LACEY FIRE DISTRICT 3

REQUEST FOR PROPOSALS – ENTERPRISE RESOURCE PLANNING (ERP) SYSTEM

ADDENDUM NO. 2

September 25, 2026

NOTICE TO PROPOSERS

This Addendum No. 2 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 formally clarifies and amends the relationship between Section 5.2 and Attachment A 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 5.2 – OPTIONAL / FUTURE MODULES

Section 5.2 of the RFP is amended and clarified as follows:

The functional areas identified in Section 5.2 are Optional / Future Modules and are not mandatory components of the base ERP implementation. Section 5.2 controls the scope designation of those functional areas.

- Learning Management
- Performance Management
- Advanced Recruiting / Talent Management
- AI-Assisted Analytics
- Predictive Forecasting
- Fixed Assets
- Advanced Contract Lifecycle Management

These functional areas may be proposed as part of the solution, as optional modules, through an integrated third-party product, or as future roadmap functionality, as applicable. Vendors shall identify the applicable response classification, implementation approach, dependencies, limitations, and costs.

2. ATTACHMENT A – RESPONSE AND PRIORITY CLASSIFICATIONS

Attachment A is intended to provide the detailed functional requirements and the District's relative preference for capabilities within the applicable scope. The priority classifications in Attachment A—such as "Must Have," "Highly Desired," and "Preferred"—do not, by themselves, change whether a functional area is Required or Optional / Future under Section 5.

- A functional area identified as Required in Section 5.1 remains within the required core scope, regardless of the priority designation assigned to an individual requirement in Attachment A.
- A functional area identified as Optional / Future in Section 5.2 is not converted into a mandatory core requirement because an individual requirement within that functional area is labeled "Must Have," "Highly Desired," or "Preferred" in Attachment A.
- For an Optional / Future functional area, an individual "Must Have," "Highly Desired," or "Preferred" designation describes the District's relative preference for that capability if the vendor offers or proposes that functional area; it does not require the vendor to include the functional area in the base implementation.

- Vendors shall complete Attachment A in its entirety and identify the applicable response classification for each requirement, including requirements associated with Optional / Future functional areas. Completion of Attachment A does not make Optional / Future functional areas mandatory.
- Where an Optional / Future functional area is proposed, the vendor shall identify whether the capability is Native, Configurable, Third Party, Custom, Workaround, Future Roadmap, or Not Available, consistent with the RFP response classifications, and shall identify applicable pricing and implementation implications.

The following Required Functional Area is expressly distinguished from the Optional / Future Modules listed above:

- Document and Records Management is a Required Functional Area under Section 5.1. Requirements in Attachment A relating to Document and Records Management therefore remain within the required scope, regardless of the priority designation assigned to an individual requirement.

3. RELATIONSHIP BETWEEN SECTION 5 AND ATTACHMENT A

For purposes of determining whether a functional area is mandatory, optional, or future, Section 5.1 and Section 5.2 control the scope designation. Attachment A provides the detailed requirements and relative priority of capabilities within that scope. The “Must Have,” “Highly Desired,” and “Preferred” classifications in Attachment A shall be interpreted consistently with the applicable Section 5 scope designation.

This clarification supersedes any prior RFP language or Q&A response that could be read to suggest that an Attachment A priority designation, standing alone, changes an Optional / Future functional area into a mandatory core requirement.

4. EFFECT ON PROPOSAL RESPONSES

Vendors shall continue to respond to all applicable requirements in Attachment A. Vendors are not required to include Optional / Future Modules in the base implementation solely because Attachment A contains requirements for those modules. Vendors should identify the availability and commercial treatment of Optional / Future capabilities so the District can evaluate them consistently.

5. NO OTHER CHANGES

Except for the clarification and amendments 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.

6. 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.

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