

# **SAN DIEGO COMMUNITY POWER**

**REQUEST FOR PROPOSALS**

**FOR**

## **ENTERPRISE RESOURCE PLANNING IMPLEMENTATION AND AS-NEEDED PROFESSIONAL SERVICES**

**Date of Issuance: August 20, 2025**  
**Addendum #1 issued on September 22, 2025**

**Submittals Due:**  
**September 22~~17~~, 2025 at 5:00 PM Pacific Time (PT)**

**No. 25-010**

**SAN DIEGO COMMUNITY POWER  
ERP IMPLEMENTATION  
AND AS-NEEDED PROFESSIONAL SERVICES**

**I. BACKGROUND AND INTRODUCTION**

San Diego Community Power (“Community Power”), a Joint Powers Authority, is the default electricity provider for the cities of Chula Vista, Encinitas, Imperial Beach, La Mesa, National City, and San Diego and the County of San Diego’s unincorporated areas. Community Power’s Joint Powers Agreement (“JPA”) is the first in California with the objective to achieve and sustain 100 percent renewable energy availability and usage by 2035, which is in advance of current State targets. Community Power began service in 2021 and completed enrolling customers in 2024. This enrollment covered approximately 960,000 customer accounts. For more information, please visit Community Power’s website.<sup>1</sup> Proposers shall review Community Power’s Procurement Policy<sup>2</sup> and Inclusive and Sustainable Workforce Policy<sup>3</sup> to ensure compliance when drafting proposals.

Through this Request for Proposals (“RFP”), Community Power is seeking qualified firms to provide Enterprise Resource Planning (“ERP”) implementation and as-needed professional services (“Services”). These Services are sought in order to:

- Implement a modern, scalable ERP Financial Planning system that supports operating, capital, and project/program budget development and grant management.
- Improve financial transparency, reporting accuracy, and decision-making through integrated dashboards, forecasting tools, and variance analysis.
- Reduce manual processes and increase efficiency through workflow automation and role-based access controls.
- Establish foundational data integrations with existing systems (e.g., General Ledger, Third Party Accounting Services) to support real-time budget visibility.
- Ensure compliance with public sector audit and reporting requirements through robust audit trails and change tracking.
- Provide training and knowledge transfer to enable Community Power staff to independently manage and maintain the system post-implementation.
- Lay the groundwork for future ERP phases, including core financials, procurement, and Human Resources modules.

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<sup>1</sup> [www.sdcommunitypower.org](http://www.sdcommunitypower.org)

<sup>2</sup> [https://sdcommunitypower.org/wp-content/uploads/2022/08/SDCP-Procurement-Policy\\_Adopted\\_2022.07.28.pdf](https://sdcommunitypower.org/wp-content/uploads/2022/08/SDCP-Procurement-Policy_Adopted_2022.07.28.pdf)

<sup>3</sup> [https://sdcommunitypower.org/wp-content/uploads/2022/02/SDCP\\_ISWF-Policy.pdf](https://sdcommunitypower.org/wp-content/uploads/2022/02/SDCP_ISWF-Policy.pdf)

The anticipated contract start date is November 2025, with services continuing through November 2028.

**A. ERP Budget**

The total program budget is between \$250,000 to \$1,000,000 for the project.

**II. PROPOSAL SCHEDULE**

The estimated timetable for this RFP is as follows:

<b>Description</b>	<b>Date</b>
Release of RFP	August 20, 2025
Deadline for Written Questions	August 27, 2025
Responses to Questions Provided	September 3, 2025
<b>Proposals Due</b>	<b>September <del>22</del>17, 2025</b>
Shortlisting Notification	October 3, 2025
Interviews/Demos	October 8 – 10, 2025
Board Approval	November 20, 2025
Expected Commencement of Work	November 24, 2025

The above schedule is tentative and subject to change at the sole discretion of Community Power. Nothing in this RFP shall be deemed as bind Community Power to award a contract for the described Services, and Community Power retains the right to modify or cancel this RFP at any time.

**III. QUESTIONS AND RESPONSES**

Proposers may submit questions regarding this RFP using the online Questions Submissions Form. The question form can be accessed by using the following hyperlink: <https://wkf.ms/3HECCaa>. All questions must be received by 5:00 PM PT on August 27, 2025. When submitting questions, please specify which section of the RFP you are referencing and quote the language that prompted the question. Questions may address issues or concerns that the evaluation criteria and/or business requirements would unfairly disadvantage Proposer or, due to unclear instructions, may result in Community Power not receiving the best possible responses from Proposer.

Community Power will provide responses to questions on September 3, 2025. Community Power reserves the right to group similar questions when providing answers.

#### IV. PROPOSAL SUBMISSION DEADLINE

Proposals should be submitted electronically to Community Power as a single PDF document using the online Proposal Submission Form by 5:00 PM PT on September 22~~17~~, 2025. The Proposal Submission Form can be accessed by using the following hyperlink: <https://wkf.ms/3HIM0cT>. A complete Proposal Submission Form from a proposer is required to be considered as part of the RFP process.

It is the sole responsibility of the Proposer to ensure that the proposal is received before the submission deadline. Proposers shall bear all risks associated with delays in delivery. Any proposals received after the scheduled closing date and time for receipt of proposals may not be accepted.

#### V. REQUEST FOR PROPOSALS

##### A. Contemplated Scope of Work

The Services sought under this RFP are set forth in more detail in the contemplated scope of work (**Attachment A**), attached hereto, and incorporated herein by reference. Notwithstanding the inclusion of such Services in **Attachment A**, the final scope of Services negotiated between Community Power, and the successful Proposer shall be set forth in a Professional Service Agreement (“Agreement”) executed by and between Community Power and the successful Proposer. A copy of the Agreement is attached hereto as **Attachment C**. Community Power expects the work for this RFP to commence on or around November 2025.

