UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 1 TO SOLICITATION

DATE: April 4, 2018

TO: ALL VENDORS

FROM: Juaquana Brookins, Procurement Officer

SUBJECT: USC-IFB-3267-JB

DESCRIPTION: Provide a Digital Asset Management System to USC Aiken Campus

This Amendment No.1 modifies the Invitation for Bids only in the manner and to the extent as stated herein.

Vendors Questions and Answers.

OFFERORS SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

_____   _____

 Authorized Signature   Name of Offeror

_____

 Date

Questions and Answers

1. We have a DAM license that we use across clients — would you like us to set up your account within our system, or are you looking for your own account?
    a. We were initially looking for our own account, but we are open to different solutions providing that security and storage space do not pose significant issues.
2. Will you be looking to our team to do the initial system setup? If so, would this include all of the following?
    a. Establish licenses, users, and permissions Yes
    b. Load images? If so, how many? No, USC Aiken will perform this task.
    c. Tag all images? If so, would your team provide tags and keywords, or would our team need to write these for each image? No, USC Aiken will perform this task.
3. Once the initial system is set up, would you like our team to continue managing the content? No. Or would your team take over and keep it up-to-date in the future? USC Aiken will take over.
4. Would you like us to provide your team with training? If so, onsite or remote? For approximately how many people? Remote training for 4 people
5. Do you have a budget in mind for this project? Not to exceed $10,000 annually
6. Do you have a time frame in mind for this project? Ideally we'd like to have something in place so that we may begin uploading images no late first week in June 2018.
7. What is the total storage requirement for the system? Currently we have 1 terabyte of assets, we would prefer to start with 2 terabytes of storage with the ability to increase several years down the road.
8. What is the volume of content that you wish to manage in this DAM system? Currently we have one terabyte of assets (primarily images, but some video) we need to manage in the system. We are already accumulating assets toward our second terabyte.
9. Can you describe the type and quantity of assets that you wish to manage in the system? Please give some examples. Primarily we need to manage photographs (both in raw form and edited image files such as tiff, jpg, etc). Currently we have about 1 terabyte of photos. To a lesser extent, we may want or need to store video files, or publications created InDesign, but this is less likely.
10. Can you give a breakout of the total number of users, and their roles (for instance, supervisor, system administrator, work approver, etc.) There will be four regular/active users on a near daily basis. Two of the staff routinely design print publications work in InDesign; another creates visuals for use in social media and a fourth designs webpages. This is new territory for this office, as we have no comparable system for comparison. I would want all four users to have similar upload and download ability as well the ability to tag or edit tags. We will need the ability to work with our internal clients to "share" images. Whether that constituents a regular user or a rotating "guest" account, we would defer to the vendor's recommendation regarding best practices.
11. Can you clarify that you willing to enter into a five (5) year hosting agreement for software and support. That is correct. It is most desirable to enter into a multi-year contract. We anticipate this being a huge project for our small team, and we will not be anxious to repeat the process.
12. Can you describe any current systems that you are currently using, and that this system would replace? There are no systems currently in place. Photos and video files are stored in a variety of locations from a stand-alone external drive to our shared network drive.
13. Can you describe any other third party systems that would be required for integration? No such systems in place.

14. Please provide the type of data and amounts for migration from your current systems to this new system. No such systems in place. We would plan to upload photographic images from a variety of disparate storage solutions. There is currently about 1 terabyte of photographic images alone. We would have some need to store mp4 or similar video files, InDesign publications, PowerPoint presentations.