

June 5, 2026

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

ADDENDUM NO. # 1

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_____

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The following are questions submitted via email.

1. The RFQ requests that the Team's Organizational Chart be submitted on 11×17 paper, folded to 8½×11. Given that many project teams are geographically distributed and rely on third-party printing services, would ALCOSAN consider accepting the organizational chart formatted and printed on standard 8½×11 paper in lieu of the 11×17 requirement?
 - a. **Yes, this is acceptable.**
2. ALCOSAN's RFQ states that MBE/WBE firms must be certified through an approved certifying body. Is it required that proposed MBE/WBE subconsultants hold Pennsylvania-based certification at the time of RFQ submission to be considered compliant with ALCOSAN's stated MBE/WBE participation terms?
 - a. **We will accept out-of-state MBE and/or WBE certifications from an approved certifying body. We will not accept self-certifications.**
3. What software are you currently using for billing?
 - a. **ALCOSAN relies on a heavily customized Banner-based billing system. This system is tailored specifically for our wastewater billing operations and can process consumption data from water agencies. It supports both municipal/aggregate billing and limited direct billing scenarios.**
4. What items do you bill for (water, sewer, trash, natural gas, electricity)?
 - a. **ALCOSAN exclusively bills for wastewater/sewer services. We do not provide or bill for water, trash, natural gas, or electricity. Consumption data used to calculate wastewater charges is received from more than 20 external water agencies.**
5. How many active utility accounts do you have?
 - a. **ALCOSAN currently manages approximately 330,000 active accounts within the Banner billing system. The majority of these accounts are billed at the municipal or aggregate level, with only a small portion billed directly.**
6. Would ALCOSAN consider permitting electronic proposal submissions for this procurement?
 - a. **Please submit hard copy submittals. Proposal submissions shall not exceed 35 pages total (double sided printing).**