##### B. Content and Format of Proposal

Proposals shall be concise, well organized, and demonstrate qualifications, applicable experience, and approach necessary to provide the capabilities and tasks in **Attachment A**. An **Attachment D** (Proposal Checklist) has been included in this RFP package to assist Proposers with preparing and submitting a complete proposal. Ideally, proposals should use Calibri 12-point font, be single-spaced with 1-inch margins. Proposals should be submitted in Adobe PDF format. Proposers should submit their Proposals in a single PDF and include the following items shown in this section and in the order listed in the PDF:

##### **1. Cover Letter<sup>4</sup> (Maximum 3 pages).**

- a. Legal name and address of the company.
- b. Legal form of company (partnership, corporation).

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<sup>4</sup> The Cover Letter shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the proposer.

- c. If company is a wholly owned subsidiary of a “parent company,” identify the “parent company.”
- d. Name, title, address and telephone number of the proposed representative to contact concerning the Proposal Submittal.
- e. California Business License Number
- f. An executive summary explaining the content of your proposal in a clear and concise manner

**2. Experience & Qualifications Narrative (Maximum 10 pages). For the project scope period, please provide a narrative that addresses the following:**

- g. A description of your team’s qualifications to provide the Scope of Services in **Attachment A**. The qualifications & key personnel should speak to relevant experience with the CCA or energy regulatory landscape or utility experience.
- h. Include the names and qualifications of the key personnel or anticipated contractors who will be responsible for delivering these services, their respective roles and specific relevant experience.
- i. Any technical support staff that should be included if they will perform a significant role in the preparation of the work products. If the team has multiple offices, the office of record for each team member shall be listed, as well as the primary office location where the work is to be performed.
- j. To the extent that a Proposer lacks specific expertise in any of the areas described in **Attachment A**, a professional team of subcontractors or associate firms can and should be assembled by the Proposer to complement their technical expertise. Please include any subcontractors that will support one or more of the service areas described in **Attachment A**.
- k. A high-level organizational structure of the team or organizational chart with all proposed team members.

**3. Proposed Approach Narrative (Maximum 15 pages). For the project scope period, please provide a narrative that addresses the following:**

- a. Describe the proposed approach to the Scope of Services in **Attachment A** and the collaborative approach to working with Community Power to meet the proposed Scope of Services. Proposers should include any relevant Architecture, Diagrams, Technical Documentation, Case Studies or Referential information as

supplemental information to the proposal as it relates to **Attachment A**.

- b. Identify the methods to be used in the completion of and/or carrying out the Scope of Services.
- c. This section should also explain common implementation challenges and how the Proposer will work with Community Power to resolve those challenges.
- d. Proposers should address a comprehensive plan for system setup, data migration (if applicable), configuration, and support in their narratives. Proposers should clearly identify any assumptions, dependencies, or support required from Community Power staff or third parties during implementation.
- e. Proposers may include other services deemed relevant to the successful accomplishment of the Scope of Services.

**4. Proposed Budget & Narrative (Maximum 5 pages).** For the project scope period, please provide a narrative that addresses the following:

- a. Provide a description of any fees and/or compensation the Proposer may seek from Community Power for the services, inclusive of staff time, equipment, materials, travel, administrative/clerical, overhead, and other out-of-pocket expenses.
- b. The Proposer must provide an itemized breakdown of the fees and/or compensation pertinent to use cases associated with Community Power.
- c. Proposals with hourly billing rates require a detailed fee summary with the following minimum requirements:
  - i. The total hours to complete each task;
  - ii. The proposed project team that will work on each task;
  - iii. The hourly rate for each team member or the blended rate for the entire team; and
  - iv. The total annual not-to-exceed cost for the entire project, as articulated in 4.a and 4.b above.

**5. Resumes & Professional Certifications (Maximum 3 pages per team member):** Provide resumes or curricula vitae, and the relevant professional certifications, for all key members of the proposed Project Team, including proposed subcontractors, if relevant. Do not embed hyperlinks in resumes and professional certifications.

6. **Applicable Engagements or References (Maximum 3 pages per applicable engagement or reference):** Provide brief summaries of three (3) engagements or references that are similar in scope to the type of services requested by Community Power in this RFP. In addition please provide relevant case studies describing any previous involvement with Community Power or a similar organization, if any. See **Attachment B** for the template to fill out this information.
7. **Eligibility for additional evaluation criteria points as allowed by Community Power's Procurement Policy (No more than 2 pages for each category):** In accordance with the Procurement Policy, Proposers may receive bonus points in competitive solicitations by meeting the following criteria and providing the required documentation. Please note that a Proposer may only pursue two of the four criteria below, and may only receive a maximum of 10 bonus points. All documentation submitted is subject to verification by Community Power:
- a. **San Diego County Employment:** Businesses with office(s) located in San Diego County and employing at least 25% San Diego County residents will receive up to 5 additional bonus evaluation criteria points. To receive this preference, proposers must submit written information detailing the location of their office(s) in San Diego 8 County and the percentage of San Diego County residents under their employment.
  - b. **Disabled Veteran Business Enterprises:** Businesses certified as disabled veteran business enterprises by the Supplier Clearinghouse ([thesupplierclearinghouse.com](http://thesupplierclearinghouse.com)) will receive up to 5 points or 5% out of a 100-point scoring system. To receive this preference, proposers must submit proof of current, valid certification by the Supplier Clearinghouse.
  - c. **Persons with Disabilities Business Enterprises:** Businesses certified as a Persons with Disabilities business enterprise by the Supplier Clearinghouse or Disability:IN will receive up to 5 points or 5% out of a 100-point scoring system. To receive this preference, proposers must submit proof of current, valid certification by the Supplier Clearinghouse or Disability:IN.
  - d. **Small Business Certification:** Businesses certified as small businesses by the Department of General Services will receive up to 5 points or 5% out of a 100-point scoring system. To receive this preference, proposers must submit proof of current, valid certification by the Department of General Services.

