ADDENDUM 3
Request for Proposals
OJRSA Project #2026-01
Procurement and Implementation of a Computerized Maintenance
Management System (CMMS) Solution
July 24, 2025

Question 1: Could you please confirm whether data migration from existing systems is within the scope of this project? Specifically, we would like clarification on whether the selected vendor will be responsible for migrating data from Utility Cloud, Excel spreadsheets, Publiq accounting system, and Manual/paper-based records.
Answer 1: There may be some data migration from utilizing the pre-written pump station checklist from within our current CMMS (Utility Cloud). The chosen company will give input and recommendations on what they recommend should be imported when entering the assets and data. See the RFP and other addendums for asset information.

Question 2: If data migration is in scope, we kindly request a breakdown of expected data volumes or entity counts for the following key areas, if available:
- Assets
- Locations
- Job Plans
- Work Orders
- Service Requests
- Inventory
- Storerooms
- Number and roles of users

Answer 2: See previously issued addenda at www.ojrsa.org/opportunities.

Question 3: Please confirm whether any OCR (Optical Character Recognition) capability is currently in place or if the digitization of paper records is expected to be part of the vendor's responsibilities. If manual record translation is expected, would OJRSA be able to provide a sample of typical paper records to help us assess the complexity of the digitization and migration process?
Answer 3: See previously issued addenda at www.ojrsa.org/opportunities.

Question 4: 1. Can you please specify the anticipated level of support required post-implementation? For example, weekly/monthly support hours expected.
Answer 4: See the information listed under Deliverables in the RFP. Also see previously issued addenda at www.ojrsa.org/opportunities.

Question 5: 1. Could you clarify your expectations for training delivery? Specifically:
- Number of workshops (admin vs. end-user)
- Number of participants per session
- Preferred training delivery mode (onsite, virtual, hybrid)

Answer 5: Staff should be trained on the asset management system by using onsite only and/or combined onsite and remote training. It is expected that onsite training will be utilized until a majority of the employees are comfortable using the system.

Question 6: Who is responsible for creating features and layers within ESRI, and what data sources are available to support the creation of these features and layers?
Answer 6: Will not apply since we are not doing a live two-way from CMMS to GIS. See previously issued addenda at www.ojrsa.org/opportunities.

Question 7 *(Summary of several similar questions received)*: Does the Authority have a desired contract term length for this project? Also share the expected contract duration: three years, 5 years, optional years.
Answer 7: The initial term will be three (3) years with possible indefinite extensions via sole source procurement (per OJRSA Procurement and Property Disposal Policy) if product is found to be effective and efficient tool for agency. OJRSA shall expect mutually agreed upon language to terminate the contract early for cause/failure to perform as approved by agency's legal counsel prior to execution.

Question 8: What is the gross square footage of all buildings owned/operated by OJRSA (including proposed additional systems/buildings-if known?
Answer 8: The OJRSA does not understand the relevance of this question. The CMMS system that is to be utilized shall mainly be for linear assets to include gravity sewers, pump stations, and force mains. There will be very few vertical assets, if any, where we see the value in knowing the square footage of the building as we will only be interested in tracking the few mechanical and electrical components that may be housed in such structures.

Question 9: If possible, please share a tentative budget for this project.
Answer 9: See previously issued addenda at www.ojrsa.org/opportunities.

Question 10: 1. Would OJRSA consider extending the page limits for each section listed in the RFP?
Answer 9: No, the OJRSA will not consider changing the page limit requirements.