COMMONWEALTH OF VIRGINIA

###### COUNTY OF HENRICO



DEPARTMENT OF FINANCE

CECELIA H. STOWE, CPPO, C.P.M.

PURCHASING DIRECTOR

**September 12, 2016**

**ADDENDUM NO. 1**

**Request for Proposal: #16-1243-8EF**

**Subject: Laboratory Information Management System and Monitoring & Compliance System – Annual Contract**

Gentlemen/Ladies:

Please make the following changes, corrections, additions or deletions to the above referenced Request for Proposal:

**This RFP and any addenda are available on the County of Henrico Purchasing website at** [**http:/henrico.us/purchasing.**](http://www.henrico.us/purchasing.)To download the (IFB or RFP), click the link and save the document to your hard drive. To receive an email copy of this document, please send a request to:  **fal51@henrico.us**

**Page 1 Paragraph 1 – Currently Reads:**

Your firm is invited to submit a proposal for an annual contract to provide software and services to replace the existing Laboratory Information Management System (LIMS) and Monitoring & Compliance System in use by the Henrico County Department of Public Utilities in accordance with the enclosed specifications. The submittal, consisting of the original proposal and **six (6)** additional copies marked, **Laboratory Information Management System and Monitoring & Compliance System"**, will be received no later than **3:00 p.m.** **September 23, 2016, by:**

**Change to Read:**

Your firm is invited to submit a proposal for an annual contract to provide software and services to replace the existing Laboratory Information Management System (LIMS) and Monitoring & Compliance System in use by the Henrico County Department of Public Utilities in accordance with the enclosed specifications. The submittal, consisting of the original proposal, **six (6)** additional copies, and one (1) electronic version marked, **Laboratory Information Management System and Monitoring & Compliance System"**, will be received no later than **3:00 p.m.** **September 23, 2016, by**

**Questions and answers follow on next page**

**REVISED ATTCHMENT E IS A SEPARATE ATTACHMENT**

Unless otherwise changed by an addendum, all other information will remain the same.

Sincerely,

Cecelia H. Stowe, CPPO, C.P.M.

Purchasing Director

Eileen Falcone

Procurement Analyst III

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**RFP #16-1243-8EF**

**LABORATORY INFORMATION MANAGEMENT SYSTEM AND**

**MONITORING & COMPLIANCE SYSTEM – ANNUAL CONTRACTQUESTIONS AND ANSWERS**

**SEPTEMBER 12, 2016**

**Q1. Should Offerors provide a quote for subsequent years of the contract with their proposal?**

*A1. Yes the Pricing Matrix (Attachment F) asks for pricing for maintenance for years 1-5.*

**Q2. What is the approximate budget for the project?**

*A2. The project is funded.*

**Q3. Does the estimated or approximate budget include mobile devices and software?**

*A3. DPU currently has a maximum of five mobile devices in use by the Monitoring and Compliance division, so mobile software would only be required to be installed on that equipment. No additional mobile devices/mobile software are anticipated to be purchased at this time. As was shown in the Attachment E Functional Matrix, Section O, mobile options are not required at this time but DPU wishes to have mobile options available should future needs of the Laboratory or Monitoring/ Compliance groups change or a strong business case can be presented by the offeror. The costs provided by the offeror in Attachment F should reflect their proposed solution.*

**Q4. Describe in more detail the data migration needs as they apply to legacy data, any currently archived data, and any master data.**

*A4. Data currently in the working databases for LabWorks should be transferred over to the working database of the proposed solution by the offeror. Legacy and archive data stored within LabWorks databases should be converted by the offeror to the proposed solution’s archive system to keep all data accessible through the selected solution’s platform in the future. Refer to response to Q10 for more details.*

**Q5. Should we consider implementation of an interface with the contract laboratories as well?**

*A5*. *Development of an interface for specific contract laboratories to transfer data to DPU is not desired at this time. If the proposed solution’s ability to import external data (Attachment E Matrix, item H-29) is capable of more than simple formatted data using import wizards, it may be documented in the offeror’s response.*