**8. Technical and Cybersecurity Questions (No more than 10 pages):** Provide detailed answers to the questions in **Attachment E**.

**a. Protests**

**1. Protest Contents:** A Proposer may protest a contract award if the Proposer believes that the award was inconsistent with Community Power Procurement Policy or if this RFP is not in compliance with applicable law. A protest may be submitted electronically to [neprocurement@sdcommunitypower.org](mailto:neprocurement@sdcommunitypower.org) within five (5) business days after receipt of notification of the contract award. Any protest submitted after 5:00 PM of the fifth business day after notification of the contract award will be rejected by Community Power as invalid and the Proposer's failure to timely file a protest will waive the Proposer's right to protest the contract award. The Proposer's protest must include supporting documentation, legal authorities in support of the grounds for the protest and the name, mailing address and telephone number of the person representing the Proposer for purposes of the protest. Any matters not set forth in the protest shall be deemed waived.

**2. Community Power Review:** Community Power will review and evaluate the basis of the protest provided the protest is filed in strict conformity with the foregoing. Community Power shall provide the proposer submitting the protest with a written statement concurring with or denying the protest. Action by Community Power relative to the protest will be final and not subject to appeal or reconsideration. The procedure and time limits set forth in this section are mandatory and are the proposer's sole and exclusive remedy in the event of protest. Failure to comply with these procedures will constitute a waiver of any right to further pursue the protest, including filing a government code claim or legal proceedings.

**b. Submittal Requirements**

**1. General:** It is strongly recommended that the proposer submit proposals in the format identified in section V(B) to allow Community Power to fully evaluate and compare the proposals. All requirements and questions in the RFP should be addressed and all requested information supplied. Community Power reserves the right to request additional information which, in Community Power's opinion, is necessary to assure that the proposer's competence, qualifications, number of qualified employees, business organization and financial resources are adequate to perform the services according to the terms of the agreement.

2. Preparation: Proposals should be prepared in such a way as to provide a straightforward, concise delineation of capabilities to satisfy the requirements of this RFP. Responses should emphasize the Proposer's demonstrated capability to perform work of this type. Expensive bindings and promotional materials, etc., are not necessary or desired. However, technical literature that supports the approach to providing the Services and work plan should be forwarded as part of the proposal. Emphasis should be concentrated on completeness, approach to the work, and clarity of the proposal.

3. Authorization: The proposal shall be signed by an individual, partner, officer or officers authorized to execute legal documents on behalf of the proposer.

**c. Miscellaneous**

1. Exceptions Certification to this RFP: In submitting a proposal in response to this RFP, Proposer is certifying that it takes no exceptions to this RFP including, but not limited to, the agreement. If any exceptions are taken, such exceptions must be clearly noted in the proposal and may be reason for rejection of the proposal. As such, Proposer is directed to carefully review the attached agreement and, in particular, the insurance and indemnification provisions therein.

2. Amendments to Proposals: No amendment, addendum or modification will be accepted after a proposal has been submitted to Community Power. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to Community Power prior to the proposal due date and time.

3. Price Validity: Prices provided by proposers in response to this RFP are valid for 120 calendar days from the proposal due date. Community Power intends to award the contract within this time but may request an extension from the proposers to hold pricing until negotiations are complete and the contract is awarded.

4. Right to Negotiate and/or Reject Proposals: Community Power reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of Community Power, such action shall serve its best interests and those of Community Power ratepayers. The proposers are encouraged to submit their best prices in their proposals, and Community Power intends to negotiate only with the Proposers whose proposal most closely meets Community Power's requirements at the lowest estimated

cost. The contract award, if any is awarded, will go to the proposer whose proposal best meets Community Power’s requirements.

**5. Prevailing Wages:** Proposers shall take cognizance of the requirements of California Labor Code Sections 1720 et seq., as well as California Code of Regulations, Title 8, Section 16000 et seq. (“Prevailing Wage Laws”), which require the payment of prevailing wage rates and the performance of other requirements on certain “public work” and “maintenance” projects. To the extent applicable, the Proposer must agree to fully comply with and to require its subcontractors/subconsultants to fully comply with such Prevailing Wage Laws. If the Services are funded in whole or in part by federal funds or otherwise require compliance with the Davis-Bacon Fair Labor Standards Act, the successful Proposer and all its subcontractors/subconsultants shall pay the higher of the state or federal prevailing wage rates.

**d. Proposal Evaluations & Criteria**

Proposals will be reviewed and ranked by a selection committee composed of Community Power Staff. During the evaluation process, Community Power reserves the right to request additional information or clarification for responses to this RFP. All submittals deemed responsive will be evaluated in accordance with the following evaluation criteria:

	<b>Evaluation Criteria</b>	<b>Points Possible</b>
1.	Proposal Team’s Qualifications, Experience, and Demonstration of Past Success	35
2.	Approach to Program Implementation & Feasibility	30
3.	Proposer’s Budget	25
4.	Responses to Community Power Program Implementer Questions (Attachment E)	10
5.	Bonus Points	Up to 10
	<b>Total</b>	100-110

For a list of bonus points, please see Section V.B.7 above. Following the initial evaluation, Community Power may select one Proposer or select a number of Proposers (with or without interviews); or conduct interviews with a short-list of Proposers, consisting of those Proposers reasonably likely, in the opinion of Community Power, to be awarded the contract. Any interview may include discussions about services offered, conflicts of interests with other clients, or fees/compensation amount or structure. Interviews may take place through written correspondence, telephone or video conference, or face-to-face interviews, at Community Power’s sole discretion. Community Power reserves the right to not convene interviews or

discussions, and to make an award on the basis of initial proposals received. References may be contacted at any point in the evaluation process.

After a Proposer has been selected, Community Power will negotiate a contract for execution. The selected proposer will be asked to complete and execute a separate non-disclosure agreement. If a satisfactory contract cannot be negotiated, Community Power may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by Community Power. Proposers are further notified that Community Power may disqualify any Proposer with whom Community Power cannot satisfactorily negotiate a contract.

