RFP 25-001 – Vendor Questions and Answers

#	Question	CWU Response
1	What units of measure with the chemicals are stored in?	The chemicals will be stored in whatever units are listed on the primary containers, typically metric, but because we must report to several agencies (state and federal) the ability to convert units for reports is important.
2	Will it be important for researchers to initiate safety workflows directly within the system?	The minimum requirements are for a database that can track chemicals at the individual container level and has safety information integrated, i.e. SDS, storage and compatibility requirements, PPE, accidental release response/measures. Depending on what other safety workflows are, they may be very useful, but not necessarily required. Incident reporting and management capabilities are a plus, but not a minimum requirement.
3	Will there be a need to convert units from one to another? Example, barrels to gallons.	Yes, this is needed mostly for the reports. Most chemicals will be in metric units, but many state and federal agencies we report to require the unit to be pounds when submitting the reports.
4	What is the average number of groups within each department that will use this solution?	Across the University there are about 50 groups and 100 principal investigators or equivalent. Some departments have as many as 22 groups, some departments only have 1 group, it just varies based on the department size, what they are doing (i.e. scientific research vs theater or art), and the chemicals they have.
5	What is the number of groups across the entire university that will use this solution?	Across the University there are about 50 groups and 100 principal investigators or equivalent.
6	Approximately how many Principal Investigators would you like to track within the system?	Across the University there are about 50 groups and 100 principal investigators or equivalent.
7	We did not see any mention of end-user ease of use. Is this tool expected to only be used by EHS, or will there be end-users involved?	No, this will not just be used by EHS, but by PIs and various groups across campus to manage their own chemical inventories.
8	How many departments will use this solution?	Across the University there are about 50 groups and 100 principal investigators or equivalent.

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9	Aside from SSO + Directory, what systems does your chosen solution need to integrate with now or in the future?	There are no other systems that would need to be integrated. LMS or incident management modules added later could potentially need integration with other systems.
10	Can you please elaborate on the following requirements. • System includes emergency response features to inform emergency responders of hazards. What specific features are you looking for? • Ability to search the database for SDS/Hazcom info without logging into the system. How do you envision this to occur	For emergency responses, we are looking to be able to share chemical and hazard information with emergency responders quickly and efficiently. For instance, if there were a fire in our Science building, we would want to be able to quickly convey info as to what chemicals and hazards they might encounter so they can be better prepared. Some solutions I have seen offer tokens to allow responders to access the system or have other methods to accomplish this. With regard to this chemical inventory system, there are two main groups – the 100 or so PIs and their research groups that would use the system to track their chemical inventories at the container level, and the 12,000+ CWU student and staff that are not involved directly with research or chemical management. We would like this system to be a tool for HazCom with the database searchable to students and staff who are not otherwise users of the system for chemical management. The simplest way I have seen this accomplished is to make the inventory publicly available (excluding specific chemicals and location and quantity details for security and safety reasons) so that students, staff, visitors, or anyone with the link can search the database to look up chemicals on campus that they could be potentially exposed to.
11	How many total users do you expect to have access to the chemical inventory management system?	Across the University there are about 50 groups and 100 principal investigators or equivalents. These are the users who would use the system to track their chemical inventories. We would also like the inventory to be searchable (with some limits) by the university population at large, or publicly available to anyone who has a link to search for it. This is so we can use the inventory as a part of our HazCom process.
12	Are you considering any IoT tags and/or scanning infrastructure as part of this RFP? For example, RFID tags or Bluetooth tags, scanners, fixed tag readers, etc.	No, we are not considering tags or scanning infrastructure at this time, aside from barcodes (or QR codes).

