



Request For Information

Point of Contact:
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RFI Number: 2026-0407

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Software and Implementation Services for an Enterprise Resource Planning (ERP) Software Systems Environment

Central Texas Regional Mobility Authority (CTRMA) seeks information from vendors capable of satisfying the needs for software and consulting services to implement a new software systems environment to address CTRMA's needs related to Enterprise Resource Planning (ERP). Interested parties are invited to submit responses, based on the information and questions provided in this RFI. This information is sought for market analysis purposes only. This RFI is not a solicitation and will not result in a contract, nor does it create any obligation on the part of CTRMA. CTRMA may use the information obtained through this RFI process in future solicitations.

TIMELINE

The following represents the tentative schedule for this request. Any change in the scheduled dates will be issued in an addendum to this RFI.

<u>Event</u>	<u>Date</u>
Issue Date	April 7, 2026
Clarify Question Due Date	April 14, 2026
RFI Response Due Date	April 21, 2026

GENERAL INFORMATION

I-1 Request for Information

THIS IS A REQUEST FOR INFORMATION (RFI) ONLY to identify sources that can provide software and consulting services to implement a new software systems environment to address CTRMA's needs related to Enterprise Resource Planning (ERP). The information provided in the RFI is subject to change and is not binding on CTRMA. The Mobility Authority has not made a commitment to procure any of the items discussed, and release of this RFI should not be construed as such a commitment or as authorization to incur cost for which reimbursement would be required or sought. All submissions become the property of CTRMA and will not be returned.

I-2 Purpose

The Central Texas Regional Mobility Authority, TX (CTRMA) has retained Berry, Dunn, McNeil & Parker (BerryDunn) to support the assessment of CTRMA's existing ERP environment—including the use of existing software systems and related business processes—and to aid in the issuance of this RFI to solicit information from the vendor marketplace on the range and availability of software solutions that address one or more functional areas defined in this RFI, as well as system implementation services to deploy (assess, design, configure, test, train, etc.) the solution presented in RFI responses. BerryDunn has been retained to support CTRMA with client-side project management during the implementation of a future ERP solution.

CTRMA is an independent regional mobility authority responsible for the development, financing, operation, and maintenance of toll roads and mobility projects across Travis and Williamson counties. CTRMA's operating model is supported by a lean internal staff complemented by external partners and service providers. As the organization has grown, its financial, operational, and reporting responsibilities have expanded, increasing the need for more integrated systems, improved data accessibility, and streamlined business processes.

The issuance of this RFI does not constitute a commitment to issue a request for bids or proposals, award a contract, or pay any costs incurred in preparation of a response.

This RFI is intended to help CTRMA:

- Develop internal budgetary estimates
- Inform internal resource planning and implementation considerations
- Better understand available ERP solutions and vendor capabilities within the marketplace

Information received in response to this RFI may help support CTRMA's project team in refining the scope of work, validating requirements, and preparing for a potential future Request for Proposals (RFP). Submission of a response to this RFI does not guarantee participation in any future procurement, nor does it preclude vendors from responding to subsequent solicitations. Vendors need not respond to this RFI in order to propose on a

future RFP, should one be released.

I-3 **Communications with CTRMA**

This RFI is being issued for CTRMA by the point of contact listed on the cover sheet. The point of contact is the sole point of contact for this RFI.

Any RFI addenda/updates will be made available at CTRMA's procurement web portal at <https://www.mobilityauthority.com/business/opportunities/procurements/>

I-4 **Preparation of Submittals**

1. Vendors shall examine the RFI's Scope and Background, Submission Instructions and Conditions, the General Provisions and all Exhibits and Attachments. Failure to do so shall be at Vendor's risk.
2. Submittals must be full and complete. Due to web vulnerabilities, CTRMA reserves the right to disregard links or references to websites or other external sources included in a submittal, unless such links or references are specifically requested in this RFI.
3. Proposals for goods and/or services other than those specified will not be considered unless authorized by the RFI.

I-5 **Submission Instructions**

1. Access CTRMA's procurement web portal
<https://www.mobilityauthority.com/business/opportunities/procurements/>
2. Questions can be submitted by the questions deadline to Kate.Offerdahl-Joyce@berrydunn.com and CC: tammie.warren@berrydunn.com
3. To meet CTRMA's requested timeline, we are asking that responses be returned no later than **April 21, 2026, at 2:00 PM Central Time**, and we would appreciate them sooner, if possible. Please send the completed documents to Kate Offerdahl-Joyce, Kate.Offerdahl-Joyce@berrydunn.com and CC: Tammie Warren, tammie.warren@berrydunn.com

I-6 **Scope and Background**

CTRMA operates within a multi-system environment that supports financial management, capital program delivery, toll operations, and administrative functions. Microsoft Dynamics NAV (Navision) serves as the system of record for core financial processes, with system access currently limited to a relatively small group within the Finance team. As a result, many departments rely on centralized support for information access, and CTRMA is interested in expanding role-based access to provide broader visibility and support for department staff. Payroll and timekeeping are supported through ADP, while toll transaction processing is managed through the Data Platform System (DPS), an internally developed software which functions as the central operational system for toll activity.

In addition to its core systems, CTRMA utilizes a combination of contracted consultants to support key functions, including engineering, information technology, and specialized operational areas. This hybrid support model is an important consideration as CTRMA evaluates future system and support needs.

CTRMA is seeking information from vendors capable of providing a modern ERP solution with the ability to support core administrative functions and integrate with external systems, including tolling platforms, banking institutions, and other operational technologies.

