

**June 17, 2026**

**REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
Billing System Replacement**

**ADDENDUM NO. 3**

All Consultants submitting under the Request for Qualification (RFQ) for the referenced procurement shall read and take note of this Addendum. The Documents for this procurement are hereby revised and/or clarified according to this Addendum.

**Acknowledgment of RFQ Addendum:** The acknowledgment attached to this Addendum is to be signed and attached with the Offeror's submittal.

Tawanda Stamps  
Director of Procurement  
ALCOSAN

Consultant Acknowledgement\_\_\_\_\_

Date\_\_\_\_\_

June 17, 2026

**REQUEST FOR QUALIFICATION (RFQ)  
PROFESSIONAL SERVICES  
Billing System Replacement**

**ADDENDUM NO. 3**

The following are questions submitted via email.

1. Can you clarify whether you are looking for a system integrator to handle the technical configuration and deployment of the software, or an independent consultant to guide you through system assessment, procurement, and implementation oversight with the selected CIS vendor?

- a. **ALCOSAN is seeking firms or teams qualified to provide a replacement billing system solution, including the software product/platform and the professional services required to implement it. Expected services include solution configuration, deployment, data migration, reporting and billing output conversion or redevelopment, system integrations, testing, training, go-live support, and related implementation services.**

**ALCOSAN is not seeking a consultant solely to provide independent system assessment, procurement advisory services, or implementation oversight without also providing or delivering the billing system solution.**

2. Would a custom-built solution be acceptable?
  - a. **ALCOSAN is open to proposed solutions that meet the project objectives and can support its wastewater billing requirements. This may include a commercial billing/CIS platform, configuration or extension of ALCOSAN's JD Edwards environment, or a supported solution architecture that includes an application layer or front-end component integrated with JD Edwards.**

**A purely custom-built solution is not excluded; however, any proposed approach must demonstrate long-term supportability, maintainability, security, scalability, integration capability, reporting capability, and suitability for ALCOSAN's wastewater billing operations.**

3. Data received from external water agencies varies by agency, including format, structure, and method of delivery - please elaborate on the types of format structure and the methods the data is received by.
  - a. **Data received from external sources varies by agency and may include differences in file format, layout, field structure, delivery method, and unit of measure. Examples may include text files, spreadsheets, delimited files, fixed-format files, and other agency-specific submissions. Detailed file layouts and**

**data exchange requirements are expected to be addressed during the RFP phase.**

4. How many internal users are anticipated for this solution, and do we see a need for external agencies/users to login to the application? (e.g. to upload the data)?

**a. ALCOSAN anticipates approximately 40 internal users across billing, finance, IT, and related support functions. Final user counts and role-based access requirements will be refined during later phases of the procurement and implementation process.**

**ALCOSAN expects the future solution to support ingestion of consumption and billing-related data received from external water agencies. The specific method for external data submission, such as secure file transfer, controlled upload, automated file transfer, or another secure data exchange process, has not yet been finalized and may be addressed through the proposed solution.**

**At this time, ALCOSAN is not specifically seeking customer- or municipality-facing portal functionality within the scope of the RFQ. However, ALCOSAN may consider portal functionality as a future capability if it aligns with operational needs, security requirements, and the selected solution approach.**

5. How critical is it to demonstrate expertise in utility billing systems? We have experience handling complex projects of varying size, scope and budget.

**a. Demonstrated expertise in utility billing systems is an important qualification for this procurement. ALCOSAN will consider overall experience with complex system implementations; however, relevant experience with utility billing, CIS platforms, data migration, integrations, reporting, and public-sector or utility environments will be important in evaluating qualifications.**

**ALCOSAN's wastewater billing model has unique characteristics that differ from a traditional metered retail utility. ALCOSAN does not own or read customer meters; instead, it relies on consumption and billing-related data received from more than 20 external water agencies. The future solution must support ingestion, validation, exception handling, and processing of external consumption data, as well as both limited direct billing and municipal/aggregate billing. Experience with these types of billing, data, and integration complexities will be considered relevant to the evaluation.**

