

RFI

Request for Information



for
Source to Pay Solution

RFI Number: 08.05.2025-JOINT-SAL

Release Date: 8/5/2025

**CITY OF LOS ANGELES
DEPARTMENT OF WATER AND POWER**

REQUEST FOR INFORMATION (RFI) NO. 08.05.2025-JOINT-SL

SOURCE TO PAY SOLUTION

INTRODUCTION:

The Los Angeles Department of Water and Power (LADWP) is requesting interested parties to provide information and feedback that will assist the LADWP in:

- 1) Conducting a market survey
- 2) Determining the level of industry interest
- 3) Obtaining high-level cost estimates for budget purposes
- 4) Obtaining information on potential new technologies or approaches and/or
- 5) Identifying potential piggybacking opportunities.

This RFI is issued with the intent to survey the industry, to obtain information on Source to Pay (S2P) Solution and to solicit additional guidance, input, new ideas, and best practices which may be used in the preparation of a Request for Proposal (RFP) or Request for Qualifications (RFQ); or used to evaluate the feasibility of pursuing a Request for Single/Source Proposal (RSSP) or a Cooperative Agreement (piggyback contract) in accordance with the Los Angeles Charter Section 371(e). RFPs, RSSPs, or piggyback resulting from this RFI will include S2P Solution for a complete procurement process, payment processing and Workday integration. To fully comprehend the information contained within a response to this RFI, LADWP may request further clarification from one or more respondent(s) in the form of brief verbal communication by telephone, written communication, electronic communication, presentation, interview, or by conducting a site visit at no cost to LADWP.

Responses should include information and recommendations regarding best practices in providing a S2P Solution and could result in a clarification of the requirements, cost saving opportunities, and the identification of potential problem areas. All responses should be concise and focused. LADWP will use the information generated from this RFI to determine a solution that is in the best interest of LADWP. In addition, LADWP does not intend to award a contract based on this request or otherwise pay for the requested information.

BACKGROUND:

LADWP is a utility that is created by and exists under the Charter of the City of Los Angeles. It is the largest municipal utility in the United States and serves approximately 4 million residents and 1.5 million registered customers. LADWP has more than 100 years of experience in the generation, transmission, and distribution of electricity.

LADWP is considering implementing a comprehensive and modernize S2P solution to replace and streamline its procurement and payment system, including integrate with LADWP Workday financial management. LADWP is committed to improving operational efficiency, maintaining integrity and transparency, enhancing supplier diversity and contract management, and ensuring compliance with regulatory requirements.

INFORMATION REQUESTED:

Please answer the following questions and provide information related to S2P Solution, including other current and commercially available technologies collectively referred to as the “Suggested Solution”:

I. PROCUREMENT

Process Optimization & Efficiency: (Please provide detail for each question)

1. Describe how your solution supports end-to-end procurement processes, from requisition to purchase order creation including:
 - a. Consumerization procurement process
 - b. Complex purchase process (Clause library, RFP, Invitation for Bid, and RFI templates)?
 - i. Does your system include a document management interface that allows users to store and update templates used during the procurement process (e.g., RFP documents, notification letters, etc.)?
 - ii. Will the system enable Critical Infrastructure Protection-013 (CIP-013) certification process?
2. How does your platform support catalog management?
 - a. How will your solution be affected if LADWP does not use catalog?
 - b. Can your system have a punchout to an external system i.e. Grainger, Office Depot? What governance are in place?
3. Can your solution automate approval workflows and provide configurability by the type of procurement?
4. How does the system support strategic sourcing?
5. How does your system manage the overall process of purchase order, including

option year contract, pricing, contract quality, contractor performance, Vendor Authentication Program, i.e. Dun & Bradstreet and award management?

6. Describe how supplier onboarding and lifecycle management are handled in your platform.
7. What is the journey between firms interested in bidding versus firms who are awarded a contract and progressed to suppliers?
8. Describe the supplier master onboarding process and how to integrate the supplier master with Workday? Are there concerns if Workday is the Supplier Master?
9. How does the system manage non-procurement supplier?
10. Does your solution provide a comprehensive, seamless flow for procurement, including P-Card, award contract management, spend management, supplier management, invoicing, payment (integration with Workday), and sourcing?
11. Do you offer live demos and pilots in real-world scenarios? Please describe the process to request demos and/or piloting.
12. Is your system designed for private or public entities?
 - a. Does your system have a focus on public utility (transparency, configurable process, regulatory compliance i.e. CIP-013)?
 - b. Who are your major primary customers, and can you share some of the big utility customers? Please provide references for your current clients.
13. How long, on average, does it take a new user to learn your out-of-the-box system? Please provide an estimate to factor in training needs.
14. To what extent does the administrator/end user need to make changes to the system/software? Does your procurement system allow for customized configurable workflows to be built in and easily adjusted by the user?

Spend Visibility & Control: (Please provide detail for each question)

15. How does your solution provide real-time visibility into committed and actual spend across Business Unit?
16. Are there embedded analytics or dashboards for tracking procurement KPIs (e.g., savings realized, PO cycle time)?

17. Can the solution flag control contract expenditure?
18. What is the core architecture? Is your database architecture ready for data analytics reporting?

Compliance & Risk Management: (Please provide detail for each question)

19. How does your solution enforce policy compliance (e.g., preferred suppliers, budget thresholds)?
20. What capabilities exist for supplier risk evaluation and monitoring, (VAP and Contract Performance)?

