Addendum 2
To RFP 23-1019 for Digital Asset Management Software
Questions and Answers
Issued on April 13, 2023

RFI #	Question/RFI	Answer/Clarification
1.	With consideration of anyone who will regularly be logging in (not just the 5-10 editors mentioned in the RFP), how many monthly active users do you anticipate in this platform?	Corporation estimates 20-30 active, non-admin users. These users would not have any editing abilities; they would use the system to view and download files.
2.	Are you interested in hosting brand guidelines as well? If so, where do these brand guidelines currently live?	Corporation currently has one 11-page PDF on our website that includes our brand guidelines. Corporation would want to either include a PDF of the guidelines in a folder with our logo files or link to the guidelines on our website.
3.	For clarification purposes, are your storage requirements 5 TB?	Yes, 5 TB of storage (minimum).
4.	Where do your assets live currently?	The assets currently live in Microsoft Teams.
5.	Will you require an asset migration or guideline migration? If so, please provide the number of assets to be migrated – either by total number or storage amount.	Corporation would like to have asset migration from Microsoft Teams. Guideline migration is not needed. Corporation needs approximately 47,000 files migrated. This includes many duplicate files (copies and videos) located in multiple folders. Corporation would like to work with Contractor on efficient ways of reducing redundant files when imported to the new platform.
6.	What does your current metadata structure look like? Is it simple, normal, or complex?	Corporation has a simple structure. Files are organized by using sub-folders and naming conventions.
7.	Do you know how to get the assets from the current system to a new one?	Corporation will coordinate with Contractor on best practices to transfer assets. Corporation IT team will download the files and deliver them to Contractor based on Contractor recommendation (i.e., via external hard drive or upload to cloud repository).
8.	Do you work with any external parties (i.e., agencies, partner, or vendors) that will need to have access to the information in the portal?	Yes, Corporation will want to provide access to select folders/files for business partners, media, and clients. Users will need the ability to view and download files.

9.	What is the total number of users that would be required, apart from the (5) admin users mentioned in the RFP?	Corporation estimates 20-30 active, non-admin users. It is estimated that another 10-40 occasional or one-time views per month (media, clients, etc.), depending on the time of year. These non-admin users would not have any editing abilities; they would use the system to view and download files.
10.	We need to sign a mutual NDA to provide customer references. Can you provide this to us before the bid deadline?	If Contractor requires a mutual non-disclosure agreement (MNDA) from Corporation, please send this written request to Robin Wied, Procurement Administrator, by April 19, 2023, 5:00 p.m. (local time) at: robin.wied@visitsandiego.com. Corporation shall provide MNDA to Contractor within one (1) week of request.
11.	Sharing contract award/completion values (on the Comparable Projects section on the Bid Form) would be a violation to our NDA signed with our customers and not feasible for us to share. Can we give you a price range of these contracts instead?	Yes, Corporation requests that Contractor include all exceptions on the Bid Form under "Exclusions and Clarifications".

*Please Note: Software Functionality & Capabilities, subsection **(H) Identity Management** has been added to Section 3 of the RFP – Scope of Work to read as follows:

SOFTWARE FUNCTIONALITY & CAPABILITIES:
   H) Identity Management
   Corporation requests that the solution support Single Sign On (SSO) and Azure AD user provisioning.

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