



August 12, 2024

To All Proposers:

Subject: **RFP #: 8227-W5, Software – Laboratory Information Management / DPWP**

ADDENDUM NO. 1

To Whom It May Concern:

With reference to our proposal request relative to the above subject, please refer to the changes/modifications/clarifications to the original proposal request.

• **PLEASE SEE BELOW QUESTIONS RECEIVED AND RESPONSES FROM CITY**

1. How many Total users will require access to the LIMS? How many Concurrent users will require access to the LIMS? *We would have about ten (10) total users. We would need no more than 5 (five) user logged in at any one time.*
2. How many users will require access to the Mobile solution? *There would be 5 (five) mobile users total.*
3. Is there a list of the specific Custom Reports the City requires Vendors to deliver with the completed solution? Can the City provide examples of these reports? *The LIMS system will need to populate the EDEP upload bulk files to MA EDEP system, along with Mass DEP specific reporting form (found at [Drinking Water Permits, Forms, and Templates | Mass.gov](#)). Specifically, the Bacteria, Lead and Copper, Halo Acetic Acid, Total Trihalomethane, Inorganic Contaminates and Total organic carbon.*
4. Is there a need for internal or external access to Results and Reports only, e.g. via a Web Portal? *There would be a need for internal access to Results and Reports only.*
5. Are there specific systems with which the City would like the new LIMS to integrate, e.g. Accounting, ERP, GIS? *Not at his time.*
6. Is there a list of instruments with which the new LIMS will need to integrate? Will any of these instruments require two-way integration (To/From) the LIMS? *Because Lab instrumentation is constantly changing. The LIMS should have the capability to upload from all major laboratory instruments manufactures generating CSV files (or other common upload file types). This must be done without the use of instrument specific parsers, or other programs not integrated into the software itself. Two way integration is not required at this time.*



7. Section 3 – Technical Specifications – Electronic Signature: The product must have the ability to capture electronic signatures and preferably auto-populate to the records and laboratory reports.

Q. Would the City provide additional clarification regarding the use of Electronic Signatures for records and reports, e.g. storing the User Name/ID and Date/Time of Login, Analysis, Review/Approval and including this information on reports? Or is this a requirement for users to re-authenticate anytime a specific action is performed such as Review/Approval of Results and generation of Reports? **Final report approval and report generation is when the laboratory managers signature will need to be added to partial and final reports.**
8. What does the City consider as the “Life of the Contract”, as it relates to guarantees against price increases, e.g. 1 Year, 3 Years, 5 Years? **The initial agreement would be for one year.**

Proposers are requested to acknowledge and/or include this addendum with submission.
All other terms, conditions and specifications remain unchanged.

Very truly yours,

Christopher J. Gagliastro
Purchasing Director