## **VI. RESERVATION OF RIGHTS**

This RFP is a solicitation for proposals only and is not intended as an offer to enter into a contract or as a promise to engage in any formal competitive bidding or negotiations. Community Power may, at its sole discretion, accept or reject any or all proposals submitted in response to this RFP. In addition, Community Power may, at its sole discretion, only elect to proceed with contract negotiations for some of the services included in the proposal. Community Power further reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation or other marketing costs associated with this RFP. Community Power also reserves the right to waive minor errors and omissions or inconsequential disparities in proposals, request additional information.

Community Power shall not be liable for any costs incurred by the Proposer in connection with the preparation and submission of any proposal. Community Power has the right to amend the RFP, in whole or in part, by written addendum, at any time. Community Power is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda. Such addendum shall be made available to each person or organization which Community Power records indicate has received this RFP. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the proposal being found non-responsive and not being considered, as determined in the sole discretion of Community Power. Community Power is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf prior to an award of contract by Community Power. Community Power has the right to reissue the RFP at a future date.

## **VII. CONFIDENTIALITY AND PUBLIC RECORDS**

Proposals submitted in response to this RFP shall become the exclusive property of Community Power. Community Power is subject to the California Public Records Act (“CPRA”). The proposal will become a matter of public record when contract negotiations are complete and when an agreement is executed by Community Power. Exceptions to disclosure may be available

to those parts or portions of proposals that are justifiably and reasonably exempted under the CPRA, such as trade secrets. If a Proposer desires to exclude a portion of its proposal from disclosure under the CPRA, the Proposer must prominently mark it “confidential” and state the specific provision in the CPRA that provides the exemption as well as the factual basis for claiming the exemption. A blanket statement of confidentiality or the marking of each page of the proposal as confidential shall not be deemed sufficient notice of a CPRA exemption. A Proposer who indiscriminately and without justification identifies most or all of its proposal as exempt from disclosure or submits a redacted copy may be deemed non-responsive.

Although the CPRA recognizes that certain confidential information or other exempt records may be protected from disclosure, Community Power is not in a position to establish that the information that a Proposer submits is exempt. If a request is made for information marked “Confidential,” Community Power will provide Proposers who submitted the information with reasonable notice to seek protection from disclosure by a court of competent jurisdiction.

Community Power shall not, in any way, be liable or responsible for any resulting disclosure of any such record or any parts thereof pursuant to the CPRA or otherwise by law.

#### **VIII. CONFLICTS OF INTEREST**

Community Power is governed by the Political Reform Act, Government Code Section 1090, Government Code Section 84308, and other requirements governing conflicts of interest, campaign contributions, and gifts. Proposers are required to review all applicable conflict of interest laws. In addition, Community Power has adopted policies governing procurement. Proposers are advised to review all policies, including the Procurement Policy, available at: <https://sdcommunitypower.org/resources/key-documents/>.

If it is discovered that the Proposer contacted and received information from anyone other than mediums used to share information about this solicitation specified above and under the process specified herein regarding this solicitation, Community Power may, in its sole discretion, disqualify the proposal from further consideration.

#### **IX. REPORTING OF SUPPLIER DIVERSITY INFORMATION**

Community Power operates as a Load Serving Entity (“LSE”) through its status as a community choice aggregator. As a community choice aggregator, Community Power has legal requirements it must comply to pertaining to supplier diversity in contracting and procurement.

Public Utilities Code Section 366.2(m) requires certain community choice aggregators, including Community Power, to annually submit to the California Public Utility Commission (“CPUC”): (1) a detailed and verifiable plan for increasing procurement from small, local, and

diverse business enterprises; and (2) a report regarding its procurement from women, minority, disabled veteran, persons with disabilities, and LGBT business enterprises.

General Order (GO) 156, adopted by the CPUC, requires certain California public utilities to engage in outreach activities and meet specific procurement goals from women, minority, disabled veteran, persons with disabilities, and LGBT business enterprises. Qualified businesses become GO 156 certified through the CPUC and are then added to the GO 156 Supplier Clearinghouse database.<sup>5</sup>

To assist Community Power with its reporting obligations under Public Utilities Code Section 366.2(m) and with evaluating its supplier outreach and other activities, the successful Proposer that is awarded the contract will be asked to voluntarily disclose their certification status with the CPUC Clearinghouse, as well as their efforts to work with diverse business enterprises, including women business enterprises (WBEs), minority business enterprises (MBEs), disabled veteran business enterprises (DVBES), and lesbian gay bisexual transgender business enterprises (LGBTBES).

Except as otherwise expressly provided under Community Power’s Procurement Policy and/or required by applicable state or federal law or funding requirements (including, without limitation, any grant or loan conditions), Community Power shall not use any demographic information received from potential vendors in any way as part of its decision-making or selection process. Rather, Community Power will use such information solely for compliance with its reporting obligations to the CPUC and evaluation of Community Power’s outreach and other activities consistent with applicable law.

#### **X. NON-DISCRIMINATION**

Community Power will not unlawfully discriminate and will require its contractors to not unlawfully discriminate on the basis of race, gender expression, gender identity, religion, national origin, ethnicity, sexual orientation, age or disability in the solicitation, selection, hiring or treatment of contractors, subcontractors, vendors or suppliers. The successful Proposer shall provide equal opportunity for subcontractors to participate in subcontracting opportunities.

#### **XI. ATTACHMENTS**

**Attachment A-1** – Contemplated Scope of Work

**Attachment A-2** – Functional Background, Requirements and Use Cases

**Attachment B** – Prospective Proposer References

**Attachment C** – Community Power Sample Professional Services Agreement

**Attachment D** – Proposal Checklist

**Attachment E** – Technical and Cybersecurity Questions

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<sup>5</sup> [www.thesupplierclearinghouse.com](http://www.thesupplierclearinghouse.com)

**ATTACHMENT A-1**  
**ERP IMPLEMENTATION AND AS-NEEDED PROFESSIONAL SERVICES**  
**CONTEMPLATED SCOPE OF WORK**

This Contemplated Scope of Work (“SOW”) outlines the requirements, deliverables, and responsibilities for the initial phase, of an Enterprise Resource Planning (“ERP”) system implementation for San Diego Community Power (“Community Power”).

