April 9th, 2018 (emailed to all proposers on this date)

ADDENDUM # 1
RFP 301803

HOSTED CLOUD COLLABORATION SOLUTION

Please note the following answers to questions that were asked prior to the deadline for inquiries date of April 5th, 2018 (3:00 PM., MST).

For the VPAT forms, we have very specific VPATS that we have produced for our solution sets being proposed. Can I use our VPAT forms as submission, or do you require that we transpose them directly into your VPAT outline? From what I understand, VPATs are a fairly standard format from most vendors.

In looking at our VPATs, they seem to follow the exact same structure, so I believe my assumption is correct, that the VPAT inquiries are a “standard” set of questions/answers (the clauses cited are identical). So I am “assuming” that we can provide our VPAT responses (that are already created by our company), unless there are specifics asked in your forms that would be outside of standard/ordinary.

**Answer:** Any VPAT you submit should have the same information as that listed within the RFP. If your VPAT differs from the one provided, please transfer this information into the template as-is. The template can be found on the [US Department of State’s website](http://www.state.gov).

Do you have an existing Office 365 tenant and subscriptions? If so, what subscriptions do you have and in what quantities for each (ex: A3 – 5,000 A5 – 2000, A3 Student Benefit 19,000)? What SKUs are currently being used?

**Answer:** Yes. We are using an older SKU and are licensed for 365 Pro Plus A at around 200,000.

Has ASU procured a license for Office 365? What license vehicle was used from Microsoft to do this? When are these licenses due to renew? What is the current cost for licenses/subscriptions?

**Answer:** Yes. We purchased our licenses via CDW. Are renewal is up in January 2019.

Does the university have any retention requirements for any stored information?

**Answer:** ASU does have an internal process and policy for data retention.
How many users of each type (Faculty, Staff, and Students) would need to access the provided solution?

**Answer:** At least 15,000 faculty/staff. Students around 93,000.

Does the university require external collaboration?

**Answer:** ASU does work with external collaborators often.

How many users will need access to training resources in the following categories: administrator, contributor, user?

**Answer:** We expect no more than 3-4 admins. Possible users can be anywhere from 10,000 to 100,000.

Could you kindly let us know the number of users that would be using our solution and if this number is bound to grow over the years between 2018 to 2023. We are not looking at the exact numbers but an approximate figure that would help us structure our pricing for your requirement appropriately.

**Answer:** ASU has about 100,000 users between faculty, staff, and students. ASU has grown over the years. Information on ASU’s growth can be found on the ASU Facts site ([https://facts.asu.edu](https://facts.asu.edu)).

How many people within ASU would need a license to use the service?

**Answer:** The amount could be anywhere from 10,000 to 100,000.

How many minutes per month are used in audio conferencing?

**Answer:** That is unknown.

Do you need the Security Assessment completed as part of our response?

**Answer:** No, the Security Assessment is not something that needs to be completed as part of your response. The expectation is that an awardee(s) would go through this process. We include it as part of the RFP to simply make you aware of this upfront.

If you have any questions regarding this notice, please contact me at **Allyson.taylor@asu.edu**

Thank you,
Allyson Taylor
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