6. Has Alcosan reviewed the products in the market?

**a. ALCOSAN has conducted preliminary market research regarding potential billing/CIS solutions. No product, vendor, or implementation approach has been selected or preferred. Firms should rely only on the RFQ and issued addenda when preparing their submissions.**

7. Approximately how much data needs to be imported from the past into the new application?

- a. **The final scope of historical data migration has not yet been determined. ALCOSAN anticipates that migration requirements will be further defined during the RFP and implementation planning phases.**

**At the RFP stage, ALCOSAN may request proposers to provide pricing for multiple data migration options or packages, such as active operational data only, active data plus a defined period of billing history, and broader historical conversion or archive/read-only access options. This will allow ALCOSAN to evaluate costs, risks, operational needs, audit requirements, and long-term reporting needs before finalizing the migration approach.**

8. Could we request a copy of a sample bill?

- a. **ALCOSAN can provide a representative sample bill or billing output with anonymized/mock data (see attached). The samples provided are for informational purposes only to help respondents understand the general billing format and should not be interpreted as defining the full reporting, invoicing, or billing-output requirements for the future solution.**



June 15, 2026

**Members of the Board**

- Emily Kinkead  
*Chairperson*
- Darrin Kelly
- Sylvia Wilson
- Patrick Catena
- Harry Readshaw
- Kimberly Salinetto
- Shatara Murphy
  
- Arletta Scott Williams  
*Executive Director*
- Douglas A. Jackson, P.E.  
*Director  
Operations & Maintenance*
- Michelle M. Buys, P.E.  
*Director  
Environmental Compliance*
- Kimberly N. Kennedy, P.E.  
*Director  
Engineering & Construction*
- Karen Fantoni, CPA, CGMA  
*Director  
Finance*
- Michael Lichte, P.E.  
*Director  
Regional Conveyance*
- Julie Motley-Williams  
*Director  
Administration*
- Phil Cole  
*Director  
Information Technologies*
- Erica LaMar Motley  
*Director  
Scholastic Programs*
- Tawanda Stamps  
*Director  
Procurement*
- Jill Snyder  
*Director  
Communications*

Riverton Water and Sewer Authority  
 c/o Ms. Jordan Ellery  
 Harbor Center Building 3  
 4500 Market Street, Suite 210  
 Riverton, Stateville 98765-1234

Dear Ms. Ellery:

The City of Riverton has adopted the optional method for billing wastewater charges as defined in the Standard Municipal Agreement. By this method, the Riverton Water and Sewer Authority will pay to the Allegheny County Sanitary Authority the aggregate total of the wastewater charges for the City of Riverton

The billing files for the wastewater charges of the residents located in Wards 1 through 10 have been forwarded to the Riverton Water and Sewer Authority for the second of three invoices for ALCOSAN Billing Round 268.

<u>WARD</u>	<u>CHARGE DATE</u>	<u>AMOUNT</u>
1	June 10, 2026	\$ 1,104,583.55
2	June 10, 2026	\$ 1,243,999.56
3	June 10, 2026	\$ 389,907.66
4	June 11, 2026	\$ 2,123,550.68
5	June 11, 2026	\$ 841,796.62
6	June 11, 2026	\$ 472,901.61
7	June 12, 2026	\$ 1,452,167.34
8	June 12, 2026	\$ 238,763.34
9	June 12, 2026	\$ 623,456.02
10	June 12, 2026	\$ 566,897.90
<b>Total Due</b>		<b>\$ 9,058,024.28</b>

In accordance with the Riverton Water and Sewer Authority/City of Riverton Agreement, payment in the amount of **\$9,058,024.28** shall be made to Allegheny County Sanitary Authority within the next thirty (30) days.

