes and required employment-related contributions and withholdings.

The Respondent is not involved in any ongoing litigation or findings of noncompliance under federal or state law.

The Respondent has not been involved in any past or current litigation, findings in any past litigation, or findings of noncompliance under federal or state law that may affect its ability to meet the requirements of this Contract.

The undersigned is authorized to make these statements on behalf of the Respondent.

Note: This certification remains valid, and the Respondent must notify the Contract Lead within 30 days of any material changes to the representations made herein.

If any box above is NOT checked, the Respondent shall explain the reasons on a separate page.

Signature: _____

Date: _____

Printed Name: _____

Title: _____

[This Certification must be signed by an individual authorized to represent the Respondent]

ATTACHMENT F: CERTIFICATE OF INSURANCE

Respondents must provide proof of insurance for this RFP's work, including workers compensation and commercial general liability.

This Space is Intentionally Left Blank

ATTACHMENT G: SOFTWARE APPLICATION REQUIREMENTS

Please provide documentation that demonstrates the measures in place for protecting financial data in the SaaS environment and the secure access controls implemented.

This Space is Intentionally Left Blank

ATTACHMENT H: PROPOSED CONTRACT AGREEMENT

Provide the Respondent's proposed contract agreement for software and services. The proposed contract should include clauses covering optional scope similar to the following:

A. Non-Exclusivity

The Sites Authority reserves the right to procure comparable functionality from third-party vendors. The Contractor shall cooperate in good faith to provide data-exchange and integration interfaces via open APIs.

B. Change-Order and Amendment Controls

Any amendment or change order must be documented in writing and approved by the Sites Authority's governing board prior to commencement of work, except for immaterial administrative adjustments.

C. Optional Module Add-On

The Sites Authority may, at its sole discretion, add any optional ERP modules described and priced in the Contractor's proposal by written amendment. Such additions shall be considered within the original scope of this RFP and competitively priced.

D. Pricing Validity

Pricing for optional software modules proposed but not initially purchased shall establish a pricing eligibility ceiling for a period of up to five (5) years from the date of proposal submission, consistent with Section 2.5 of the RFP.

Pricing eligibility does not obligate the Sites Authority to purchase any optional modules. Pricing for any software or services actually purchased under the Contract shall remain firm for at least three (3) years from contract execution, with increases thereafter limited to the annual CPI-U adjustment or three percent (3%), whichever is less.

E. Scope and Competition Assurance

The parties acknowledge that all optional modules and pricing were disclosed and competitively solicited through the Sites Authority's RFP process. Accordingly, amendments implementing optional modules shall not constitute a cardinal change or a violation of competitive procurement requirements under California law.