The primary objective of this ERP implementation is to establish a robust and comprehensive budgeting system that supports the development and management of the agency's operating budget, capital budget, and project/program-specific budgets, along with foundational cash flow reporting capabilities. The services will continue through November 2028.

This ERP aims to provide Community Power with a foundational budgeting tool and cash flow reporting that optimizes system utilization, improves analytical capabilities, reduces manual processes, and enhances financial control and transparency across the agency, aligning with the broader goals of selecting an integrated ERP solution.

**I. Planning and Discovery**

- A. Detailed Needs Assessment:** Collaborate with Community Power Finance and relevant departmental stakeholders to gather, document, and prioritize specific requirements for operating, capital, project/program budgeting, and grant management.
- B. Workflow Definition:** Analyze and map existing budgeting workflows, identifying opportunities for automation and efficiency gains within the new system.
- C. Data Source Identification:** Identify all necessary data sources required for budget input, forecasting, and reporting (e.g., historical financial data, personnel costs, project estimates).
- D. Solution Architecture:** Design a scalable and secure cloud-based or on-premises budgeting solution that integrates seamlessly within the future broader enterprise landscape.
  - Define cash flow categories (operating, investing, financing)
  - Determine reporting frequency (daily, weekly, monthly)
  - Integrate with Microsoft tools (e.g., Word, Excel, Power BI, etc.)

**II. Configuration and Development**

- A. Module Configuration:** Configure the chosen ERP budgeting module(s) to support:

- **Operating Budget Development:** Features for annual operating budget creation, departmental allocations, and personnel expense planning.
  - **Capital Budget Management:** Capabilities for capital project planning, tracking, and depreciation.
  - **Project/Program Budgeting:** Functionality for defining, managing, and tracking budgets for individual projects and programs, including Community Power's internal initiatives, and externally funded programs such as SDREN.
- B. Chart of Accounts Integration:** Configure the budgeting system to align with Community Power's existing or proposed Chart of Accounts structure.
- C. Security & User Access:** Develop a robust security framework with role-level access controls for budget input, review, approval, and reporting, ensuring data confidentiality and integrity. This should include multi-factor authentication for secure sign-on.
- D. Limited Data Migration:** Migrate essential historical budget data and current financial actuals necessary for establishing baseline budgets and reporting within the ERP. The scope of data conversion for the ERP will be strictly limited to data directly relevant to budgeting functions.
- E. Initial Data Feeds:** Establish initial data feeds from critical source systems (e.g., General Ledger, HR/Payroll) to provide necessary inputs for budget development. (Full ERP integration will be addressed in subsequent phases).
- F. Standard Budget Reports:** Develop a library of standard reports for operating budget, capital budget, and project/program budget status, variance analysis, multi-year budget and forecasting.
- G. Ad-hoc Reporting Capabilities:** Enable self-service reporting tools for approximately 50 business users, allowing customization of reports, dashboards, and exports in formats such as CSV, Excel, and PDF.
- H. Dashboard Development:** Create executive and departmental dashboards providing key budget performance indicators and visualizations.
1. **Cash Flow Reporting Module:** Implement a robust Cash Flow reporting module using data extracted from various data sources into the ERP system, enabling accurate tracking of cash inflows and outflows for improved decision-making. This includes:
  2. **Needs Assessment & Requirements Gathering:**
    - Collaborate with Community Power Finance and relevant departmental stakeholders to gather, document, and prioritize specific requirements.

- Define cash flow categories (operating, investing, financing).
- Determine reporting frequency (daily, weekly, monthly).

### 3. **Data Mapping & Integration:**

- Map relevant ERP Cash Flow sources modules: Accounts Payable (AP), Accounts Receivable (AR), General Ledger (GL), and Bank Transactions.
- Define data extraction methods (API, SQL, ETL tools).
- Automate data extraction scripts from sources.

### 4. **Report Design:**

- Design layout and structure of cash flow reports.
- Define logic for cash flow classification.
- Include methodology and reporting for forecasting future cash flows, including defining the logic for future cash flows.

### 5. **Development:**

- Develop scripts/queries for data extraction.
- Build report templates and dashboards.

## III. **Testing and Quality Assurance**

- A. Unit Testing:** Conduct comprehensive unit testing of all configured modules and custom developments.
- B. System Integration Testing (SIT):** Test the integration points between the budgeting system and any connected data sources.
- C. User Acceptance Testing (UAT):** Facilitate UAT with Community Power stakeholders to ensure the system meets the defined business requirements and is user-friendly. Develop a comprehensive UAT plan and manage defect resolution.
- D. Cash Flow Reporting Module Testing:** Perform unit and integration testing for the cash flow reporting module. Facilitate User Acceptance Testing (UAT) with Community Power stakeholders to ensure the system meets defined business requirements and is user-friendly. Develop a comprehensive UAT plan and

manage defect resolution.

#### **IV. Deployment and Training (Go-Live)**

- A. Administrator Training:** Train key Community Power IT and Finance staff on system administration, configuration, maintenance, and security protocols for the budgeting module.
- B. End-User Training:** Provide comprehensive training sessions and materials for all end-users involved in budget development, input, and reporting.
- C. Documentation:** Provide thorough documentation of the implemented budgeting platform, including technical design, user manuals, and administration guides.
- D. Cash Flow Module Deployment & Training:** Deployment & Training: Deploy reports to production environment. Conduct user training and knowledge transfer. Documentation: Provide thorough documentation of the implemented cash flow reporting module, including technical design, user manuals, and administration guides.

