

Addendum 1
To RFP 23-1019 for Digital Asset Management Software
Questions and Answers

Issued on April 6, 2023

RFI #	Question/RFI	Answer/Clarification
1.	What is the budget for this project?	Corporation does not have budget information available for this project. However, it may require Board of Directors approval based upon dollar value.
2.	In the Software Capabilities section, can we include relevant links to our website (e.g., links to video demos of our software)?	Yes, you can include links.
3.	Do you currently have a digital asset management solution in place, and if so, which one?	We are currently using Microsoft Teams/OneDrive for managing and sharing digital assets. We have also used programs such as Dropbox and Hightail for sharing folders externally.
4.	Can Contractor propose additional services to the scope of work that are either included in Contractor's base price, or as add alternate pricing?	Yes. Please propose additional service as add alternate pricing and describe the scope of additional services offered.
5.	Is the Pre-Bid Question Deadline for clarifying questions or the deadline for submitting the software capabilities starting on page 9?	The Pre-Bid Question Deadline on April 12, 2023 (5:00 p.m.) is the final date to clarify questions necessary to help with the preparation of your bid submittal. The final deadline to submit proposals, including the software capabilities, is April 28, 2023 (5:00 p.m.).
6.	Will Corporation consider a "Go Live" date later than August 7, 2023?	Yes. Please provide your proposed date within the Implementation & Training Schedule.
7.	What written materials are desired for implementation? We provide a written project overview, and online training workshops/training to progress different users through the system. What else is missing from that?	Corporation is seeking training materials in written and/or video form so future employees can learn the system as they will not be present for the implementation portion of this software migration transfer. The written materials shall be kept up to date to reflect changes to the software as they take place.
8.	Who from Corporation's team is going to assist/lead with those projects? Is it the same project manager?	The project migration will be led by Corporation's Executive Director of Marketing and Communications and the Communications team, along with support from Corporation's internal IT team as needed.

RFP documents are available for download at: <https://www.visitsandiego.com/procurement/2206274-rfp-23-1019-digital-asset-management-software>