

REQUEST FOR PROPOSAL (RFP)

for Environmental Health & Safety (EHS)

Information System – Responses to Questions

January 12, 2026

1. It doesn't appear that there is a form for our responses about functionality. I also saw that there were restrictions around the submission format. Is there a spreadsheet that you will provide or are you OK with us extracting the questions and responding with a spreadsheet to answer the technical and functional capabilities questions?
 - a. Thank you for this question. For ease and consistency the District has provided a template spreadsheet for all prospective bidders to utilize. Please refer to newly posted document titled "RFP - EBMUD Regulatory Compliance EHS Supplemental A v3a Form.xlsx" for your use.
2. We are interested in submitting a proposal but there are some key elements we do not have, such as Waste Management and IH/OH. Are you looking for a full platform that will have these along with the EHS platform?
 - a. Both the Waste Management and IH/OH elements are critical features that we seek from a service provider as part of this RFP process. All potential bidders are encouraged to submit a bid after reviewing the full list of requirements even if you meet most but not all requirements at this time. If your response is for less than the full list of requirements please clearly state which portion you are responding to; you may use the provided "RFP - EBMUD Regulatory Compliance EHS Supplemental A v3a Form.xlsx" to capture this information.
3. The Waste specifications in the RFP seem to center on document management and interfaces with RCRAinfo and CA HWTS, neither of which will have data until **after** the shipments are organized and/or shipped. However -- all the aspects of day-to-day waste management occur **prior** to data entry into CA HWTS or RCRAinfo. Is EBMUD anticipating *another* RFP for day-to-day waste management, such as waste profiles, analyses, container tracking, shipment requests, labeling and preparing the manifests?
 - a. You are correct the focus of this RFP, as it relates to waste management, is focused solely on document management after shipments are organized and shipped and does not include day-to-day operational needs. Our day-to-day needs are already addressed through an existing program. We seek document

management support for annual compliance reporting. There will not be another RFP for day-to-day waste management.

4. My firm is interested in submitting a response for the Environmental Health & Safety (EHS) Information System RFP, but we would likely need more time to develop a strong submittal. Do you anticipate extending the due date?
 - a. Thank you for your interest in submitting a response. We do not anticipate extending the due date at this time.
5. We are happy to complete the EBMUD forms in your format. Can we get the file in Word format? This will help us to edit and insert answers more easily.
 - a. Thank you for your question. To assist with ease of submission the District has posted RFP Exhibits A-F in Word format for all potential bidders to access and use if they so choose.
6. Exhibit A #10 states “Every proposer must fill out, sign, and submit the Preliminary Security Information Gathering (PSIG) documents, Exhibit G.”. The PSIG attachment, however, is labeled as Exhibit F. We do not see there is an Exhibit G provided. Please confirm that there is no Exhibit G.
 - a. The reference to Exhibit G on Exhibit A #10 is a typo. The Preliminary Security Information Gathering (PSIG) document is Exhibit F.
7. Can you provide more details on the intended integrations with RCRAInfo and DTSC? What data would be brought in from these sources?
 - a. Most data elements that we would like to import from these online data repositories are available here: <https://rcrainfo.epa.gov/rcrainfo-help/application/publicHelp/dataelementdictionary/ded-emanifestmodule.htm>
8. Hazardous Waste Regulatory Reporting – Can you provide a list of all required regulatory reports and the frequency with which they need to be generated?
 - a. This list includes the following:
 - Biennial Reports – every even numbered year, for large quantity hazardous waste generator.
 - eVQ (Electronic Verification Questionnaire) - annually
 - Exception Reports – as needed
 - CDTFA Hazardous Waste Environmental Fee – annually
 - Hazardous Waste Total Quantities per Facility for Certified Unified Program Agencies - Annually
9. CUPA Permit – Is the intended functionality for permits to be housed in the system to allow external non-named users the ability to request copies as needed?
 - a. Yes, as part of the document management functionality of the application, electronic copies of the CUPA permits should be made available to users within our organization.

10. Industrial Hygiene – How is IH managed today? Do you perform sampling events in-house, or through a third party? Do you use multiple labs today?
 - a. Industrial Hygiene sampling events are handled both in-house and through consultants. Multiple labs are used for in-house sampling as necessary based on lab capabilities to process samples. Sampling conducted by consultants is processed by numerous different labs.
11. Audits/Inspections - Do you have existing checklists you would like configured (besides the Reservoir Fall Protection form)? If so, how many and approximately how many questions do they have?
 - a. We have existing checklists for DIRT (Damage Information Reporting Tool) which was listed in the functional requirements listed under Supplemental Document A. Additional functional requirement listed under Audits & Inspections includes a system that allows for “customizable audits and inspection templates to reflect various programmatic inspection responsibilities.” The intent is to build out checklists and forms for various programs. If user customization is not possible the bidder should include relevant information related to limitations of customization as well as cost and timeline for any customizations that require vendor support.
12. RCA/Investigations - What methodology do you use today for RCA?
 - a. RCA is not an acronym in the RFP; we assume this means “Root Cause Analysis”. If this is related to our general incident investigation process, standard investigations utilize a template form that asks supervisors to evaluate conditions, behaviors, environmental factors and systems issues that could have lead to the incident. The investigation process in the EHS software should allow for industry approved methodologies such as the fishbone, the 5 Why, etc. and customization of questions for users to answer including open ended questions and multiple choice.
13. Reservoir Fall Protection – Can you provide additional details on the external system integrations needed (Design Division, AIM)? Would these be inbound or outbound? What type of data would be imported/exported?
 - a. Our current information is stored in a Microsoft Access database. The database consists of custom written tables, look-up tables, make tables, queries, forms, reports and table relationships. What would be imported into a new system would mirror the relational database described above. What is outputted are forms that can be viewed and custom reports in PDF format that could be printed. The Design Division reports and AIM system references are internal reports that we derive information from to record on several spreadsheets. The

database is linked to those spreadsheets. We would like the system to link to several spreadsheets that are stored on our internal network.

14. SSEAP/EAP Reporting – Can you elaborate on ‘integration with business continuity tracking systems’? What system would this be and what type of integration?

- a. The goal is to automate the process of assigning tasks, send reminders to stakeholders etc. so that scheduled Emergency Action Planning items located in DOCS, SharePoint or other shared internal drives are addressed. The reminders could be to outlook or some other system.

15. Historical data – Can you provide more specifics around the historical data migration needs? What data in Access and Excel would be included?

- a. Historically data includes numerous excel spreadsheets and access databases that contains text information and links to data housed on internal servers (PDF reports, photos, etc.). Other data sources include numerous documents and regulatory reports/studies/documentation (PDFs, Word, etc.) currently stored on internal servers.

16. Has a budget been established? If so, what is that budget? First year with implementation? Ongoing years?

- a. Budget estimates for implementation and recurring costs have been developed but will not be divulged. We expect proposals to include vendor’s reasonable costs for their services and for the use of their product.

17. Exhibit A details quite a bit of functionality of a system. Does the EBMUD team have priorities or rankings in terms of importance of the functionality, or is all functionality described valued the same?

- a. For Environmental Compliance: Top priority functional requirements include regulatory reporting for hazardous waste manifest data; document management for manifests (including record association and metadata-based querying); and integration with existing public hazardous waste manifest databases.
- b. For Workplace Health & Safety: The Functional Requirements expected to be first utilized for Workplace Health & Safety include: Industrial Hygiene Data and Program Management, Incident Reporting and Investigations / Injury Recordkeeping, and Audits & Inspections. However, a phased approach will be utilized to continue to expand utilization of the EHS system to the other listed functional requirements.