



ORANGE COUNTY WATER DISTRICT

18700 Ward Street
Fountain Valley, California 92708

ADDENDUM NO.1 REQUEST FOR PROPOSAL (RFP-25-021) Laboratory Information Management System (LIMS) Date of Addendum: 7/16/2025

This addendum serves as written notice of the following corrections, clarifications, additions and/or deletions to any and all copies of the Request for Proposal for Laboratory Information Management System (LIMS). The original Request for Proposal (RFP) Documents and any previously issued addenda remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Proposer shall take this Addendum into consideration when preparing and submitting its Proposal.

The proposer shall execute the acknowledgment form at the end of this addendum and shall attach it with proposer's submitted proposal. **Failure to acknowledge receipt of all Addenda may result in rejection of your proposal**

1. Q&A Table

- Please refer to Attachment A-1 of this Addendum No.1 for the QA Table.
- Appendix A is provided as Attachment A-2

2. The following redlines sections have been provided as a replacement to the existing sections of the RFP. Please refer to Attachment A-3.

Item	Section	Description of Change
1	2 – Solicitation Schedule	Proposal Due Date has been extended to Friday, July 31, 2026 at 12:00PM PT Interviews and Demonstrations has been extended to the beginning week of August 17, 2026
2	8.1 – Proposal Format	Revised section 8.1 – proposal format

ATTACHMENT A-1

Q & A Table

No.	QUESTIONS	ANSWERS
1	If a vendor takes exception to anything in OCWD's Standard Agreement (Exhibit C), will it be grounds for immediate elimination? Should vendors document their exceptions in the RFP response?	If a Vendor proposes any exceptions to OCWD's Standard Agreement (Exhibit C), the proposal exceptions will be evaluated on a case by case basis at OCWD's sole discretion
2	Section 8.1 of the RFP instructs vendors in the following: "The main directory of the flash drive shall contain the entire proposal as two separate PDF files for Part One and Part Two." There is no other mention of separating the proposal in two parts. Please further clarify what this instruction means and what should be included in Parts One and Two.	This statement is being replaced with " The main directory of the flash drive shall contain the entire proposal as one PDF file.". Please refer to Addendum No.1 for RFP changes.
3	The RFP submission instructions specify a 25-page limit on vendor responses. Given the size of the RFP, it may take more than 25 pages to adequately respond. Is the 25 page limit a hard requirement?	50 page max, not including the title page, table of contents, cover letter, appendices, dividers, or résumés.
4	For every desired 3rd party integration, please provide the name of the system / vendor, type of information being exchanged, data delivery (TCPIP, API, file drop, etc.).	--Ideagen Quality Management has documentation for using APIs and provides APIs for workflow integration. Full CRUD operations are not currently supported. We want to exchange information about training and instrument maintenance statuses and list or link to Ideagen document numbers in LIMS. --WRMS is an in-house Oracle database. Simple communication with LIMS is performed via linked servers. This would include some shared reference tables such as bottle types/sizes and qualifier codes. Complex transactions such as results transmission is performed via Oracle client connection through C# code. --DXR is an in-house Oracle database on the same server as LIMS and communicates via linked servers. Watre Quality department