#### **V. Product Management and Ongoing Support**

- A. Dedicated Project Manager:** Provide a dedicated client-facing Project Manager to oversee the ERP implementation.
- B. Project Planning & Tracking:** Develop and maintain a detailed project plan with milestones, resource allocation, and regular progress reports.
- C. Communication:** Facilitate regular meetings with Community Power stakeholders, aligning with an agile cadence (e.g., bi-weekly sprints) and adhering to Community Power business hours.
- D. Risk Management:** Identify, track, and mitigate project risks.
- E. Post-Deployment Support:** Provide ongoing support for the implemented budgeting and cash flow reporting system post-deployment.

#### **VI. Contemplated Tasks**

The following tasks are provided to illustrate the types of activities the selected Proposer may be expected to perform under the Scope of Work.

- A. Project Implementation Roadmap:** Provide a robust project implementation roadmap specifically for the budgeting ERP, detailing key activities, timelines, and dependencies.
- B. Progress Reports:** Provide monthly progress reports detailing completed tasks, upcoming activities, and any identified challenges or risks.

- C. Budget Reports (for Project):** Provide monthly budget reports tracking project costs, including all licenses, tools, cloud storage, and resource costs related to the ERP implementation.
- D. Requirements Documentation:** Lead and facilitate sessions to gather and document detailed budgeting requirements through collaboration with the Community Power team.
- E. Test Plan Development:** Develop a comprehensive testing plan for user acceptance of the budgeting system, including test cases and scenarios.
- F. Training Material Development:** Develop and provide training materials for both administrators and end-users of the budgeting system.
- G. Training Sessions:** Conduct training meetings for Community Power staff on administration, operation, maintenance, and security protocols specific to the budgeting module.
- H. Bug and Enhancement Tracking:** Maintain a tracking log for all identified bugs and requested enhancements within the budgeting system ERP.
- I. Platform Documentation:** Provide thorough documentation of the implemented budgeting platform, including architecture, configuration, and data flows.
- J. Agile Cadence Alignment:** Align with Community Power's agile cadence and follow a two-week sprint schedule as needed for ERP development and deployment activities.
- K. Regular Meetings:** Schedule and facilitate necessary regular meetings during Community Power's business hours (9 am - 5 pm Pacific Time, Monday through Friday).
- L. Issue Resolution:** Report and resolve all major bugs and issues related to the budgeting ERP before project completion.
- M. Cloud Environment Configuration:** Configure the end-to-end cloud environment (if applicable) including cloud storage, resources, and tools relevant to the budgeting system.
- N. Security Framework Development:** Develop a security and user access framework for protecting, managing, and monitoring data within the budgeting module.
- O. Data Classification:** Classify data by sensitivity and limit access based on classification within the budgeting system.
- P. Data Cleaning and Validation:** Develop procedures for data cleaning and validation specific to budget-related data.

- Q. ETL/Pipelines (for Budgeting Data):** Build requisite ETL/pipelines for ingesting existing data and refreshing source data into the budgeting system according to requested frequency.
- R. Sandbox/Test Environment:** Develop a sandbox or test environment for the budgeting system as needed.
- S. Integration with Data Analysis Tools:** Integrate the budgeting module with data analysis or visualization tools (e.g., PowerBI, Tableau, Looker) to allow users to create their own visualizations and reports.
- T. Self-Service Reporting Enablement:** Enable self-service reporting and customization of reports and dashboards for budgeting data.
- U. User Role and Access Management:** Manage user roles and access permissions within the budgeting system.
- V. Issue Troubleshooting:** Troubleshoot issues reported by Community Power developers and end-users regarding the budgeting system.

**ATTACHMENT A-2**  
**ERP IMPLEMENTATION AND AS-NEEDED PROFESSIONAL SERVICES**  
**FUNCTIONAL BACKGROUND, REQUIREMENTS AND USE CASES**

Functional Background, key requirements, and anticipated use cases from various organization-wide functional teams and departments who are key stakeholders in the implementation of the ERP Budgeting System. The primary focus is on how the budgeting system will support financial planning and management across Community Power.

**A. Finance Department:** The Finance Department is responsible for the overall financial health of Community Power and stewards of rate payer funds, including budget development, financial reporting, accounting, and fiscal compliance. They are the primary users and beneficiaries of a robust budgeting system.

**1. Use Cases:**

- **Annual Budget Development:** The system shall provide comprehensive functionality for the creation, revision, and ongoing management of the agency's annual operating budget. This includes robust tools for departmental allocations, detailed line-item budgeting, personnel expense planning such as salary, benefits, headcount projections and the ability to define multiple budget versions. Users should be able to easily input, categorize, and roll up budget data across various organizational hierarchies.
- **Capital Budget Planning & Tracking:** The system shall offer dedicated functionality to plan, approve, and rigorously track capital expenditures for both individual projects and long-term capital plans. This includes capabilities for defining project lifecycles, associating costs with specific assets, tracking project milestones against allocated funds, managing depreciation schedules, and supporting multi-year capital forecasting and budgeting to facilitate strategic investment decisions.
- **Project/Program Budgeting:** The system shall provide intuitive tools to develop, monitor, and report on budgets for specific projects and programs, encompassing both internal Community Power initiatives and externally funded programs like SDREN. This includes the ability to define project codes, allocate resources, track actual expenditures against budgeted amounts, manage grant-specific financial requirements and

generate granular financial reports for individual projects and programs to ensure alignment with overall financial goals.

