

**ADDENDUM 3**

**DATE:** May 31, 2023

**RFP NUMBER:** UTA2023-023 Safety Management System Software

**RFP DUE DATE:** June 23, 2023, at 03:00 p.m.

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

Questions and responses received by Question Submittal Deadline (ref. **APPENDIX A**).

**PLEASE SUBMIT WITH YOUR PROPOSAL**

Charlie Brooks

Sr. Contract Specialist

817-272-2140

**SIGNED:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_

## APPENDIX A

### UTA2023-023 Safety Management System Software

1. Has this project been budgeted in FY23? **YES! Project is budgeted for in FY24 (Sept. 2023).**
2. What criteria were used to calculate the estimate costs of a project like this? **Not relevant for this project.**
3. Based on the requirements specified in this RFP, this project could warrant an extensive amount of tailored configurations which increases the cost and timing of implementation. Is UTA looking for a highly configured/customized system or a more turnkey out-of-the-box approach being budgeted? **Please indicate in the proposal how you want to approach this, and it will be evaluated.**
4. Will UTA be able to enter into mutual NDA with candidates? **Not a yes or no answer but a “it depends”. Sometimes yes, sometimes no - As a State of Texas University, we are subject to the laws, rules, regulations, and guidelines pertaining to the Open Records Act.**
5. Can you please offer an estimate for the variety and quantity of program data to be imported from Excel (e.g., historical incidents are typically applicable, other historical records generally make sense to import when trending is important, this doesn't usually apply for historical permits, registers, etc.)? It could make sense for the University to seek an import of historical surveillance/inspection data, particularly scores, however this increases the costs as importing this specific type of data from spreadsheets requires more effort and is therefore a higher cost. **UTA has inspection records from various buildings and program records, sometimes dating back to 5 years but, is unable to provide an estimate of the quantity at this time.**
6. What is the process for down-selection (e.g., format of selected vendor presentations such onsite orals vs remote presentation)? **On onsite review/demo is not required for this solicitation. However, we may set up a TEAMS meeting for demos and/or Interviews.**
7. What is the approximate timeframe for the remainder of the evaluation and selection process? **From posting to award – approximately 2 to 3 months (depending on the number of responses and complexity and if interviews/demos included).**
8. When would a contract be signed and when would the project begin? **See answer to question 7.**
9. Regarding the specified integrations (e.g., UTA Space Inventory Database, Administrative Departments and Academic Colleges information, Facilities Work Order Management System, Residential Housing Room Assignment platform), each automated integration comes with a cost, and we want to ensure the value of automation is justified versus performing a more infrequent manual upload of data from one of these systems from XLS. Could you please describe the business use of the data from each system?
  - a) UTA Space Inventory Database- **University Building and room inventory Administrative Departments and Academic Colleges information-College and departments inventory**
  - b) Facilities Work Order Management System-**Work order management system**
  - c) Residential Housing Room Assignment platform-**residential hall and apartments inventory system**

10. What is the approximate number of types of surveillance audits/inspections/observations that would need to be configured in the implementation of the System noting that UTA administrators will be trained in how to configure new audits themselves? **Currently not available.**
11. The system must support a web-based interface that will facilitate the online registration of hazardous materials (e.g., Human Pathogens Registration, Infectious Biological Agents & Toxins, hazardous chemicals, and radioactive materials through a Radiation Safety Committee, regulated lasers, x-ray machines, etc.). - What requirements are there (if any) for the System to register these items externally with regulatory agencies? For example, are the requests/reviews/authorizations held entirely within the UTA's System/domain or would the System be required to interact digitally with external agencies or submit data in specific formats/documents? **It is not relevant to this proposal.**
12. For Chemical Safety: Approximately how many unique substances is UTA currently tracking, and how many total containers? **60,000**
13. For Chemical Safety: For substances requiring an SDS UTA want the vendor to also provide SDSs or will the SDSs be managed by UTA? **UTA Provides SDS. Open to other options.**
14. For Training- Are safety related training currently provided through a university LMS? **YES!** If yes, which LMS. If not, does UTA hope to provide safety training through the safety management platform? **Open to exploring this option.**
15. Does UTA anticipate users not included in the credentialing system (LDAP) to be able to access this system (i.e., contractors, vendors)? An example might be a vendor coming on-site to do waste pick-up, or fire safety related inspections (PFE certifications). **YES**