Sincerely,

Jane S. Doe, Supervisor  
 Customer Service & Billing Department

DRH/mw

Mayor and President and Members of Council  
Borough of Harbor Ridge  
c/o Mr. Callum Renshaw  
150 Brownsville Road  
Pittsburgh, PA 15210



June 17, 2026

**Members of the Board**

Emily Kinkead  
*Chairperson*

Darrin Kelly

Sylvia Wilson

Patrick Catena

Harry Readshaw

Kimberly Salinetto

Shatara Murphy

Arletta Scott Williams  
*Executive Director*

Douglas A. Jackson, P.E.  
*Director  
Operations & Maintenance*

Michelle M. Buys, P.E.  
*Director  
Environmental Compliance*

Kimberly N. Kennedy, P.E.  
*Director  
Engineering & Construction*

Karen Fantoni, CPA, CGMA  
*Director  
Finance*

Michael Lichte, P.E.  
*Director  
Regional Conveyance*

Julie Motley-Williams  
*Director  
Administration*

Phil Cole  
*Director  
Information Technologies*

Erica LaMar Motley  
*Director  
Scholastic Programs*

Tawanda Stamps  
*Director  
Procurement*

Jill Snyder  
*Director  
Communications*

Mayor and President and Members of Council  
Harbor Ridge Borough Office  
c/o Mr. Callum Renshaw  
487 Lakecrest Hollow Drive  
Northwood, PA 96412

Dear Mr. Renshaw:

Your Borough of Harbor Ridge has adopted the optional method for billing sewage charges as defined in the Standard Municipal Agreement. By this method, the Borough of Harbor Ridge will pay to the Sanitary Authority the aggregate sewage charges of its residents.

As per the municipality's request, we are providing information via email regarding the 1,460 quarterly accounts serviced by the Harbor Ridge Borough for service ending May 29, 2026. Sewage charges for these accounts amount to \$310,526.23. As per the municipality's request, an email has also been forwarded to Jordan Tax Service.

In accordance with the Standard Municipal Agreement, payment of the foregoing \$310,526.23 shall be made using the **enclosed self-addressed envelope** within the next sixty (60) days.

Sincerely,

John D. Doe, Manager  
Customer Service & Billing Department

LRS/mw

JON SPAK  
12 HEMLOCK ST  
PITTSBURGH PA 15369

**Amount Due:** \$ 62.83  
**Account Number:** 969696-252525  
**Water Agency Account:** 325654

**Service Address:** 12 HEMLOCK  
**Statement Date:** JANUARY 22, 2016

DESCRIPTION	EXPLANATION OF CHARGES			TRANS DATE	AMOUNT
	FROM/TO	# DAYS	USAGE		
BASIC SERVICE	05/11/15-08/03/15	84	0.00 TGAL	01/22/16	\$ 11.78
ALCOSAN SEWAGE CHARGE	05/11/15-08/03/15	84	8.000 TGAL	01/22/16	\$ 44.88
ALCOSAN SEWAGE CHARGE	08/03/15-11/15/15	104	10.000 TGAL	01/22/16	\$ 56.10
<b>TOTAL CHARGES</b>	<b>NET AMOUNT DUE (IF PAID BY NET DUE DATE):</b>				\$ 112.76
	<b>GROSS AMOUNT DUE (IF PAID AFTER NET DUE DATE):</b>				\$ 112.76

**METER READING INFORMATION**

▲ RETAIN THIS PORTION FOR YOUR RECORDS ▲

▼ RETURN THIS STUB WITH PAYMENT ▼

ALCOSAN  
**Account Number:** 969696-252525  
**Service Address:** 12 HEMLOCK ST

**Statement Date:** JANUARY 22, 2016  
**Net Amount Due:** \$ 62.83  
**Net Payment Due Date:** MARCH 21, 2016  
**Gross Amount Due:** \$ 62.83  
**Delinquent After:** MARCH 21, 2016

Check Here for Name/Address Correction. See Reverse.

JON SPAK  
12 HEMLOCK ST  
PITTSBURGH PA 15369

**MAKE CHECK PAYABLE TO:**

ALCOSAN  
ATTN: CHRIS  
3300 PREBLE AVE  
PITTSBURGH, PA 15233

ENTER PAYMENT AMOUNT \$
----------------------------