- **Budget Variance Analysis:** The system shall enable the generation of dynamic reports that meticulously compare actual expenditures and revenues against budgeted amounts on a recurring basis (e.g., monthly, quarterly, annually). These reports will clearly identify significant variances, providing detailed drill-down capabilities to pinpoint the root causes of deviations. This functionality is crucial for enabling proactive financial adjustments, optimizing resource allocation, and ensuring fiscal discipline.
- **Forecasting & Projections:** The system shall facilitate the input, analysis, and generation of financial forecasts and projections, linking them seamlessly to various budget scenarios. This includes the ability to perform "what-if" analyses, adjust projections based on changing economic conditions or operational assumptions, and create rolling forecasts. The system should support various forecasting methodologies and allow users to model different financial outcomes to aid strategic planning.
- **Reporting & Analytics:** The system shall provide extensive capabilities for generating customizable dashboards and reports designed to offer immediate insights into financial performance, budget utilization, and overall fiscal health across the agency. Users should have access to a library of standard reports (e.g., budget vs. actuals, departmental spending, cash flow statements) as well as tools for ad-hoc reporting, allowing them to create bespoke analyses and visualize key performance indicators (KPIs) through interactive charts and graphs.
- **Audit & Compliance:** Maintain a clear, immutable, and comprehensive audit trail for all budget changes, approvals, and financial transactions. This includes recording who made what change, when, and from where. This functionality is critical for supporting both internal and external audit requirements, demonstrating compliance with relevant public sector accounting practices, and ensuring transparency and accountability in financial operations.

- **Workflow Automation:** Implement automated approval workflows for various budget-related processes, including initial budget submissions, budget adjustments, and reallocations. These workflows will route requests to the appropriate approvers based on predefined rules, thresholds, and organizational hierarchy, ensuring efficient and controlled budget management while reducing manual administrative overhead.
- **Track changes:** To provide users and auditors with a robust and transparent record of all modifications made within the ERP budgeting and cash flow reporting system, ensuring data integrity, accountability, and compliance. This includes capturing the user, timestamp, nature of change (creation, modification, deletion), old value, and new value for every data element altered.
- **Mobile Access or Accessibility:** Provide users with the ability to securely access key budgeting and reporting functionalities via mobile devices through a responsive web interface or dedicated mobile application. Furthermore, the system must adhere to relevant accessibility guidelines to ensure usability for users with diverse needs, promoting inclusivity across the organization.
- **Notifications & Alerts:** The system shall be configured to send automated notifications and alerts to relevant stakeholders for critical budget events. This includes alerts for approaching budget deadlines, exceeding predefined spending thresholds, significant variances in actual vs. budgeted amounts, or detection of data anomalies. Notifications should be customizable and delivered via preferred channels (e.g., email, in-system alerts).
- **Sandbox/Test Environment Setup:** create a dedicated sandbox and testing environments that mirror the production system. These environments will be used for development, configuration, testing, and training purposes without impacting live operations, allowing for safe experimentation and rigorous quality assurance before deployment to production.

**B. Department and Program Budget Managers:** Departmental managers are responsible for managing their respective operational budgets, ensuring efficient use of resources, and contributing to the overall financial planning process. They need a user-friendly interface to input, review, and monitor their budgets

**1. Use Cases:**

- **Budget Input & Submission:** Easily input and submit departmental operating and capital budget requests according to defined timelines and structures.
- **Budget Monitoring:** View real-time or near real-time status of their departmental budgets, including expenditures, commitments, and remaining balances.
- **Budget Adjustment Requests:** Submit requests for budget transfers or adjustments, with clear approval workflows.
- **Project/Program Budget Visibility:** Track the budget status of specific projects or programs under their management.
- **Resource Allocation:** Setting parameters within the ERP system to assist in allocating resources efficiently within their budget constraints. Project withing in each program needs to be tracked.

**C. Executive Leadership:** Executive leadership and the Board require high-level, consolidated views of the agency's financial position and budget performance to make strategic decisions.

**1. Use Cases:**

- **Consolidated Budget Overview:** Access to an aggregated view of the agency's operating, capital, and project/program budgets.
- **Key Performance Indicators (KPIs):** Dashboards displaying critical financial KPIs related to budget adherence and fiscal health.
- **Strategic Planning Support:** Tools to model different budget scenarios and understand their financial impact on agency objectives.
- **Compliance Oversight:** Provide status into compliance based on set parameters which would align with best practices. Ensure the budgeting

process and outcomes comply with regulatory and internal policies.

**D. Out of Scope:** The following items are explicitly out of scope for this initial ERP phase but are anticipated for future ERP phases:

1. Full-scale General Ledger implementation (beyond integration for budgeting data).
2. Accounts Payable, Accounts Receivable, Payroll Processing, or other core financial modules.
3. Utility Billing or Human Resources modules.
4. Extensive historical data conversion beyond what is necessary to support budgeting functions.
5. Complex integration with all third-party systems (e.g., full CCDM CRM, DERMS integration beyond basic data feeds for budgeting).
6. Advanced contract management or treasury management.
7. Asset/Inventory management or Work order management modules.

**E. Deliverables:**

**1. The selected proposer shall deliver the following as part of the ERP budgeting system:**

- Configured Chart of Accounts aligned with budgeting requirements
- Detailed Requirements Document for Budgeting System
- Budgeting System Technical Design and Architecture Document
- Configured Operating Budgeting Module
- Configured Capital Budgeting Module
- Configured Project/Program Budgeting Feature Set
- Initial Data Integration Plan and Executed Feeds for Budgeting
- Standard Budget Report Library
- Customized Budget Dashboards

- Test Plan and UAT Results Report
- Comprehensive Training Materials (Administrator and End-User)
- System Administration and User Manuals
- Project Plan and Bi-Weekly Progress Reports
- Bug and Enhancement Tracking Log

**F. Timeline:** The target completion date for the ERP System is February 2026. A detailed project timeline with key milestones will be developed and agreed upon during the project planning phase.

**G. Roles and Responsibilities:**

**1. Proposer Responsibilities:**

- Provide experienced ERP experts for the implementation of the budgeting solution.
- Lead requirements gathering, system design, configuration, and testing activities.
- Perform data migration and integration activities relevant to the ERP scope.
- Develop and deliver all specified deliverables.
- Provide comprehensive training and documentation.
- Manage the overall project, including planning, scheduling, and risk management.
- Ensure the implemented solution meets security best practices, including encryption and multi-factor authentication.
- Provide ongoing support for the implemented budgeting system for a defined period post-ERP launch.

