September 28, 2018

ARIZONA STATE UNIVERSITY

ADDENDUM 4

RFP 341902 Hazardous Materials Inventory Compliance and Data Management Software Suite

Please note the following answers to questions that were asked prior to the deadline for inquiries date of 09/28/18 at 3:00 P.M., MST.

Q1: How many campuses does ASU have that will be using [company] and there locations.
A1: ASU has 8-Campuses and other smaller locations that will all be using the same database:
   • ASU Tempe, AZ.
   • ASU Polytechnic, Mesa, AZ
   • ASU Downtown, Phoenix, AZ
   • ASU West, Phoenix, AZ
   • ASU MacroTechnology Works, Tempe, AZ
   • ASU Mayo Clinic, Scottsdale, AZ
   • ASU Lake Havasu, Lake Havasu, AZ
   • ASU Alameda, Tempe, AZ

Q2: Does the estimate provided earlier of 151,000 chemicals include “all” campuses. Reason: our bid will be based on your estimate.
A2: This includes all Campuses but, as previously stated, the number is inflated because of duplications in the current system.

Q3: What is the “New American University”?
A3: See https://newamericanuniversity.asu.edu/

Q4: Are ASU and the New American University two separate entities?
A4: No.

Q5: Can you please expand on your needs or requirements for the following items? (Questions Q5-Q9): Online lab registration.
A5: The ASU chemical hygiene plan requires an EHS safety registration for each location with hazardous materials. Currently ASU has approximately 2,300 locations with a registration. The registration process will rely on the software to track a permitting process to control information related to the lab personnel spaces. The permits will assist with tracking and documenting the type of research being performed in the registered locations. Laboratory registration is the process the university uses to maintain laboratory emergency contacts and information, develop and maintain laboratory chemical inventories, and establish laboratory safety inspections for ensuring compliance with the ASU Chemical Hygiene Plan. The laboratory registration process requires the Principal Investigator of the laboratory or her/his designee (Laboratory Manager/supervisor, coordinator, manager, etc.) to complete and annually submit a current Chemical Inventory, and Responsible Party Information (RPI) sheet to EHS. This registration process can be completed online through the database management suite where it allows the lab staff to log into their profile and make changes to their registrations. The software should allow EHS to identify changes made to the current and previous registration through an online
application. The software should generate a registration placard for posting either on the door entering the laboratory or immediately adjacent to the door. The placard will display information such as the laboratory emergency contact personnel, location of the MSDS, potential hazards located in the laboratory, GHS symbols, PPE symbols, National Fire Protection Association (NFPA) 704 hazard ratings, etc. The software should have the ability to trend and report the status of these permits and registrations.

Q6: Mobile Inventory Management, especially around transferring inventories from remote locations (what kind of inventories? Chemical, Radiological, equipment, other?)
A6: The software should allow the use of mobile devices to search, edit, and manage information such as inventories, equipment, SDSs, and inspections/re-inspections open and closed findings. This will include all types of inventories.

Q7: “Medical Monitoring” and “Equipment Management” under Biological Safety
A7: Manage a process to track medical monitoring which can be documented and linked to registered personnel in the software. Manage a permit/registration process to track equipment which can be documented and linked to registered locations.

Q8: Building Plans Review Management
A8: The EHS Fire Marshalls office conducts plans reviews for all construction on campus. Does the software have the ability to manage plans reviews?

Q9: Special Events Management
A9: Does the software have the capability to manage project and task lists for one-time or ongoing events?

Please remember that Proposals are to be mailed or delivered to Arizona State University Purchasing and Business Services 1551 S. Rural Rd. Tempe, AZ 85281, no later than 3:00 P.M., MST, 10/19/18.

If you have any questions regarding this notice, please contact me at 480-965-3849 or Lorenzo.Espinoza@asu.edu. You may also find RFP 341901 and any updates at http://www.asu.edu/purchasing/bids/index.html