sample scheduling and pre-login data are in this system and scheduled sampling tasks and pre-login data are shared with LIMS. --Our ERP programs are Maximo and JD Edwards. These systems are local and are on Oracle, so the communication would be either via linked server or Oracle client. We'd likely want to share information about item vendors, date received, or any other information in the ERP programs relevant to TNI traceability. The extent will depend on how traceability an dinventory are implemented in the LIMS. --OCWD employs multiple SCADA systems including Ignition and Emerson Delta V DCS. These systems are not currently connected to other systems but our Information Services department is working on being able to pull data from them. We imagine comapring lab results to ongoing in-stream process control data from the GWRS plant. --OCWD uses ESRI ArcGIS. GIS data may be used in relation to sampling sites, although it would be more likelt for data users in other departments to access lab results data through a GIS interface or report.
5	Per Exhibit D, the solution shall support Microsoft Windows SQL Server. Does this mean the LIMS must use SQL Server as the underlying database? Or is it only required to integrate with SQL Server? If a vendor is proposing a LIMS that utilizes Oracle, would that solution be evaluated or would that factor be grounds for rejection?	OCWD's preferred system-of-record database platform is Microsoft SQL Server, consistent with the District's enterprise architecture standards. Support for or integration with Microsoft SQL Server alone does not satisfy this preference. Proposers offering a solution that uses another database platform, such as Oracle, shall identify this as an exception to Exhibit D and explain the rationale. The District will evaluate any identified exceptions as part of the proposal evaluation process.
6	A Rate Sheet is identified as a required component of vendor responses. For vendors proposing a FFP that does not include rates, how should vendors respond to this requirement?	If proposing a Firm Fixed Price (FFP), the Proposer shall provide the milestone-based pricing required by the RFP. The required Rate Sheet shall include fully burdened hourly rates that will apply to authorized out-of-scope work, change orders, or optional services during the term of the Agreement.
7	Can you provide an Excel / Word file for the following document please? APPENDIX A: Requirements and Desired Features for a New OCWD LIMS	Yes, see response to question no. 21.
8	Are any subcontracted laboratories used? If so, then how many?	Subcontracted laboratories are used by the District but managed by other departments and data is not imported into LIMS, thus subcontracted laboratories will not be in the scope of this project.
9	Could the County elaborate on what data is to be migrated from the legacy LIMS? Will this data be provided in a consistent format?	There are 3 SQL Server LIMS databases: 1. An archive database contains about 10 core tables of LIMS sample and QC data ranging from 1997 to 2019 when Aspen LIMS was in use. 2. The current in-house built Citrus LIMS has a database made to be compatible with Aspen and contains the same tables in the archive (with slightly different names) and several more. 3. Citrus LIMS has a second database that supplements the first with additional data tables and the stored procedures used in Citrus LIMS.
10	Other than WRMS, DXR, Ideagen, PowerBI, and Maximo Enterprise Asset Management are there any additional systems/applications that the County would like the LIMS to integrate with?	No

