October 2, 2018
ARIZONA STATE UNIVERSITY

ADDENDUM 5
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: Please verify training requirements. Are you planning to implement the “train the trainer” scenario? (I.e. Designated ASU personnel are trained and they train other users on campus.)
A1: Yes, we would expect that the successful bidder will “Train the Trainer” (BFIT and EHS personnel, primary stakeholders) and EHS will create user training for our customers (lab workers, Principle Investigators, Lab Managers, etc.). Note: BFIT – Business & Finance IT; EHS – Environmental Health & Safety are departments within ASU Business & Finance.

Q2: Please provide an estimation of the number of lab user who should be trained by the vendor. (These are above and beyond the on-line training which will be available.)
A2: At this time, it is our intent that lab workers will be trained by EHS. This may change depending on the complexity of the chosen program.

Q3: Please indicate the dedicated resources at ASU who will oversee and participate in the implementation (Project Manager? Dedicated EH&S Personnel?).
A3: ASU EHS and BFIT personnel will be primarily responsible for implementation.

Q4: Related to RFP page 26, Content of Submittal item "3. Response to Section V Specification / Scope of Work (15 pages maximum)." We counted 72 questions under section V and many of them has sub bullet point. Please confirm that in the 15 pages are not counted your questions which we insert for clarity. Would you willing to consider and increase the maximum page numbers to 20-30 as a max?
A4: ASU is granting this request to extend the page count for Section V per Section X of the RFP from 15 pages to 30 pages max.

Q5: Please provide a sample of the existing chemical catalog. We would like to see a sample of few chemical item with all information that recorded in the current catalog. We would like to see all data elements which will be imported to the proposed system.
A5: Attached to this addendum is a PDF sample taken from data points that should be relevant.

Q6: We offer installation scenarios: such as:
   a. Software license purchased by Customer and installed an a local server and run by Customer IT
   b. Software license purchased and installed at a hosting facility and managed by Vendor
   c. Software-as-a-Services (SaaS) for an annual fee
Which of the listed options should be addressed and quote in our proposal.
A6: ASU prefers vendors SaaS products wherever possible.
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