UAA UNIVERSITY of ALASKA ANCHORAGE

REQUEST FOR PROPOSAL (RFP) NO. P19-006

CHEMICAL INVENTORY MANAGEMENT SYSTEM (CIMS) SOLUTION

AMENDMENT NUMBER: TWO (2)   **DATE ISSUED: Thursday, February 28, 2019**

SUBMISSION INSTRUCTIONS:

Sealed proposals **must** be submitted via the **BONFIRE** Portal
(see instructions on page 40 of RFP P19-006). No other
delivery method shall be accepted. Proposals will be received until:
DATE: Friday, March 8, 2019
TIME: 4:00 PM AKST

CONTACT FOR RFP INQUIRIES:
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Request for Proposal P19-006 is hereby amended as follows:

1.   The RFP Submission Deadline is extended to Friday, March 8, 2019. The Anticipated Calendar of Events on pages 1 and 12 is replaced with the following modified version:

RFP Published	**Wednesday, February 6, 2019**
Questions Due from Offerors	**Monday, February 18, 2019**
Answers issued to Offerors	**Thursday, February 28, 2019**
Proposal Due Date/Time	**Friday, March 8, 2019, 4:00PM AKST**
Estimated Proposal Evaluation Period	**Friday, March 8, 2019 – Friday, May 3, 2019**
Estimated Notice of Intent to Award Date	**On or prior to Friday, May 3, 2019**
Implementation Period	**Date of Contract Execution**
Full Commencement of Services	**Approx. July 1, 2019**

2.   Answers to Offeror-submitted questions are provided following the question submission deadline.

1.   Question: Please inform me as to 1) how many unique chemicals UAA has in its inventory or 2) the number of Safety Data Sheets (SDSs).

Answer: UAA holds 2800 individual materials across all campuses, meaning one Chemical Abstracts Survey number or specific product name, regardless of different manufacturers and their various product numbers. Ex: ethanol is one material for which we have 50 different manufacturer and product number combinations. We have about 5500 unique chemicals, meaning product name, manufacturer, and part number combinations, or SDSs.

2.   Question: How do you plan to populate your SDS inventory and chemical containers within the new system?

Answer: Initially, our current SDS and container inventory must be migrated by the successful offeror to the new system. After migration, we would add new sheets and containers as they are received.

3.   Question: Is there any information that you would like indexed and/or highlighted on a SDS to either search by, report on, and/or create labels?

Answer: UAA would like the Product Identifier, Globally Harmonized Signal (GHS) word, GHS Hazard Statements and GHS Pictograms to be indexed.

4.   Question: Will you be able to provide an up-to-date inventory list for the products/chemicals?

Answer: Yes. UAA will be able to provide the successful offeror with a current inventory list for products/chemicals.

5. **Question:** Are the paper binders throughout the sites within UAA up-to-date?

   Answer: Efforts are underway to bring all paper binders up-to-date.

6. **Question:** Is it required that your SDS information is made available to students/parents through the University's website?

   Answer: We require SDS availability for our employees and students. SDSs do not need to be publically available on the University's website.

7. **Question:** How important is having a system that automatically updates/archives SDSs?

   Answer: It is preferred that SDSs are automatically updated/archived, but not required**.**

8. **Question:** Is secondary container labeling being done in any departments at UAA? If so, approximately how many products are secondary container labels being created for? Also – What is being included on those labels today? Or ideally what would be included on these labels?

   Answer: UAA departments are labeling secondary containers. An estimated 2800 products require secondary container labels. Product Identifier (name), GHS signal word, GHS hazard statements, GHS pictograms, concentration of solution, owner/ person or department responsible for the container, and label date are entered on the secondary container labels.

9. **Question:** Are departments doing any regulatory or state specific reporting? If so, which reports?

   Answer: Environmental Health & Safety (EHS) currently completes the annual Community Right to Know (CRTK) Tier II report for the main campus. The UAA Aviation Technology Division and UAA Community Campuses complete their own reports.

10. **Question:** Will the 'price/cost' criterion be based more heavily on the Year 1 cost or for the total cost of a potential 5-year agreement?

    Answer: The price/cost criterion is based on the total cost of a potential 5-year agreement.

11. **Question:** Are there future plans to include the University of Alaska – Fairbanks and the University of Alaska-Southeast on one unified system?

    Answer: There are no current plans to include other universities in the UA System. Any information on expansion capabilities would be useful for reference.

12. **Question:** As it pertains to Section: J. NONPERSONAL SERVICES CONTRACT GENERAL PROVISIONS - Subsection 9. INSURANCE - point (4) Professional Liability Insurance; Professional Liability Insurance is largely prohibiting for our company. I am inquiring to whether or not this provision is negotiable in order to work around it to allow us to proceed with submitting the RFP.

    Answer: At this time, the insurance provisions and requirements detailed in RFP P19-006 shall stand as written.