II. ACCOUNTS PAYABLE

Invoice Processing & Automation: (Please provide detail for each question)

1. Describe how invoices are captured and processed (e.g., OCR, EDI, supplier portal).
2. Does the system support 3-way matching? How are exceptions managed?
3. Can invoices be routed automatically for approval based on configurable rules?
4. Does your solution offer a framework or communication tool to track and resolve issues between users and business units, such as Invoice, Payment, and Procurement?
5. How customizable is your solution regarding approval processes, data fields, security roles, approvals, and the ability to delegate approval authority?
6. Does your solution include a supplier portal where suppliers can provide or edit their information, as well as view their invoices, view contract, invoice status, and payments?
7. How robust are your reporting capabilities, and how easy is it to create ad-hoc reports?
8. How dynamic robust is your 1099 solution?
9. Does your system differentiate between support procurement and non-procurement activities?

10. How would payments be made against payment authorities not in your system?

Payment & Reconciliation: (Please provide detail for each question)

11. What payment methods are supported (e.g., ACH, virtual card, wire, check)?

12. Does the platform support dynamic discounting?

13. How are duplicate payments or fraud risks detected and prevented?

Financial Control & Auditability: (Please provide detail for each question)

14. How does the system maintain an auditable trail of approvals, changes, and transactions?

15. Are controls in place to enforce segregation of duties between procurement and AP users?

III. INFORMATION TECHNOLOGY

Integration & Interoperability: (Please provide details for each question)

1. How does the system maintain an auditable trail of approvals, changes, and transactions?

2. Are controls in place to enforce segregation of duties between procurement and AP users?

3. Is your solution cloud-based or on-premises?

a. If it is cloud-based, where is the data stored?

b. Is it approved by the US Government?

c. What cloud certifications do you have?

4. Does your platform integrate with IBM Maximo and Workday application out of the box?

5. Describe your APIs and data exchange capabilities (e.g., REST, SOAP, batch imports).

6. Can the platform integrate with our existing user identity and authentication systems (e.g., SSO, LDAP, SAML)?

Security & Compliance: (Please provide details for each question)

7. Describe your security architecture, including data encryption at rest and in transit.
8. What compliance certifications does your platform hold (e.g., SOC 2, ISO 27001, GDPR)?
9. How do you handle data residency, retention, and access control?

Scalability & Support: (Please provide details for each question)

10. How do you handle data retention and access control?
11. What is your typical implementation timeline and what professional services are offered?
12. Describe your support model (e.g., SLAs, availability, dedicated account teams).
13. What kind of support and training do you offer before and after the system goes live?

SCHEDULE OF EVENTS AND CONTACT INFORMATION:

RFI Release Date	August 5, 2025
Respondents' Questions Due Date	August 19, 2025
Responses to Written Questions	August 26, 2025
RFI Submittal Deadline	September 2, 2025

All questions or concerns related to this RFI should be submitted via electronic mail to **Shaun Larsuel, Utility Buyer**, at SCS4Purchasing@ladwp.com by the date and time prescribed herein.

The LADWP's responses to questions will be posted on the Regional Alliance Marketplace for Procurement (RAMP), found at <http://www.rampla.org>. It is the responsibility of respondents to check RAMP periodically for responses to questions.

USE OF INFORMATION:

Participation in this RFI is optional and not required in order to respond to any subsequent procurement LADWP may take. The RFI is not a competitive solicitation method. Neither LADWP nor the interested party responding has any obligation under the RFI. Interested parties are encouraged to submit responses to all or part of the RFI even if they do not have a current

intention to responding to any future RFP or RFQ. Respondents are specifically requested not to submit any type of price proposal other than high-level cost estimates for budget purposes.

All documents submitted in response to the RFI will become a matter of public record and shall be thereupon considered public records. If a respondent believes that any portion of its response is exempt from public disclosure, such portion shall be clearly marked "Trade Secret," "Confidential," or "Proprietary." By submitting information with portions marked in this manner, the respondent represents that it has a good faith belief that such material is exempt from disclosure under the California Public Records Act, California Government Code §§ 6250, et. seq.

GENERAL INFORMATION AND INSTRUCTIONS:

Companies responding to this RFI shall designate a single point of contact within that company for receipt of all subsequent information regarding this RFI. If subsequent bidding opportunities are issued, LADWP is under no obligation to advise any vendor responding to this RFI.

LADWP employs the electronic Request-Solicit-Procure (eRSP) system for posting its bidding opportunities and receiving bid documents. Vendors are advised to monitor the LADWP eRSP website for such opportunities.

All entities or individuals interested in conducting business with LADWP are required to register in the web-based eRSP system. Registration is free and enables the registered entity or individual to gain access to certain information, services and/or materials maintained in eRSP at no charge. Registration may be accomplished at www.ladwp.com/ersp.

LADWP reserves the right to amend or cancel this RFI.

All information gathered as a result of the RFI is subject to provisions of the California Public Records Act. Respondents to this RFI consent to LADWP incorporating any ideas, concepts, approaches, or strategies into any design, procurement or contractual activities related to any aspect of the project without any liability or consideration on the part of LADWP.

CONTACT INFORMATION:

Please provide your contact information including a brief company profile, and the name, phone number, and email of the key contact person(s).

RFI SUBMITTAL INSTRUCTIONS:

Please submit your response via email to SCS4Purchasing@ladwp.com no later than **September 2, 2025**. Responses submitted via facsimile will not be accepted.