



**Request for Proposal for
Email Communication and Distribution
Management_07-24_JT**

Date of Release: July 26, 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 an email and SMS subscription solution for multiple mailing lists. This initiative aims to future proof ERCOT's communications through:

- Identifying a Software as a Service solution to ensure secure and persistent communications via email, sms, and other digital media presence.
- Deploying, configuring, and migration of ERCOT's existing lists, registrants, and owners.
- Providing training and customization which enables ERCOT's team to manage and the communications and integrations

Electric Reliability Council of Texas (ERCOT) will be using Workday Strategic Sourcing (WSS) to manage the submission process for this RFP.

In order to participate, each respondent is required to create a free supplier account with Workday Strategic Sourcing by accessing the following link and following the instructions for new account creation.

<https://us.workdaysspend.com/rfps/public/695186>

Once registered, you can view details and ask questions (via the WSS message center) to ERCOT within the WSS 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:

Jason Terrell
ERCOT
2705 West Lake Drive
Taylor, Texas 76574
Jason.Terrell@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 26, 2024
Optional Notice of Intent to Propose Due	August 02, 2024
Respondent Questions Due	August 07, 2024
Response to Respondent Questions Sent	August 09, 2024
Respondent Proposals Due	August 23, 2024
Respondent Presentations (if needed)	TBD
Anticipated Contract Award	TBD
Anticipated Contract Start Date	TBD