No.	QUESTIONS	ANSWERS
11	How many full LIMS concurrent user licenses does the County require (number of users that need to login to the LIMS at the same time)? Full LIMS licenses allow users to perform all functions provided by the system - including access to and modification of data.	Minimum 15. We would rely on vendor's guidance with knowledge that the OCWD lab has 32 primary analysts plus 6 student interns interfacing with LIMS on a regular basis with increased usage expected as electronic recordkeeping is increased for TNI. Users from the R&D and Operations departments (dozens of users) currently have read/write access to schedule/edit sampling tasks and input sampling-related data, depending on how it is implemented. Only a few are likely to use LIMS concurrently. Users in the Water Quality department (about a dozen) may add a few concurrent users if their sampling is implemented in the LIMS.
12	How many read-only concurrent user licenses does the County require (again, number of users that need to login to the LIMS at the same time)? Read-only user licenses would allow users to view information within the LIMS, but they would not be able to create or modify data.	We only anticipate there being a few of these concurrent users.
13	How many field samplers does the County have?	Water Quality collects field samples every weekday with about a dozen staff. However, they do all their sampling-related work outside of LIMS (pre-login data from their WRMS DXR system is transferred electronically to LIMS). R&D has about a dozen staff but only collects field samples occasionally but does that work in LIMS. The Operations department has dozens of people and they perform daily process control sampling of the on-premises GWRS plant. Currently, only one Operations staff member at a time logs into LIMS briefly to relinquish their samples.
14	Do you have a preference for a traditional on-premise installation or a Cloud-subscription model? If an on-premise model is preferred or acceptable, would the proposer be expected to provide the servers, SQL licenses, and/or databases?	OCWD's preferred deployment model is on-premises. OCWD will provide the server infrastructure, Microsoft SQL Server licenses, and database platform. Proposers shall identify all application, infrastructure, operating system, database, storage, networking, and other system requirements necessary to support their proposed solution.
15	To offer a comprehensive quote, could the pricing proposal and payment schedule be exempt from the 25-page limit?	See response to question no.3
16	Could the County please provide Appendix L: Network and Infrastructure?	This was an oversight when compiling the RFP. Appendix L was expanded into what is now Exhibit D - IT Technical Appendices. There is not an Appendix L.
17	Exhibit D - Requirement D.6 states that "The solution shall support OCWD cybersecurity policies and standards." Could the County provide the cybersecurity policies and standards?	OCWD's internal cybersecurity policies and standards will not be provided as part of this procurement. Proposers shall describe how their solution satisfies the cybersecurity requirements identified in Exhibit D. Additional implementation-specific security requirements will be coordinated with the selected proposer during implementation. Implementation details will be discussed with the selected proposer during the implementation phase.
18	Could the County extend the due date to accommodate time to analyze Appendix L and the cybersecurity policies and standards?	We will extend the deadline until 7/31/2026. All subsequent dates will additionally be pushed back one week to accommodate this extension. Please refer to revised schedule in Addendum No.1
19	Exhibit D – Technical Architecture, Infrastructure, Security, and Integration states that proposers shall identify/describe/provide certain requirements. Do we need to submit responses to these with the proposal? If so, are these exempt from the 25-page limit?	Yes. Proposers shall include a description of the proposed solution architecture, system requirements, infrastructure, hosting model, and technical ecosystem as part of their proposal. The proposal shall also identify and explain any exceptions or deviations from the requirements contained in Exhibit D – Technical Architecture, Infrastructure, Security, and Integration Requirements. This information is considered part of the proposal and is subject to the 50-page proposal limit.
20	Section 7.8. OCWD STANDARD AGREEMENT states that proposers must comply with the County's Services Agreement. However, the Services Agreement does not take into account vendor software and support and maintenance agreements and contains language that we would like to negotiate. Could we offer exceptions to the County's Services Agreement or be allowed to negotiate language? As it stands, it may prohibit a response if absolute agreement is required.	See response to question no. 1.
21	APPENDIX A: Requirements and Desired Features for a New OCWD LIMS has requirements that may be met in multiple ways. Usually in RFPs, a proposer is allowed to explain how they can meet the requirement. In this case, without an explanation, a misunderstanding may arise between the County and the proposer during implementation. Is there a table/matrix that the County has where an answer could be provided requirement by requirement where details are needed? It would also serve to provide an opportunity where proposers can answer whether or not they are able to provide desirable or optional requirements.	An Excel version of Appendix A has been attached with spaces for proposers to indicate whether their LIMS can meet each required or desired item and provide comments. Proposers may fill this out in part or in whole to provide more details on how their LIMS may meet these requirements per section 7.6 of the RFP.

