March 13, 2020

ADDENDUM NO. 1

RFP 192001
Physical and Digital Archival Records Processing Services

Questions and Answers:

1. Q. Section IV – 10.b. “Awardees will be required to pay the University a 2% annual administration fee based on total net revenue…” Can ASU provide a definition of “net revenue”?

   A. Net revenue is the net price being charged to any other public university or public Procurement Cooperative utilizing the results of this RFP as their own award.

2. Q. Section IV – 12.b. “This fee, totaling 5% of the gross funds paid to the Supplier, shall be paid directly…will apply to any and all products sold by the Supplier that are delivered…” Please confirm that this 5% fee applies only to products/goods/supplies, and that labor and services are excluded.

   A. As the 5% fee is a Central Receiving and Last Mile Distribution fee, it applies only to products/goods/supplies, with labor and services being excluded.

3. Q. Section IV – 21. Is the surety bond a mandatory requirement for the project described in the RFP Specifications/SOW?

   A. There are no bonds required for this solicitation.

4. Q. Insurance Requirements (page 21) – 4. Professional Liability…

   • Each Claim: $3,000,000
   • Annual Aggregate: $2,000,000

   Please validate the coverage values (above) on each claim and annual aggregate.

   A. Both Claim and Aggregate should be $3,000,000.

Any questions regarding this notice, please contact me at karen.ashe@asu.edu or 480-965-3270.

All postings for RFP 192001 can be found at http://www.asu.edu/purchasing/bids/index.html.

Thank you,

Karen S. Ashe

Karen S. Ashe, Purchasing Manager
Purchasing and Business Services