13	Can we submit our answers in Chemical Safety letterhead PDFs digitally via email?	Yes, please submit them by the deadline to Charity.Thornton@cwu.edu
14	Apart from addressing the requirements highlighted in section 4 (pages 13 - 14 - 15), is there anything we need to submit?	Yes. Complete responses include the *Bidders Submittal Page*, Response to Vendor Diversity Plan (Appendix D), and the Required responses to Section 4
15	Do you already have software in place to host your chemical inventory? If so, can you export the data from there?	Yes, we currently have an inventory system, and we can export that data.
16	How are you managing your Safety Data Sheets?	We manage our SDSs with our current chemical inventory system.
17	Do you need us to find (source) or update those SDSs?	Maybe for a few. We have most of them already and can export them from our current system.
18	Do you need us to index the hazard information from each SDS?	Ideally yes, this would be very helpful. Fully indexing might not be necessary if that data is easily found when looking at records for individual containers.
19	What is the approximate count of the individual chemicals/SDSs?	Currently about 18,500
20	Inventory System Integrations Beyond SaaS hosting and CWU data entry responsibilities, does the system need to integrate with other CWU systems (e.g., procurement, ERP/finance, laboratory systems, or emergency responder databases)? If yes, please specify which systems and the expected data exchange requirements.	While integration with emergency services is appealing, at this point there is no requirement for furth integration beyond SaaS and CWU data entry.
21	Existing Inventory Data Sources Will CWU provide a current list of all chemicals and related materials in inventory, including identifiers (CAS, SKU, lot, location, responsible person), or should the vendor assume discovery/mapping as part of implementation? Citation: Section #4 – Mandatory Requirements (Items #1–4)	We can export our current inventory with all the current information as well as each records associated with SDS.
22	Inventory Locations Could CWU provide a breakdown of all inventory storage locations across Ellensburg and satellite campuses (labs, departments, warehouses, instructional sites, etc.) that will be included in scope? Citation: Section #2 – Background	The bulk of our inventory will be found in 8 buildings, however every building on campus with custodial closets could have inventory associated with them (approx. 200).
23	Inventory Item Volumes Approximately how many total inventory records/items are expected to be managed in the new system, and what is the anticipated volume growth	Our current inventory is approx. 18,500 individual containers. The anticipated annual growth isn't anticipated to be

		significant; however, I haven't worked out specific projections of this.
24	**Data Migration** Will CWU provide existing chemical inventory data in a standardized digital format (e.g., Excel, Access, SQL), or will the vendor need to extract/clean disparate data sources? Citation: Section #2 – Purpose of Proposal and Section #4 – Product/Service Description	We can export our current inventory in a standard format. The data might need to be cleaned up or reorganized for import, which we can help with or collaborate on.
25	**System Hosting** Can CWU confirm if a third party-cloud, on-premises or hybrid hosting alternatives will be considered / preferred? Citation: Section #2 – Purpose of Proposal	Our understanding is that the system would be third party cloud hosted, as is our current system. Our IS department will need to verify this.
26	**Mobile Access** Does CWU expect the mobile functionality to be fully offline-capable (e.g., field staff in labs with limited Wi-Fi), or is connectivity assumed to be continuous? Citation: Section #4 – Mandatory Requirement #5	Offline capability is a plus, but not mandatory. It is assumed that connectivity can be maintained by end users while on campus.
27	**Emergency Response Features** For emergency responder tokens/features (RFP mandatory requirement #13), does CWU require hardware integration (e.g., RFID tags/cards for first responders) or software-based access (QR codes, mobile app quick access)? Citation: Section #4 – Mandatory Requirement #13	Mobile app quick access is more what we had in mind, however we are open to other solutions that quickly and efficiently get the required data to first responders in an emergency.
28	**Security and Data Compliance** The Data Security and Privacy Addendum requires FERPA and potentially HIPAA compliance. Does CWU anticipate handling health-related chemicals (e.g., in allied health programs) that would require HIPAA protections, or primarily FERPA compliance? Citation: Data Security and Privacy Addendum	This inventory system is separate from any system our on-campus health center uses, so I don't anticipate it needing to handle any health-related chemicals, except ones that might be used in non-human research activities.
29	**User Roles** Approximately how many user roles will need to be configured (e.g., lab managers, faculty, student workers, Environmental Health and Safety staff, first responders)? This will impact licensing and training assumptions. Citation: Section #4 – Mandatory Requirement #3 (Customizable user types)	I think 5 or 6 unique hierarchical roles would meet our needs.