ATTACHMENT A-2

Appendix A – Excel File

ATTACHMENT A-3

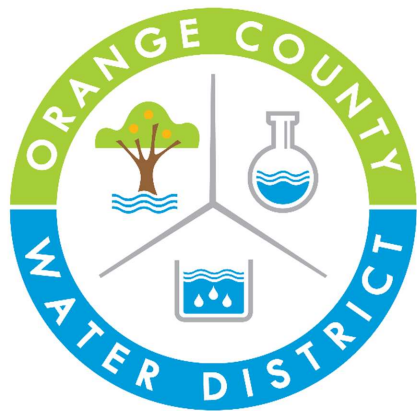
RFP Redlines

ORANGE COUNTY WATER DISTRICT

**REQUEST FOR PROPOSALS
RFP-25-021**

**FOR
Laboratory Information Management System (LIMS)
Replacement**

ISSUED: Thursday, June 18, 2026



PROPOSALS DUE:

Friday, July 31, 2026 at 12:00PM PT

Deleted: Thursday, July 23, 2026 at 11:00AM PT

The Orange County Water District ("OCWD" or District) is seeking proposals from qualified and experienced firms to provide Laboratory Information Management System ("LIMS") Replacement services, including full implementation, software licensing, and turnkey delivery. OCWD intends to evaluate the proposals received and enter into a Professional Services Agreement ("Agreement") with the qualified firm. The work is expected to commence following Board approval of Agreement award. The Agreement will be monitored closely for acceptable services rendered throughout the Agreement term. OCWD will have the option to terminate the contract in whole or in part during the Agreement term, for any reason or no reason, without penalty, upon notice. The proposer will not be entitled to lost profits or any other compensation not earned prior to the time of termination.

This Request for Proposal ("RFP") describes the required scope of services, the information that must be included in the proposal, and the proposal selection process. Proposers are encouraged to carefully review this RFP in its entirety prior to submitting their proposals. Failure to submit information in accordance with these requirements and procedures may be cause for disqualification.

1. INTRODUCTION

The OCWD is an internationally recognized leader in the water industry that was formed in 1933 by the California State Legislature which entrusted OCWD to guard and protect the region's groundwater basin and limited water supply. OCWD's mission is to provide a reliable supply of high-quality water that is sourced in an environmentally responsible manner to the more than 2.5 million residents and businesses within the 270 square mile service area of Orange County, California that OCWD serves. OCWD manages three of Southern California's greatest water supplies, this includes protecting rights to the Santa Ana River, managing and replenishing the Orange County Groundwater Basin, and operating and maintaining the Groundwater Replenishment System (GWRS), the world's largest advanced water purification system for potable water reuse. More information regarding the OCWD can be found at www.ocwd.com.

2. SOLICITATION SCHEDULE

The solicitation schedule is summarized in the table below. OCWD reserves the right to modify the schedule below at its discretion. Proper notification changes will be made to interested proposers.

RFP Issued	Thursday, June 18, 2026
Mandatory Pre-Proposal Meeting	Wednesday, July 1, 2026 at 9:00 AM PT
Questions Due Date	Wednesday, July 8, 2026 4:00 PM PT
Proposals Due	<u>Friday, July 31, 2026 at 12:00PM PT</u>
Interviews and Demonstrations	<u>Beginning week of August 17, 2026</u>
Agreement Award Date:	September 2026 or October 2026

Deleted: Thursday, July 23, 2026 at 11:00AM PT

Deleted: Beginning week of August 10, 2026

2.1. PRE-PROPOSAL MEETING

The mandatory pre-proposal meeting will be held virtually through Microsoft Teams on **Wednesday, July 1, 2026 at 9:00 AM PT**. Firms interested in submitting proposals are required to attend the pre-proposal meeting.

Meeting participants will be required to sign in. A copy of the sign-in sheet will be posted on the OCWD website at, <https://www.ocwd.com/working-with-us/rfp-contracts/>, after the pre-proposal meeting. Proposals will not be accepted from firms that do not attend the mandatory pre-proposal meeting.

To join the meeting please follow the instructions below:

Microsoft Teams meeting

Join:

<https://teams.microsoft.com/meet/263892549953987?p=B6ktFxxdcmaJ4g6de7>

Meeting ID: 263 892 549 953 987

Passcode: Qi2D2YV3

Dial in by phone

[+1 916-535-3094](tel:+19165353094), [436656888#](tel:+1436656888) United States, Fair Oaks

[Find a local number](#)

Phone conference ID: 436 656 888#

[Need help?](#) | [System reference](#)

2.2. QUESTIONS CONCERNING REQUEST FOR PROPOSALS

All questions regarding the RFP must be submitted in writing before the deadline due date of **Wednesday, July 8, 2026 4:00 PM PT**. All questions must be titled "**Question – RFP-25-021 for OCWD LIMS**". Responses to questions received from prospective proposers will be formally documented in a Question and Answer (Q&A) table that will be posted on the OCWD website: <https://www.ocwd.com/working-with-us/rfp-contracts/>. The Q&A table will be updated regularly as questions are received from prospective proposers. Questions received after the questions due date will not be considered.

