

ADDENDUM #1

SOLICITATION NO.: P2025-017832SL

SOLICITATION NAME: DIGITAL ASSET MANAGEMENT SOLUTION

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DUE DATE AND TIME: AUGUST 12, 2025 (2:00 PM)

DATE: AUGUST 1, 2025

PROCUREMENT ANALYST: SCOTT LOMMERS

The following questions were received with regard to the solicitation named above. OSU has provided answers below to each question, but the RFP or contract documents have not been modified as a result.

1. How many (estimated) users of the system are there expected to be?
 - a. *The preference is for an unlimited number of seats as there will be users from across the university.*
2. Why is a DAM-Asana integration important to your team?
 - a. *Asana is the primary project management software used at OSU and integration will help improve workflows and collaboration among teams.*
3. Which Teams/Roles will be using integration?
 - a. *This will be used by designers, web developers, photographers, videographers, social media managers, project managers and administrators, across the university's central marketing and communication team and colleges/units across campus.*
4. What does your team want to avoid with this integration?
 - a. *Integration with existing software and tools needs to improve processes and create efficiencies. Through integration, we want to avoid duplication of tasks or the requirement of additional resources.*
5. How often will the DAM solution be used?
 - a. *Daily.*
6. What is the most important feature(s) for OSU?

- a. Important features include smart tags and facial recognition, AI visual search, searchable AI-generated video transcriptions and compatibility/integration with OSU's existing platforms.*
7. Is the due date for submission August 12, 2025?
 - a. Correct. The closing date and time is listed in 1.01 Schedule of Events in the RFP.*
8. Approximately how many video minutes do you expect to transcribe/AI per year?
 - a. TBD, but AI transcription should be available for all videos and reflected in the proposal.*
9. Post-implementation, approximately how many images per year do you need AI auto-tagged?
 - a. Due to the expansive and campus-wide nature of use, we do not have a good estimate on amount of images, but we anticipate all images will need to be AI auto-tagged.*
10. Please describe the integration you're seeking with MS Teams and Asana?
 - a. Asana is the primary project management software and MS Teams is used for internal communication (compared to Slack, for example). Integration with both should improve workflows and collaboration among teams (sharing assets within platform, version control, enhanced feedback and review cycles).*
11. Do you need a connector with Adobe Premiere Pro, After Effects and Adobe Express? If so, how many seats do you require?
 - a. Yes, pricing should reflect a variable model where additional access can be added.*
12. Our pricing model requires an amount instead of unlimited. Do you know approximately how many users you need as contributors? We consider contributors your employees/contractors who would be logging into the platform to upload assets. We have a guest upload form for non-users.
 - a. The preference is unlimited seats due to how the platform will be used among colleges and units. If that's not possible, the preference would be initially 10-20 seats with the ability to easily scale based on need.*
13. Can you please confirm how many TBs you feel you will be able to migrate during the implementation phase? Often we see clients are only organized to migrate 5-10TB in their initial year.
 - a. TBD based on implementation plans developed with the vendor, but expected storage within the first year will likely be 15-25TB.*
14. To confirm, for pricing, you want us to quote 100TB in Hot Storage annually? Or would you prefer to see a per 1TB price?
 - a. For the purposes of the RFP please quote based on 100TB and include the pricing model to decrease/scale storage as needed.*
15. Our company is based outside the United States. We would host OSUs services and data in the US, however our company is not incorporated in the US and company employees are not US citizens. For Exhibit B: Certifications, how are we to fill in the question requesting "a correct Federal Employer Identification Number or Social Security Numbers with the Proposal"?
 - a. Companies based outside the US may enter "N.A." for that question. A US Federal ID number or Social Security number is not a requirement to submit a proposal.*
16. Per Section 3.02 (Scope of Work) will OSU assign a dedicated project manager to coordinate with the vendor during implementation, or will the vendor be responsible for project management?