Through this RFI, CTRMA is requesting information from the vendor community to better understand available solutions, functional capabilities, implementation approaches, and estimated timelines. Information collected through this process may help support CTRMA’s ongoing planning efforts and inform the development of a future procurement.

The functional areas included in the scope of this RFI are outlined in the table below. It is important to note: vendors do not need to address all functional areas in responses, if your system does not support all functional areas. If your solution addresses one or more functional areas, the CTRMA encourages you to provide a response as this will help to further inform the CTRMA’s internal planning process as it develops a strategy for a future procurement process(es).

No	Functional Area	No	Functional Area
1	General Ledger and Financial Reporting	8	Procurement and Sourcing
2	Budgeting, Forecasting, and Capital Planning	9	Contract Management
3	Project and Program Financial Management	10	Workforce Management
4	Accounts Payable	11	Payroll
5	Accounts Receivable and Revenue Tracking	12	Time and Attendance
6	Debt, Bond, and Financing Management	13	Employee Self-Service and User Experience
7	Capital Assets and Asset Management	14	Reporting, Analytics, and Data Access

The following statistics are provided to assist with the development of your response:

Statistical Information	
Area	Statistic
Fiscal Year	July 1 – June 30
Population Served	Travis and Williamson Counties
Workforce	
Number of Employees	40
Payroll Cycle	Biweekly
General Ledger and Financial Reporting	
Number of Funds	8 fund types, 77 active funds
Number of Accounts	592 active accounts
Number of Journal Entries Annually	Average 8,000
Chart of Accounts Structure	Have approximately 80 funds, and utilize departments, project codes, account, and account description
Budgeting	
Operating Expense (excluding debt service payments)	\$85,350,065
Capital Budget	\$41,614,530
Purchasing, Bids, and Contract Management	

Statistical Information	
Area	Statistic
Number of Purchase Orders per Year	Average 3,500
Number of Bids, RFPs, RFIs, RFQs issued annually	Average 10 annually
Number of Blanket Purchase Orders per Year	0
Number of corporate cards in use	5
Accounts Payable	
Number of Active Vendors	Currently 185 for FY26
Number of Invoices Submitted for Payment per Year	3,200
Number of 1099's issued per Year	70
Number of Payments per Year	Approx: 3,300
Accounts Receivable and Cash Receipts	
Number of General Accounts Receivable transactions per Year	None
Number of Cash Collection Points (including all tender types)	None
Project Accounting and Grant Management	
Number of Active Grants	0
Number of Grants Annually	0
Number of Active Projects	60
Number of Projects Annually	Average 30
Fixed Assets	
Number of Fixed Assets	200 – needs to be cleaned up

CTRMA does not intend to award a contract on the basis of responses nor otherwise pay for the preparation of any information submitted, or CTRMA use of such information. Although "proposal" and "proposer" may be used in this RFI, your response will be treated as information only. It shall not be used as a proposal.

I-7 Information Requested from Vendors

The enclosed MS Excel workbook contains six (6) worksheets where CTRMA is requesting information related to the availability of modules, availability of functionality, future systems environment, implementation approach, cost, and informational questions:

1. Availability of Modules (Tab 1): Please respond to the list of CTRMA's desired modules using the indicators included in this tab. As part of this process CTRMA will be allowing responders to submit point solutions (best of breed) and encourages responders to participate in this process in order to consider a range of marketplace offerings.
2. Alignment of Functionality (Tab 2): Please respond to the list of CTRMA desired functionality using the indicators included in this tab.

3. Implementation Approach (Tab 3): Please provide your recommended phasing for the modules you provide and the related timeline for each phase.
4. Costs (Tab 4): Please provide both low and high-cost estimates for the products and services included in this tab, specifically for a SaaS deployment. Estimates should be detailed by the following categories:
 - **Software Licensing and Subscription Fees** – Costs associated with software access and usage.
 - **Professional Services** – Includes costs related to analysis, configuration, customization, project management, training, and change management.
 - **Hardware** – Costs related to any necessary physical infrastructure.
 - **Travel expenses** – Costs related to vendor travel.
 - **Interface Development Costs** – Covers potential system integrations, interfaces and interoperability; see Tab 6 for details.
 - **Data Conversion** – Covers potential costs related to Data Conversion.
 - **Other Additional Costs** – Any other relevant expenditures.
 - **Recurring SaaS Costs** – Recurring costs associated with software access and usage.
 - **Optional Costs** – Optional service offerings and software costs associated with the proposed software.
5. Informational Questions (Tab 5): Please respond to the list of informational questions related to your solution.
6. Potential Information Exchanges (Tab 6): outlines the potential system integrations and data exchanges that support CTRMA's toll operations, financial reconciliation, workforce processes, asset management, and document management.

I-8 Disclosure of Information

This RFI is for informational purposes only and does not constitute a commitment to procure or contract for services. CTRMA reserves the right to use information gathered to help inform future procurement activities.

By submitting a response, the Vendor has thereby agreed to the provision of this section.

- I-9 Release of Information and Open Records:** All responses shall be deemed, once submitted, to be the property of the CTRMA. Response documents may be subject to public disclosure under the Texas Public Information Act ("PIA"). Any material deemed to be proprietary, confidential, or otherwise exempt from disclosure under the PIA shall be clearly marked as such. The CTRMA will use reasonable efforts to notify respondents in the event a PIA request is received which might cover all or part of the RFI response and give the respondent an opportunity to assert, in writing to the Office of the Attorney General, a claimed exception under the PIA or other applicable law within the time period allowed

under the PIA.