

COUNTY OF FRESNO
ADDENDUM NUMBER: ONE (1)
RFP NUMBER: 990-5379
SAFETY DATA SHEET MANAGEMENT

Issue Date: October 15, 2015

IMPORTANT: SUBMIT PROPOSAL IN SEALED PACKAGE WITH PROPOSAL NUMBER, CLOSING DATE AND BUYER'S NAME MARKED CLEARLY ON THE OUTSIDE TO:

COUNTY OF FRESNO, PURCHASING
4525 EAST HAMILTON AVENUE, 2nd Floor
FRESNO, CA 93702-4599

CLOSING DATE OF PROPOSAL WILL BE AT 2:00 P.M., ON NOVEMBER 5, 2015.

PROPOSALS WILL BE CONSIDERED LATE WHEN THE OFFICIAL PURCHASING TIME CLOCK READS 2:00 P.M.

All proposal information will be available for review after contract award.

Clarification of specifications is to be directed to: **Shannon W. Kirby**,
phone (559) 600-7116 or e-mail CountyPurchasing@co.fresno.ca.us.

NOTE THE FOLLOWING AND ATTACHED ADDITIONS, DELETIONS AND/OR CHANGES TO THE REQUIREMENTS OF REQUEST FOR PROPOSAL NUMBER: 990-5379 AND INCLUDE THEM IN YOUR RESPONSE. PLEASE SIGN IN BLUE INK AND RETURN THIS ADDENDUM WITH YOUR PROPOSAL.

➤ **Please see Questions and Answers on next page.**

ACKNOWLEDGMENT OF ADDENDUM NUMBER One (1) TO RFP 990-5379

COMPANY NAME: _____ (PRINT)

SIGNATURE (In Blue Ink): _____

NAME & TITLE: _____ (PRINT)

Purchasing Use: SWK:hrs

ORG/Requisition: 89250100 / 8921600123

QUESTIONS & ANSWERS

Q1. What is the total count of the SDS that will be hosted in the SDS Management System?

A1. 500-1000

Q2. Are all the 19 departments participating in this program?

A2. Yes

Q3. Will the county provide a copy of existing MSDS? If so, will they be in PDF format?

A3. The County will provide a list of all current SDS. This list can be provided in PDF format or Excel spreadsheet.

Q4. The Overview section of the RFP contains the following: "To this end, it is imperative that we hire a company who can oversee this program for the County and make it easier for employees to access this information when necessary and for the County as an organization to update when needed in a simple fashion." Please explain what is expected from the vendor.

A4. The goal of this endeavor is move from hard copy SDS management to online for the majority of our employees. The vendor will be expected to take our current list of SDS by location and upload. Moving forward they will be expected to train our internal administrators and provide assistance as needed. Additionally, the vendor would provide timely updates to SDS and assist us in maintaining compliance with applicable regulations.

Q5. Is the county looking for advise from the vendor?

A5. We would expect technical assistance to be available.

Q6. Who will be responsible for the overall success of the program - is it the County or the Vendor?

A6. Both.

Q7. Do you need a dedicated SME from the vendor to help the county with this program? If yes, will it be a separate SOW?

A7. No.

Q8. In order to print labels, additional data entry is required ("Advanced Indexing"). Will the county perform this task or should the vendors include this task as part of their scope?

A8. The County should have the ability to print labels as needed.

Q9. In the scope of work, you mentioned reporting. Do you have any specific reports you'd like us to focus on?

A9. At this point, we would like to know all types of reporting available to us from each vendor.

Q10. In the cost proposal section, you have a line item for "additional fee for adding administrators." Do you know how many admins you'd like for the system initially? I know you have 16 departments, would you like each department to have an admin?

A10. Currently, the plan is to have 2-3 administrators so that it is centrally monitored. However, please provide any cost breakdowns that would happen at certain points. For instance- maybe 1-5 administrators is a certain price point and 6-10 is another, or something along those lines.

Q11. If our first year's licensing is different than years 2 & 3, how would you like us to lay that out within the cost proposal section?

A11. Make it clear under the total annual cost (last item under cost proposal) how much year 1, 2, etc. would be. When working with the company that earns this contract, the duration we will be looking for in the contract is a 3 year base with two 1-year renewals for a total of five years.

Q12. When creating the binders to submit the RFP, how would you like the original and 6 copies submitted (I want to make it as organized as possible)?

A12. Seven (7) binders with one each original and six (6) copies within their own binders.