

November 13, 2025

**RFP 25-4871 NEW COMPREHENSIVE EMERGENCY MANAGEMENT AND
CONTINUITY OF OPERATIONS PLANNING (CEMP/COOP) SOFTWARE SOLUTION**

**ADDENDUM #1
(Acknowledgment is Required)**

The Respondent shall acknowledge its review and receipt of this Addendum by signing below and including a signed copy of this Addendum with its bid submittal. Failure to do so could result in the disqualification of the bid.

Please note that double-underlined information (example) is added wording and stricken information (~~example~~) is deleted wording.

I. CLARIFICATIONS:

1. The **SOLICITATION COVER SHEET**, is hereby amended as follows:

PROPOSALS WILL BE OPENED:

~~November 18~~ December 9, 2025 at 2:00 p.m., and may not be withdrawn for 120 days after this date.

2. Paragraph two of Section 1.8, **PROPOSAL OPENING**, is hereby amended as follows:

To be considered, one electronic Adobe Document Format Files (pdf) of the proposal must be uploaded to WWW.DEMANDSTAR.COM, by **2:00 p.m., Local Time, on Tuesday, ~~November 18~~ December 9, 2025**. Proposals not received in a timely manner by DemandStar will not be accepted. THE DEMANDSTAR TIME STAMP WILL BE CONCLUSIVE AS TO THE TIMELINESS OF FILING. THE DISTRICT HAS NO CONTROL OVER WHETHER WWW.DEMANDSTAR.COM IS EXPERIENCING TECHNICAL DIFFICULTIES.

3. Paragraph six of Section 1.8, **PROPOSAL OPENING**, is hereby amended as follows:

The District is providing a virtual option to join the proposal opening for RFP 25-4871. The meeting will begin at **2:00 p.m. Local Time on Tuesday, ~~November 18~~ December 9, 2025**. Respondents may view the opening by clicking on the "Join Microsoft Teams Meeting" title below. You may also click on or copy and paste the following Teams link URL into your browser:

4. Section 1.9, **QUESTIONS**, is hereby amended as follows:

All questions must be presented in writing to Procurement@Watermatters.org, or the physical address as stated in SECTION 1.27, CORRESPONDENCE and received by the District no later than **5:00 p.m. on Monday, ~~November 03~~ November 17, 2025**, ~~10 business days prior to the proposal opening~~. Inquiries must reference the proposal title, number and the date of proposal opening. Respondents are responsible for checking the District's website as specified in SECTION 1.4, CHANGES, DELAYS, AND ADDENDA, for the District's responses to the questions presented. The District will attempt to answer all submitted questions in a timely manner but accepts no responsibility for response delays.

5. Section 2.4, **PROPOSAL CALENDAR**, is hereby replaced in its entirety with the following:

2.4 PROPOSAL CALENDAR. The following is a list of key dates concerning this solicitation.

Request for Proposal issued by the District	October 24, 2025
Deadline to submit questions	November 17, 2025
Due date for Respondents to submit proposals (2:00 p.m. local time)	December 09, 2025
Preliminary Evaluation Meeting (Virtual, 2:00 p.m. local time)	January 06, 2026
Oral Presentation/Demos (Virtual for shortlisted respondents)	January 12 – 13, 2026
Final Evaluation Meeting (Virtual, 2:00 p.m. local time)	January 15, 2026
Notice of Intent to Award, anticipated	January 30, 2026

II. QUESTIONS

Not applicable to this Addendum.

III. ATTACHMENTS:

Not applicable to this Addendum.

Chamanda Burris
Procurement Specialist
cc: Project Manager

ACKNOWLEDGEMENT OF ADDENDUM #1

BY: _____
DATE

(TYPE/PRINT NAME AND TITLE)

COMPANY NAME