



# Request for Proposal for Procurement, AP and T&E Card Program\_07-24\_GY

Date of Release: July 25, 2024

# 1. General Information

## 1.1. Request for Proposal (RFP) Objective

The objective of ERCOT in this procurement is to identify and contract with a qualified Respondent to provide either a consolidated proposal for Procurement (P-Card), Accounts Payable (AP) and Travel & Entertainment (T&E) Card Programs, or a proposal for any of these programs individually.

<https://us.workdayspend.com/rfps/public/694253>

Once registered, you can view details and ask questions (via WSS/Scout's message center) to Electric Reliability Council of Texas within the WSS/Scout platform. You will also be able to invite additional team members to collaborate and submit your RFP response.

## 1.2. ERCOT Point of Contact

The sole point of contact for inquiries concerning this RFP is:

Gates Yager  
ERCOT  
2705 West Lake Drive  
Taylor, Texas 76574  
[gates.yager@ercot.com](mailto:gates.yager@ercot.com)

All communications relating to this RFP must be directed to the specified ERCOT Point of Contact. All other communications between a Respondent and ERCOT staff concerning this RFP are prohibited. Failure to comply with this section may result in ERCOT's disqualification of the proposal.

## 1.3. Procurement Timeline

| Procurement Timeline                     |                 |
|--|-----------------|
| RFP Release Date                         | July 25, 2024   |
| Optional Notice of Intent to Propose Due | August 1, 2024  |
| Respondent Questions Due                 | August 8, 2024  |
| Response to Respondent Questions Sent    | August 14, 2024 |
| Respondent Proposals Due                 | August 28, 2024 |
| Respondent Presentations (if needed)     | TBD             |
| Anticipated Contract Award               | TBD             |
| Anticipated Contract Start Date          | TBD             |