Vendor Questions & Answers on XML Conversion & Storage Platform RFP

1. Are BOTH the electronic version and paper version of the response due on July 16th, is it possible to have the electronic version delivered by that date and time with the paper version following 24 hours later via FedEx?

**ANSWER:** Both the electronic version and the hard-copy versions are due by the due date/time. If your firm is tardy with its hard-copy version, the firm risks rejection of both versions of the proposal.

2. The RFP states there are 9,700 MS office docs and an additional 5,000 PDF - (total of 14,700 documents) in the current system. Is it Darden’s intention to move all of these ~15K documents into the new system, or is there an expectation to move only the most frequently used, recently published, etc. to the new system? If this is the case, how many documents do you expect to migrate?

**ANSWER:** The expectation is to move all documents, but perhaps in a phased approach.

3. The University seems to have a fairly robust digital rights management ("DRM") process, yet you make reference to Social DRM in the document. What are the minimum requirements for DRM in the creation of the PDF’s?

**ANSWER:** Darden currently uses protection provided by Vitrium. While this works, Darden finds that the solution is sometimes clunky, and requires that the documents be protected in advance of purchase. Darden is interested in seeing what alternate solutions, perhaps including social DRM, firms may suggest. Darden is especially interested in encryption or protection on the fly. Darden are also thinking of the possibility of using social DRM for purchase order sales.

4. Does the University require hosting as part of the solution?

**ANSWER:** While firms may submit proposals that include any potential variations that effectively addresses the Scope of Goods and Services (hence no "requirement" per se), the University currently envisions a hosted solution, and preferably a cloud solution (as indicated in the RFP when it states "A cloud-based solution is preferred.")

5. The University requests, on Page 5, the desire to have a storefront module available; does this mean the University expects it in the proposal and part of the price or can firms provide it as an additional cost not in the total?
ANSWER: How and what a firm chooses to include (and not include) in their proposal is up to each firm. Your firm has correctly noted that the RFP does indicate that a "storefront module should be available, as an add-on". It seems logical that firms would choose address this variant (and/or an effective alternative to this variant), along with any associated cost, in their proposals.

6. What is the desired pricing format? A simple option is a development fee with an ongoing annual manage service fee to cover hosting, license and manage service, however, there is another pricing model which is relevant in the journals space, specifically, a small upfront cost and a price per case loaded into the system. This price per case is a onetime fee that is inclusive of all ongoing managed service fees.

ANSWER: How a firm chooses to submit its pricing format is up to each firm.

7. Is DBP looking for a commercial off-the-shelf ("COTS") solution or a custom product solution?

ANSWER: The University is looking for firms to ‘propose’ a solution, whether the proposed solution is a COTS solution or custom product solution is up to each firm. Similarly, with respect to distribution partner integration, the University is looking for firms to ‘propose’ an effective methodology for automated content delivery.”

8. What is the University's preferred way to integrate with distribution partners for automated content delivery?

ANSWER: The University is looking for firms to ‘propose’ an effective methodology for automated content delivery.

9. I understand there are roughly 9,700 MS Office documents and an additional 5,000 PDF documents stored in the active collection or archived. Roughly how many PAGES of total content are represented?

ANSWER: There are roughly 102,000 pages of content.

10. Of the 9,700 MS Office documents, how many represent Word docs? Excel spreadsheets? PowerPoint presentations? Can you give me an idea of what the breakdown would be?

ANSWER: About 1% are Power Point, about 5% are Excel, about 94% are Word documents.

11. Are there sample documents, XML specifications, style sheet guidelines, or other documentation available to review?

ANSWER: The University does not have an XML specification. Sample documents will be made publicly available, during the RFP process, via this website: https://store.darden.virginia.edu/rfp/default.html.