13. **Question:** Our software solution meets all of the requirements listed under sections F. SCOPE OF WORK and H. PROPOSAL CONTENT REQUIREMENTS. My question is to whether these sections should be responded to in-line with the RFP Sections, or should they be added to the appendices, as some responses per item may include details and images as it relates to the method by which the system can satisfy the requirement.

    Answer: Any relevant information on your software solution should be included in your technical proposal, per Section I. Proposal Content Requirements.

14. **Question:** What is the purpose providing access to SDS datasheets to all employees?

    Answer: OSHA regulations (29 CFR 1910.1200) require employees to have immediate access to SDSs for each hazardous chemical in their work area with no barriers to that access. Electronic access to an SDS database with either a single sign on or a URL specific to UAA without the need for a password

fulfills this requirement and is our preferred method for access. These employees would have read/ view only access to the system.

Additionally, the same regulation requires the employer to provide a list of all hazardous chemicals present in the work place. The employees will therefore have the chemical inventory list regardless of their ability to access the SDS database. Binders of paper copies are also kept as a backup if internet access is not available.

15. **Question:** Please define "all employees" in F. Scope of Work – Background Information. May all employees have single sign access?

    Answer: UAA employees and students receive a username, email address and password to access University websites. All employees must have access to SDSs. Students using chemicals in educational and research labs require the same access. Electronic access is our preferred method for accessing SDSs. These employees and students would have read/ view only access to the system.

    Full or partial administrative access to the system is to be reserved for the EHS/ Chemical Hygiene Officer and select employees receiving chemical deliveries. This access is necessary for roughly 20-25 employees throughout the UAA system.

16. **Question:** Are UAA systems compatible with SAML, OAUTH and Shibboleth central identification systems?

    Answer: SAML, OAUTH and Shibboleth are compatible with UAA systems.

17. **Question:** If we offer a modular system and each module has a unique price (depending on user numbers and item numbers), how we can manage to give a total aggregate price per year if we don't know which module will be chosen by UAA.

    Answer: UAA needs to replace the current system. Initially, UAA needs modules that allow tracking of chemical inventory – including 'owner', room and storage code location, date received, expiration date, manufacturer, part number, and quantity, and provide access to SDSs for every chemical in the UAA inventory. Additional modules may be considered if the need arises.

18. **Question:** Does UAA require on-site training or remote/webinar training acceptable? Please describe the training requirements. Is the University adopting the "train the trainer" option? How many users are requested to be trained by the vendor?

    Answer: Training for five (5) UAA employees is required. The method of this training is flexible. Training may be conducted on-site, by webinar by video conference, etc. The trained UAA employees will then train additional users.

19. **Question:** Please confirm if the mandatory Alaska Business License is applicable in the subject RFP. The software product will be installed locally or hosted by vendor. Vendor will complete services through remote communication and remote access, therefore we would like to verify if obtaining and maintaining a business license is a mandatory requirement.

    Answer: Reference C. UA Instructions to Offerors, 23. Alaska Business License. The Offeror must have a valid Alaska business license at the time the contract is awarded.

20. **Question:** Please clarify the number of laboratories (rooms) where the University is planning to track chemical inventory.

    Answer: UAA consists of one main campus with eight off-campus or community sites. There are 150 rooms/ laboratories among all UAA sites where chemicals are stored and/or used.

21. **Question:** Please explain the type and number of personnel resources (i.e. EHS Personnel, or Project Manager etc.) that the University is allocated for system implementation.

    Answer: There is minimal in-house staffing available for system implementation. Currently, UAA has two (2) full System Administrators: One (1) Environmental Health and Safety Chemical Hygiene Officer and one (1) CAS Stockroom Manager.

22. **Question:** Will UAA require any existing inventory or other related historical data to be uploaded to the new system? If yes, what is the quantity and from where?

    Answer: Yes. UAA currently uses a web-based system that is being retired by the vendor. UAA will need existing data migrated to the new system. Our data must be migrated from CISPro Live. Currently, we have about 8000 barcoded containers, and about 2800 individual materials, meaning one Chemical Action Survey (CAS) number or specific product name, regardless of different manufacturers and their various product numbers. E.g. ethanol is one material for which we have 50 different manufacturer and product number combinations. We have about 5500 unique chemicals, meaning product name, manufacturer, and part number combinations, or SDSs. We add about 150 new, unique chemicals each year.

23. **Question:** Please clarify if local installation or hosted solution is preferred?

    Answer: Software as a Service is our preferred option, with license purchased and hosted by Vendor as a second choice.

Note: Acknowledgement of this amendment is required. Please sign and return this amendment with response to this RFP. Failure to acknowledge this amendment or rerun the signed amendment with the proposal response may remove a proposal from further consideration.

_____   _____

Signature   **Date**

_____

Company Name