



**Request for Information for
A Document Library / Digital Asset Management
System
Digital Content Management Solution RFI_2-25_JKR**

Date of Release: February 24, 2025

1. General Information

1.1. Request for Proposal (RFI) Objective

This is a Request for Information (RFI) only and does not constitute a commitment, implied or otherwise, that the Electric Reliability Council of Texas, Inc. (ERCOT) will take procurement action in this matter.

The ERCOT objective in this RFI is to evaluate Respondent's product and service offerings to better understand Document Library / Digital Asset Management.

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

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.workdayspend.com/rfps/public/859510>

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 RFI response.

1.2. ERCOT Point of Contact

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

Jana Richardson
 ERCOT
 2705 West Lake Drive
 Taylor, Texas 76574
Jana.richardson@ercot.com

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

1.3. Procurement Timeline

Procurement Timeline	
RFI Release Date	2-24-25
Optional Notice of Intent to Propose Due	2-27-25
Respondent Questions Due	2-28-25
Response to Respondent Questions Sent	3-10-25
Respondent Proposals Due	3-31-25
Respondent Presentations (if needed)	TBD week of 4/21/25
Future Solicitation for Proposal (if needed)	6-1-25