**2. San Diego Community Power Responsibilities:**

- Provide a dedicated Project Lead and necessary subject matter experts (SMEs) from Finance and other relevant departments.

- Ensure timely availability of key personnel for requirements gathering design reviews, testing, and training.
- Provide access to necessary existing systems and data for integration.
- Provide timely feedback and approvals on deliverables.
- Actively participate in UAT and provide sign-off.
- Ensure internal IT infrastructure and resources are available as needed.

### **3. Success Criteria:**

- Deployment of experienced ERP professionals with relevant budgeting system expertise.
- Successful implementation and go-live of the budgeting system by February 2026.
- Community Power staff's ability to independently develop, manage, and report on operating, capital, and project/program budgets using the new system.
- Accuracy, consistency, and reliability of budget data and financial reports.
- Positive feedback from key users regarding system usability, accessibility, and functionality (to be gathered via post-implementation surveys or interviews).
- Full adherence to defined security protocols and applicable compliance requirements.
- Effective knowledge transfer and training to enable Community Power staff to administer and support the system post-implementation.

### **4. Integration with current CCDM CRM Vendor:**

- Third-Party data exchange and CRM to CRM integration.

## 5. Integration with Community Power's Enterprise Data Platform (EDP):

- Ingest from Community Power's EDP as needed once that solution has been developed and deployed.
- Build integration to allow to upload data into EDP as needed.

**H. Future Implementation Considerations:** Following the successful implementation of the Budgeting System, San Diego Community Power anticipates a phased approach for an extended ERP system deployment. The implementation services for subsequent phases will prioritize the following modules and functionalities, in order of priority:

### 1. Core Financial Reporting

- **Budget Reporting Enhancement:** Expansion of detailed budget performance reporting, including advanced variance analysis and forecasting.
- **Financial Reporting:** Development of comprehensive financial statements (e.g., Balance Sheet, Income Statement) and other statutory and regulatory reports.

### 2. Accounting & Procurement

- **Core Accounting Modules:** Full implementation of General Ledger, Accounts Payable, and Accounts Receivable modules.
- **Procurement & Purchasing:** Implementation of requisitioning, purchase order management, vendor management, and invoice processing functionalities.

### 3. Human Resources (HR) Services

- **HR Management:** Implementation of core HR functionalities including employee master file, position control, onboarding, and off-boarding processes.
- **Payroll:** Integration or implementation of payroll processing and administration.
- **Time & Attendance:** Solutions for timekeeping and attendance tracking.

**ATTACHMENT B  
PROSPECTIVE PROPOSER REFERENCES**

**Proposer's Name:** \_\_\_\_\_

For each program, provide three references where the same or similar scope of services were provided in order to meet the Minimum Requirements stated in this solicitation

<b>1.</b>	<b>Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email Address</b>
	<b>Project Name or Contract #</b>	<b># of Years / Contract Term</b>		<b>Type of Service</b>	<b>Dollar Amount</b>
<b>2.</b>	<b>Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email Address</b>
	<b>Project Name or Contract #</b>	<b># of Years / Contract Term</b>		<b>Type of Service</b>	<b>Dollar Amount</b>
<b>3.</b>	<b>Name of Firm</b>	<b>Address of Firm</b>	<b>Contact Person</b>	<b>Telephone #</b>	<b>Email Address</b>
	<b>Project Name or Contract #</b>	<b># of Years / Contract Term</b>		<b>Type of Service</b>	<b>Dollar Amount</b>

**ATTACHMENT C**  
**COMMUNITY POWER SAMPLE PROFESSIONAL SERVICES AGREEMENT**

Community Power's standard form Professional Service Agreement will be posted on Community Power's solicitations website (<https://sdcommunitypower.org/resources/solicitations/>) under the announcement for this RFP in PDF form.

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**San Diego Community Power**  
**ERP Implementation & As-Needed Professional Services**  
**RFP#25-010**  
**August 20, 2025**

**ATTACHMENT D**  
**PROPOSER SUBMISSION CHECKLIST**

The following checklist outlines all items to be provided in response to this RFP. This is meant to be used as a tool to support you in the process. This checklist does not need to be submitted. Proposals should be submitted electronically to Community Power as a single PDF document using the online Proposal Submission Form by 5:00 PM (Pacific Time) on September 17, 2025.

**Online Application Form Hyperlink:** <https://wkf.ms/3HIM0cT>.

1. Cover Letter (Maximum 3 pages)
2. Experience & Qualifications Narrative (Maximum 10 pages)
3. Proposed Approach Narrative (Maximum 15 pages)
4. Proposed Budget & Narrative (Maximum 5 pages)
5. Resumes & Professional Certifications (Maximum 3 pages per team member)
6. Applicable Engagements or References (Maximum 3 pages per applicable engagement or reference)
7. Eligibility for additional evaluation criteria points as allowed by Community Power's Procurement Policy (No more than 2 pages for each category)
8. Technical and Cybersecurity Questions (No more than 10 pages)

**ATTACHMENT E**  
**TECHNICAL AND CYBERSECURITY QUESTIONS**

Please respond with appropriate detail to each section below. Please be as concise as possible and provide architectural diagrams to support your proposed solution.

1. **Data access and security:** What measures does the proposer have in place to ensure that the Enterprise Resource Planning solution will have robust security to protect sensitive data from unauthorized access, theft, or loss?
2. **Compliance:** Please describe any experience complying with industry regulations and/or standards (HIPAA, GDPR, PCI DSS, CCPA, etc.).
3. **Operational Model:** Include a suggested operational model required to operationalize Community Power’s ERP solution, taking into consideration the very distinct multiple internal stakeholder requirements and use cases in **Attachment A**.
4. **Cybersecurity:** Provide details on the cybersecurity features, including encryption, multi-factor authentication, and intrusion detection and prevention.