



February 25, 2019

**ADDENDUM NO.: One
TO ALL OFFERORS:**

REFERENCE: Request for Proposal No: **RFP# CMJ-1039**
Dated: **February 11, 2019**
Commodity: **Safety Data Sheet Records Management System**
RFP Closing On: **March 07, 2019 at 2:00 p.m. (Eastern)**

Please note the clarifications and/or changes made on this proposal program:

QUESTION: How do you plan on getting the winner of the bid the estimated 10,000 SDSs? Do you have a spreadsheet of the products and manufacturers? Are they in digital form? Or are you planning on mailing the physical documents to us?

ANSWER: JMU would provide a list of products and manufacturers. It would be possible, but not preferred, to mail a physical copy of the existing inventory. Offerors should indicate any and all input options for initial setup and continued library modification under section IV.A.1.

QUESTION: Does James Madison University prefer a locally housed, client hosted solution or a cloud-based, vendor hosted solution? I am assuming a cloud based solution, but would like that to be confirmed.

ANSWER: JMU is seeking a cloud-based solution.

QUESTION: Our records management system has various types of users, working users, who are named users with various access permissions to the system and view-only users, who can do nothing but look up and view allowed documents. Approximately how many view-only users do you envision?

ANSWER: The vast majority would be view-only. We have approximately 5000 employees and 22000 students. Anyone in the JMU community could potentially need to look up an SDS.

QUESTION: How many named, working users will there be?

ANSWER: Less than 10.

QUESTION: Are all of the Safety Data Sheets (SDS's) the same number of pages?

ANSWER: No. The updated HazCom standard requires that they have a requisite number of sections but how long any of those sections are varies with the product, the vendor, and the format.

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QUESTION: How many pages are the SDS's or what can their number range be?

ANSWER: **A rough estimate of an average is from 8-12 pages, but some coating system SDS can be larger than that and some paint manufacturers combine multiple product into a single SDS and those can be ~20 pages.**

QUESTION: Are the SDS's single or double sided?

ANSWER: **Combination of both, it depends on who and how the hardcopy was printed.**

QUESTION: Are they color or black and white or a combination of both?

ANSWER: **Potential combination of both depending on who and how the hardcopy was printed.**

QUESTION: Are they all the same size and what is the size or sizes?

ANSWER: **JMU's hardcopy records are 8 1/2" x 11" sheets of paper.**

QUESTION: Are all the SDS's type written?

ANSWER: **NA. Safety Data Sheets are provided by the manufacturer, and not created internally, so they would not be handwritten.**

QUESTION: On page 1, Section IV,A,1, there is discussed what could be called the "back-file conversion" of the currently existing, 10,000 hard copy SDS's that James Madison University currently has in archive binders. Those physical SDS's will need to be scanned into the new SDSRMS. Do you want this to be an internal, client led project or an external, vendor led project?

ANSWER: **Specify and provide price for any and all options.**

QUESTION: Are updated SDS's to be received by James Madison University and then entered into the new SDSRMS by the university?

ANSWER: **Specify and provide price for any and all options for version management by either party.**

QUESTION: In section IV: Statement of needs, Part B, number 2 it asks for samples of several reports. Are there any specific reports JMU are looking for?

ANSWER: **Specify and provide price for any and all options. If the formatting of the SDS's are repackaged from the vendor provided version, provide samples.**

Signify receipt of this addendum by initialing "*Addendum #1* _____" on the signature page of your proposal.

Sincerely,



Colleen Johnson
Buyer Specialist
Phone: (540-568-3137)