LACEY FIRE DISTRICT 3

REQUEST FOR PROPOSALS – ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

ADDENDUM NO. 1

September 25, 2026

NOTICE TO PROPOSERS

This Addendum No. 1 is issued by Lacey Fire District 3 (the "District") for the Enterprise Resource Planning (ERP) System Request for Proposals (RFP) issued September 1, 2026. This Addendum modifies the RFP as stated below and becomes part of the RFP. Proposers shall acknowledge receipt of this Addendum in their proposal.

Except as expressly modified by this Addendum, all terms, conditions, requirements, dates, and provisions of the RFP remain unchanged.

1. AMENDMENT TO SECTION 27.6 – REFERENCES

Section 27.6 of the RFP is amended in its entirety and replaced with the following:

27.6 References

Vendors shall provide a minimum of five public-sector references. At least one reference shall be comparable in organizational size, complexity, or public-safety/special-district environment. At least two references shall have completed implementation within the last five years.

Washington State public-sector experience is preferred, but is not a mandatory minimum requirement. Vendors that do not currently have Washington State public-sector customers may provide comparable public-sector references from other jurisdictions.

References shall include organization name, contact person, title, email address, telephone number, modules implemented, and go-live date.

2. REFERENCE ELIGIBILITY

For purposes of the reference requirements, the District will consider the relevance and comparability of the reference to the proposed solution and the proposer's role in providing the solution.

- References for the proposing legal entity may be submitted directly.
- References for a parent or predecessor organization may be submitted when the proposer clearly identifies the relationship and demonstrates continuity relevant to the proposed ERP solution, personnel, product, implementation capability, or support model.
- References for an affiliate or subcontractor may be identified as supplemental experience when the affiliate or subcontractor will have a material and continuing role in the proposed solution. The proposer shall clearly identify the entity, its role, and the basis for relying on its experience.
- Individual experience of proposed personnel may be described in resumes and qualifications, but individual employment history does not by itself satisfy the customer reference requirement.

- The proposer shall clearly identify which legal entity will hold the District contract and which entity's customer references are being submitted.

3. NO OTHER CHANGES

Except for the amendment stated in this Addendum, the RFP remains unchanged. This Addendum does not modify the proposal due date, finalist demonstration process, evaluation criteria, pricing requirements, or any other RFP provision.

4. ACKNOWLEDGMENT OF ADDENDUM

Proposers shall acknowledge receipt of this Addendum in their proposal. Failure to acknowledge receipt may be considered in accordance with the District's RFP procedures.

RFP CONTACT

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