30	Labeling and Barcoding For secondary container label printing (preferred requirement #17), does CWU already have label printers and barcode scanners, or should vendors include hardware recommendations in pricing? Citation: Section #4 – Preferred Requirements	We do currently have a variety of printers and scanners. Many of the printers are Zebra. The scanners haven't been used with our new system as the mobile app also acts as a scanner.
31	Reporting Expectations The RFP mentions customizable reporting for regulatory requirements. Could CWU clarify which agencies/regulations are most critical (e.g., OSHA, EPA, DOE, WA State Dept. of Ecology)? Citation: Section #4 – Preferred Requirement #21	EPA and Wa Dept. of Ecology are our primary reporting agencies.
32	Implementation Across Campuses Does CWU intend to roll out the system across all main and satellite campuses simultaneously, or will implementation be phased (e.g., Ellensburg first, followed by satellite sites)? Citation: Section #4 – Commissioning and Support	This system will primarily be used on CWU's main campus. Satellite campuses
33	Cost Scenarios The RFP requests pricing scenarios for 1 department, multiple departments, and the entire university. Should vendors also include cost scaling for additional WIPHE institutions if they choose to adopt the system under Appendix B? Citation: Section #4 – Cost Scenarios; Appendix B – WIPHE Terms	This bid applies to only one CWU department needing these services right now, but sometimes we get other departments needing the same goods/services if need arises. We wouldn't expect the vendor to include any costs for WIPHE eligible institutions, though.
34	Vendor Diversity Plan Expectations Appendix D requires a Vendor Diversity Plan. Does CWU require measurable subcontracting goals (percentages), or is a narrative outreach plan sufficient to meet this requirement? Citation: Appendix D – Diversity Plan	CWU's OMWBE goals are listed in Section 2.9. Achievement of the goals are encouraged. However, no minimum level of Diverse Business participation shall be required as a condition of vendor selection. A narrative outreach plan would be sufficient to meet this requirement.
35	Insurance Requirements The RFP specifies extensive insurance coverages (CGL, Cyber, Professional Liability, etc.). Does CWU require proof of insurance at the time of proposal submission, or only after selection and prior to contract award? Citation: Section #3 – General Instructions, Insurance Requirements	No, we don't need proof of insurance at the time of the proposal. After vendor selection or contracting we may, though.

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36	Demonstration Logistics If CWU requests vendor demonstrations, will these be conducted virtually (e.g., via Zoom/Teams) or in-person at the Ellensburg campus? Citation: Section #5.4 – Demonstrations	We could do either, but usually virtual demos are best for these. We have Teams, Zoom, or we can use whatever system a vendor has access to.
37	Current System / Incumbent Vendor Does CWU currently use an existing chemical inventory management system or incumbent vendor? If so, could CWU identify the system/vendor and clarify whether data migration from that platform will be required as part of this project? Citation: Section #2 – Purpose of Proposal & Background	CWU currently uses LabCup. We can export our data from this system and then prepare it for importation into the new system.
38	Project Budget Has CWU established a budget ceiling or estimated funding range for the Chemical Inventory System project (including licensing, implementation, and ongoing support), or should vendors propose based solely on their standard cost models? Citation: Section #4.5 – Cost Scenarios	The budget hasn't been estimated yet.
39	To facilitate a more streamlined contracting process and ensure alignment with our support, data security, and compliance protocols, we would appreciate the opportunity to proceed under our standard Master Software Services Agreement (MSSA). We have found that this agreement effectively addresses the mutual interests of both parties in similar public sector engagements. Please confirm the university can approach our engagement in this fashion	CWU would negotiate a contract with the winning vendor. We can use a vendor's agreement; however we would seek to negotiate any terms CWU or the State of WA can't agree to. We provide the standard agreement and DSPA to show what terms we negotiate.
40	Can the university provide "Mandatory Requirements" table noted in Section 4 in an Excel or MS Word tabular format?	Yes, the bid officer will provide this.
41	How many SDS are currently in the CWU system?	Approx 18,500
42	Does the university require SDS in languages other than English? If yes, what additional languages are required?	There is not currently a requirement for the SDS to be in other languages. Being able to easily integrate Spanish SDSs would be an asset however and will likely be a goal in the near future.