February 22nd, 2018 (emailed to all proposers on this date)

ADDENDUM # 1
RFP 301801

DIGITAL ASSET MANAGEMENT SOFTWARE

Please note the following answers to questions that were asked prior to the deadline for inquiries date of February 26th, 2018 (3:00 PM., MST).

Can you clarify if I have all the necessary documentation? I received and downloaded an excel spreadsheet called Pricing Sheet and Total Cost of Ownership. Is there any other documentation that I should be reviewing?

**Answer:** The RFP document has been posted on the ASU Purchasing Commodity Bid Board at [http://asu.edu/purchasing/bids/index.html](http://asu.edu/purchasing/bids/index.html). The RFP consists of a PDF titled RFP 301801 and the Attachment A Pricing Sheet and Total Cost of Ownership (TCO) Calculator. If you would like the Excel version of the Attachment A, please email Allyson Taylor at Allyson.taylor@asu.edu.

Do you have a requirements list for features that you need?

**Answer:** Please reference Section V – Specifications/Scope of Work.

May I ask if a list of requirements or use cases will be provided so we can understand the needs of ASU? Are there any details you can share around the actual process, expectations, etc?

**Answer:** Please reference Section V – Specifications/Scope of Work. All the information we can provide at this time is listed in this section. Respondents should speak to their process per the requirements outlined here.

In your RFP document there is a notice for inquires by 2/26/18 but it does not describe how you would like those inquires to come.

**Answer:** Please reference #22 of Section IV – Instructions to Proposers, but emailed questions are also acceptable.

Would you be able to send a form which can be edited in order to formally submit questions?

**Answer:** Please either extract the Proposer Inquiry Form and submit to Allyson Taylor at Allyson.taylor@asu.edu as a Word document or PDF. Emailed questions are also acceptable.
When would we expect to receive answers back to our questions so to prepare our response prior to deadline?

**Answer:** As inquiries are submitted (prior to the deadline of 2/26/18), we will pool together the questions we receive and submit addendums.

Does ASU favor on-premises or cloud based installations for software? By the TCO chart, it appears that you are seeking an on-premise installation, but it is not explicitly stated in the RFP.

**Answer:** The Attachment A Total Cost of Ownership (TCO) Calculator is open-ended allowing you to provide the pricing of your solution and the elements that are applicable. What you provide is at your discretion.

Are you looking for an on-premises solution or a hosted solution? If the latter, then how much storage space would you require initially? E.g. 500GB, 1TB, 5TB?

**Answer:** We are open to hosting the solution within our AWS environment or the vendors. Initial storage space would be 5TB.

We assume that you are looking for a ‘on-premise’ DAM solution. Is that correct?

**Answer:** Both on-premise and vendor hosted solutions will be evaluated.

It looks like you are seeking a SaaS solution and a 1 year term?

**Answer:** SaaS solutions will be evaluated. The initial contract term will be for one (1) year with the possibility of four (4) successive one (1) year renewals, for a total term not to exceed five (5) years. The contract will be available for use by other University departments during this term.

Am I correct in thinking this would be for more than 500 users to log in and use? If not, how many users would be required?

**Answer:** Initial users would have to be onboarded. Please provide a tiered pricing structure if your pricing model is based on a per-user license.

For this RFP are you looking for a platform that can allow for customization or is the more geared toward the marketing team being able to store all of their media files and make it an access point for static items?

**Answer:** We’d like the ability to customize (to an extent) the platform/dashboard to reflect ASU brand, using an ASU domain.

Would it be OK for you to include our preferred partner in the US?

**Answer:** We are a public entity and anyone can respond to this RFP. Please have them visit the ASU Purchasing Commodity Bid Board to find the bid posting information.
If you have any questions regarding this notice, please contact me at Allyson.taylor@asu.edu

Thank you,

Amyson Taylor
Buyer
Arizona State University
Purchasing & Business Services