- a. *OSU staffing and resources will be available during implementation, but we will need project management support from the vendor during implementation.*
- 17. Are there defined milestones in OSUs implementation plan for legacy data migration (Section 3.02b.i) and user training (Section 3.02b.ii) that proposers must adhere to?
 - a. *No, there are not any deadlines for legacy migration and user training. We will work with the vendor to create an implementation plan.*
- 18. Which OSU Departments (e.g., University Relations, IT Security) will be involved in UAT and final sign off for the DAM solution?
 - a. *University Relations and Marketing and University Information and Technology will be leading this.*
- 19. For pricing evaluation (Section 6.02), should proposers assume any budget constraints for the 7-year agreement, or focus solely on cost-effectiveness relative to the scope?
 - a. *Please focus on cost-effectiveness relative to the scope.*
- 20. Are there separate funding allocations for post-go-live training or integrations beyond the core DAM platform (referenced in Sections 3.02b.iv-v)?
 - a. *If additional funding is necessary for trainings and integrations, please outline approximate costs in the proposal.*
- 21. To design the permissions structure (Section 3.02a.ii), can OSU clarify the expected ratio of DAM administrators to contributors across its 11 colleges and administrative units?
 - a. *The permission structure needs to be able to seamlessly scale based on need and use with other units.*
- 22. What is the estimated volume (e.g. TB) and composition (e.g. images, videos) of assets to be migrated from legacy systems (Section 3.02b.i)?
 - a. *The priority is for photos and select videos. We will continue to use Box for additional video file storage and storage for assets more than three years old. Volume needs to be able to scale, but estimated migration and storage within the first year is 15-25TB.*
- 23. Does OSU require migration of historical assets beyond a specific date range, or will the DAM prioritize net-new assets post-implementation?
 - a. *The DAM will prioritize new assets plus existing assets within the past one-two years.*
- 24. Are there specialized formats (e.g., 4K video, Adobe Creative Cloud files) that require unique storage or processing workflows in the DAM?
 - a. *Adobe Creative Cloud files.*
- 25. Beyond the required integrations (Drupal, Adobe CC, MS Teams, Asana – Section 3.02b.iv-v), are there other systems (e.g., OSU's LMS, CRM) the DAM must connect with?
 - a. *Not at this time.*
- 26. Does OSU's SSO preference (Section 3.02b.v) align with its existing identity provider (e.g., Okta, Azure AD)?
 - a. *Microsoft Entra single sign-on.*

27. What are OSU's critical deadlines for the DAM rollout (e.g., FY2026 marketing campaigns) to align with the implementation plan (Section 5.02)?
- a. *No, there are not any critical deadlines, but we're eager to implement the new system.*
28. Per Oregon Public Records Law (Section 7.07), will OSU disclose the number of proposers or vendor names prior to the August 12 closing date?
- a. *Please see RFP Section 7.12. All proposals will be opened immediately following the closing date and time. All proposers may attend the opening. Please notify Scott Lommers at Scott.Lommers@oregonstate.edu if you are interested in attending the virtual proposal opening.*
29. Do all of your assets live in other DAM systems today? If so, is there an expectation that your chosen Enterprise DAM vendor goes into those solutions to extract them or will you have all of your assets exported and ready to migrate to the new DAM?
- a. *There are multiple different DAM systems used today. We will work with the vendor to create a specific implementation plan, however, the majority of the assets will be exported and ready to migrate.*
30. If assistance with migration is needed, what other DAM systems are currently being used, what is the approximate size of the files to be migrated, what is the number of files needed to be migrated, what are the types of files that need to be migrated, and is there any existing metadata that needs to be migrated (descriptions, alt text, captions, tags, etc)?
- a. *There are multiple different DAM systems used today. We will work with the vendor to create a specific implementation plan, however, the majority of the assets will be exported and ready to migrate.*
31. Do you have a desired Go-Live timeline in mind that we should be mindful of when building your project plan? What should we list as the start date?
- a. *No, there are not any critical deadlines that must be met and we would work with the vendor to create a reasonable timeline for implementation and launch.*
32. Is there a certain number of Adobe CS licenses that you'd like to see represented in the itemized pricing?
- a. *Adobe CS licenses are managed separately and do not need to be represented in this proposal.*
33. Confirming that you do not need the Exhibit A: Terms and Conditions redlined as part of our RFP submission and that would take place with your chosen vendor after the award is given?
- a. *As per 3.01 Sample Contract, the sample contract is informational only. The final contract, including terms and conditions, will be negotiated after the RFP is awarded.*

Entities are not required to return addendums with their offers but are responsible to make themselves aware of, obtain and incorporate into their final offer any information contained in addendums. Failure to do so may make the offer non-responsive and cause it to be rejected.