**Q6. Column E of Attachment E, Functional Matrix, does not allow formatting in order to add comments.**

*A6. Column E of Attachment E is limited to use of the categories shown in the Attachment E Instructions to be consistent among offerors. Comments must be provided in Column H. See response to Q21 also.*

**Q7. In Section E Ongoing Support and Maintenance item 2. Is the County requiring the software upgrade version is free or the software upgrade and the installation of that version is free?**

*A7. Software upgrades and support for their installation are expected to be covered in the annual support/maintenance/service agreement pricing.*

**Q8. Provide more detail on what is needed in Sec. III Functional Requirements when asking that the system include Data Validation and Approval. Does the LIMS system need to be validated?**

*A8*. *See Attachment E Functional Matrix, Section J for specific Data Validation and Approval tasks. The proposed solution must include built-in processes that can perform/track validation and approval of data recorded by the lab. Validation and approval of data for internal use and for regulatory reporting needs is a key component of laboratory activity.*

**Q9. Will Henrico require an electronic submission format (Flash Drive, CD) along with the hard copy submission?**

*A9. Yes. Offerors are to provide 1 original proposal, six additional copies and one electronic version. See Addenda 1.*

**Q10. Are historical and static data migration needed from the PACS system? How many years of historical data would be preferred in phase I? In Total?**

*A10. Yes, information in the working database of the PACS system shall be migrated. The destination of the data (LIMS software, PACS software, WIMS data environment) will depend on the proposed solution. The combined size of the LIMS and PACS databases is 9.5 GB. No phases of migration were explicitly outlined in the RFP document, but if the offeror’s past experience necessitates a phased approach to data migration then that should be discussed in the proposal. The current LIMS system has been in place for 10+ years in its current configuration, while the current PACS system has been in place for over 5 years in its current configuration. Currently, all data not in WIMS is desired to be migrated unless the offeror proposes a limited migration scope that has been implemented successfully and met operational / regulatory needs of other similar facilities.*

**Q11. How many mobile client licenses are needed?**

*A11. See Answer A3 above.*

**Q12. Page 22 indicates a requirement for Professional Liability/Errors & Omissions coverage in the amount of $5M. What is the minimum professional liability coverage you would be able to accept.**

*A12. That is the minimum requirement.*

**Q13. Are you able to provide examples of the required reports?**

*A13. Sample reports will not be made available. Refer to section M9 of the Matrix Attachment E.*

**Q14. Matrix Section D, Item 10 – Please provide clarification on the filtering required. Is this relative to the list of projects available to be scheduled?**

*A14. Filters are intended to be used to manage workload, i.e. determining whether one person has been assigned an inordinate number of projects/tasks or to be able to see when a certain department’s requests will be filled. So this filter should be based on projects currently scheduled/assigned, projects that are on recurring intervals but have not yet been assigned to a staff member, projects for a client/department, etc.*

**Q15. Matrix Section H, Item 5 – Is the “owner” referring to the current location of the bottle, including the overnight refrigerator? Or is the owner a separate entity that needs to be tracked in addition to the current storage location?**

*A15. Equipment or workstations are intended to be the location while the “owner” is the staff member responsible for the bottle at that time/step in the process.*

**Q16. Sec. III.C.1.o refers to a “standard Commercial-off-the-Shelf products.” Is the County open to considering COTS LIMS products from an unrelated industry that can be configured and/or customized to meet DPU’s requirements?**

*A16. No.*

**Q17. Can companies outside the USA submit a proposal?**

*A17. All offers submitted will be considered*

**Q18. Will the Successful Offeror be required to come to the USA for meetings?**

*A18. If requested by the County and typically necessary.*

**Q19. Can the Successful Offeror perform the tasks related to the RFP outside of the USA?**

*A19. Offerors would have to provide detailed information on how they would meet the Scope of Services of the proposal.*

**Q20. Can proposals be submitted via email?**

*A20. No*

**Q21. In Attachment E under Comments, Column H is formatted only for a limited amount of space. Can this column be formatted in order to accommodate more information?**

*A21. A Revised Attachment E has been provided with Column H being expanded however there is still a size restriction. Comments requiring more elaboration can be entered in the separate tab provided for Additional Comments. “Revised Attachment E” is a separate attachment from this document.*