Attention: Melody Yap, Purchasing Manager

Email: procurement@ocwd.com

2.3. DEADLINE FOR PROPOSALS

One (1) hard copy and one (1) electronic flash drive copy of the proposal must be received in a sealed envelope by OCWD no later than **Friday, July 31, 2026 at 12:00PM PT** or such later time that OCWD may announce by an addendum at any time prior to the proposal deadline. The envelope shall be plainly marked on the exterior "**Proposal for RFP-25-021 Laboratory Information Management System (LIMS) Replacement**" and with the name, company name, and address of the proposer.

Orange County Water District
Laboratory Information Management System (LIMS) Replacement
RFP-25-021
Thursday, June 18, 2026

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Deleted: Thursday, July 23, 2026 at 11:00AM PT

of the flash drive shall contain the entire proposal as [one PDF file](#). All sections of the PDF file shall be bookmarked.

Deleted: two separate PDF files for Part One and Part Two

8.2. PROPOSAL PREPARATION COSTS

This solicitation does not commit the District to award any work nor to pay any costs incurred from the preparation of proposals. Firms responding to this RFP will be solely responsible for all costs and expenses incurred during the selection process.

9. SELECTION PROCESS

Selection of the Consultant will be based on the proposal contents, prior experience of the firm, performance on similar or related projects, and overall costs that best serve the District. Other factors that may be considered during the evaluations include the firm's reputation in the industry and any other aspects which could affect the proposer's performance under the awarded Agreement.

All responsive proposals will be evaluated by a selection committee formed by the District. The proposal shall be of such scope and depth to sufficiently describe and demonstrate the proposer's understanding, approach, and qualifications to successfully complete the scope of services described herein. Submittal of incomplete or vague responses to any section or subsection of this RFP may result in rejection of the proposal. Proposals will be evaluated, scored, and ranked based on the criteria specified in the table below. The evaluation criteria listed in the OCWD Proposal Evaluation Form (**Exhibit B**) will be used to evaluate each proposer.

Item No.	Criteria for Proposal Evaluations	Maximum Points
1	Capability of Proposed LIMS to Meet OCWD Laboratory's Requirements and technology requirements	20
2	Proposed LIMS' Efficiency and Ease of Use for OCWD Users	20
3	Proposal's Project Approach, Technical Methodology, Schedule and the Clarity, Completeness, and Professional Quality of the Proposal	15
4	Qualifications of the Firm, the Project Manager, and Key Project Staff	15
5	Record Of Success, and Experience, on LIMS Integration Projects	10
6	Time Commitment and Continued Availability of Key Staff	10
7	Cost Proposal and Total Cost of Ownership	10
TOTAL POINTS:		100

Following the initial evaluation of proposals, OCWD intends to shortlist a minimum of two (2) Proposers to participate in interviews and provide system demonstrations. The District reserves the right to modify the number of shortlisted Proposers or waive the shortlist

END OF ADDENDUM

MANDATORY FORM

ACKNOWLEDGE RECEIPT OF ADDENDUM NO.1

**REQUEST FOR PROPOSAL
Laboratory Information Management System (LIMS)
(RFP-25-021)**

7/16/2025

Proposer shall acknowledge receipt of this addendum by detaching, signing and attaching to his/her proposal, one (1) copy of this sheet.

I, _____

Name of Proposer, Company Name

Address, City, State, Zip

Hereby acknowledge receipt of Addendum No.1 to the **Request for Proposal Laboratory Information Management System (LIMS)** and have considered these revisions in the preparation of my proposal. This addendum, consisting of this acknowledgement, shall become a part of any contract made pursuant thereto.

Proposer's Signature

Printed Proposer's Name

Date