



Making a difference...together

Parks & Environmental Services
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**CAPITAL REGIONAL DISTRICT
LABORATORY INFORMATION MANAGEMENT SYSTEM
EPRO2021-019
ADDENDUM NO. 1**

TO ALL PROPONENTS:

This letter shall serve as confirmation that the revisions included herein as Addendum No. 1 shall form part of the Request for Proposals (RFP) Documents for RFP No. **EPRO2021-019**

ADDENDUM NO. 1

Revise the RFP Documents as follows:

Clarification:

1. **Regarding the Demo requirement on page 32 of the RFP. Are we to record a demo on our own and provide a link with the submission of our RFP response? Or will CRD be scheduling live demos? If CRD will be scheduling live demos, what date range is expected for the demos? i.e. will this be before or after the RFP response submission deadline of August 16, 2021?**

The CRD will be scheduling live demos; it is anticipated that this will be in the two-week period after the RFP closes with some flexibility in scheduling.

2. **Do you know roughly the number of users of the LIMS system? Our pricing and ability to tailor it is dependent on the number of users, with economies of scale so knowing that would be very helpful.**

The number of users is anticipated to be between 10 and 20 with the possibility of client access to data.

3. **Is there a desired term for this service? We sell Software as a service, with yearly, or multi-year contracts. I noted the \$200,000 max contract amount, but wasn't sure of the term that applied for.**

The deployment is not defined at the moment (e.g. SaaS vs on premise etc.) in the proposal. Please identify the cost of setup and configuration, separate the number of years after deployment that would be within the specified budget, as well as the yearly ongoing cost (e.g. \$20,000 for configuration and deployment and \$20,000 per year ongoing subscription charges).



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All Proponents shall acknowledge receipt and acceptance of this Addendum No. 1 by signing and dating in the spaces provided below and submitting the signed Addendum with the Proposal. Proposals submitted without this Addendum may be considered incomplete.

Yours truly,

Jennifer Blaney
Manager, Laboratory Services

July 21, 2021

PROPONENT - Please print name

SIGNATURE

DATE

RFP No. EPRO2021-019