



ORANGE COUNTY WATER DISTRICT

18700 Ward Street
Fountain Valley, California 92708

ADDENDUM NO. 1 REQUEST FOR PROPOSAL (RFP-25-015) Professional Project Management Services – Laboratory Information Management System (LIMS) Replacement Project Date of Addendum: 8/12/2026

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 Professional Project Management Services – Laboratory Information Management System (LIMS) Replacement Project. 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

- a. Please refer to Attachment A-1 of this Addendum No.1 for the QA Table.

ATTACHMENT A-1

Q & A Table

No.	QUESTIONS	ANSWERS
1	Is the Price Proposal included in the 25 page limit?	Yes.
2	What is the expected duration of the contract? If this is unknown, is there a target we should write towards for our pricing?	The RFP states the duration of the Agreement is two (2) years.
3	Is the Project Manager expected to be contracted for the entirety of the LIMS implementation process?	Yes
4	If the consultant is remote, are there an expected number of on-site visits? Can pricing for these be included in the Additional Services section?	Given the complexity and scope of this project, consultants should expect to work on site at least 20% of the time.
5	Courier services; UPS /FEDEX ok? Special instructions for courier?	Yes, UPS /FEDEX is ok, no special instructions for courier. It is the proposers responsibility to ensure the proposal is delivered prior to the deadline.
6	In "Part One", does OCWD also want a pricing summary included in this submitted envelope?	No, please see section 5 of the RFP for required proposal contents.
7	At the Pre-bid conference a preference was indicated for an onsite PM presence. What weighting in the Evaluation will be allocated to on onsite vs offsite proposed PM? Note: If onsite is a requirement it will greatly reduce the potential pool of qualified candidates for OCWD consideration.	See response in question no.4.
8	At the Pre-bid conference it was suggested the need for a PM might be less than full time depending on the project phase/needs. Suggest that OCWD define the level of effort/allocation across the stated two year duration for an apples to apples comparison of bidders responses/cost.	The LIMS Replacement RFP asks proposers to provide a phased plan for LIMS implementation. Most plans have 6-7 phases and start with fact-finding, team building, and planning. Next is typically a long stretch of system configuration and data migration. Then there is system testing by users, training, and go-live. We expect that the PM will be busiest in the early and late phases and may be able to work part-time during the configuration and data migration to ensure the project keeps moving. Projected timelines from proposers vary from 22 to 65 weeks. We anticipate that it will take longer than that to complete both the scoped project and a "final" configuration of the LIMS.
9	Does OCWD have an anticipated turnaround time for the response to questions? If not 7-10 days prior to due date, respectfully request an extension so they can be properly incorporated into the vendor responses.	Proposal due dates may be pushed back depending on response time, though notifications of an updated schedule would likely be posted at the same time as these responses. All questions received were added to this document for the record.
10	If onsite is a requirement, what percentage of onsite work would you envision?	See the answer in C4.
11	Is OCWD able to share a budget established for this RFP/project?	The project does not have a set budget. LIMS providers vary widely in pricing models, up-front costs, and ongoing costs.
12	Given that the new LIMS vendor and project timeline has not been identified, should consultants submit proposed costs assuming a 2-year implementation?	Yes. The RFP states the duration of the Agreement is two (2) years.
13	In addition to the appendix of resumes, will OCWD allow our firm to include additional appendix materials that do not count toward the RFP's 25-page limit, if we determine they are relevant and of interest to OCWD?	The RFP states the 25 page limit does not include the appendices.

END OF ADDENDUM

MANDATORY FORM

ACKNOWLEDGE RECEIPT OF ADDENDUM NO. 1

REQUEST FOR PROPOSAL

**Professional Project Management Services – Laboratory Information
Management System (LIMS) Replacement Project
(RFP-25-015)**

8/12/2026

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 Professional Project Management Services – Laboratory Information Management System (LIMS) Replacement Project** 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