

REQUEST FOR PROPOSALS #2022-034
Digital Asset Management
RESPONSE ADDENDUM #1
March 14, 2022

QUESTIONS

Q1: What are the current system(s) from which University of Maine expects to migrate data/assets to a new DAM solution? Are your legacy digital assets managed by another DAM solution and if so, which one(s)? What file formats? How much space does it require (in TB)?

A1: Some of the Universities are migrating from One drive other from google drive. Our Current incumbents are Canto and PhotoShelter. All standard file formats raster, vector, documents, visual, audio, and videos. Each University in the system has different storage needs.

Q2: Is this a funded project?

A2: This project has an estimated budget to cover it.

Q3: What is the nature of metadata associated with assets? Is it embedded in the image file(s) in industry-standard IPTC/XMP fields? Do you have metadata in parallel file(s) (e.g., spreadsheets, XML, etc.) that must be paired up with assets on ingest to a new DAM solution?

A3: The metadata that is available is embedded in documents

Q4: What are the primary business drivers for you to pursue a new/replacement DAM solution?

A4: Standardization across the system and cost sharing.

Q5: What other vendors have you looked at? Spoken with? Had demo(s) from? Received quote(s) from?

A5: The RFP process prohibits us to speak to vendors while the RFP process is ongoing.

Q6: Can the University of Maine System share a budget range for this DAM procurement?

A6: At this time the University is unable to share budgetary information's on this project. More information will be shared with the awardee.

Q7: Has the University of Maine System received DAM demonstrations and/or pricing from DAM vendors prior to the release of this RFP?

A7: No

Q8: Unlimited number of users in each group can be cost prohibitive. Can you please estimate how many users you would like to be able to upload to the DAM solution and an estimate of how many view and download users might use the platform in a given year?

A8: 1 to 3 administrators per campus, 3 to 7 editors per campus, 12 to 100 users per campus and unknown number of occasional/media/public users.

Q9: Would the University of Maine system consider a public portal where users can view and download assets within public folders U of M has made public? The user would not require a login to the DAM.

A9: Yes, but we would also like a possibility to create non-public spaces.

Q10: In regards to your requirement "set upload restrictions (ie: limit numbers or file size for certain user groups)" Have you seen this functionality in a DAM vendor prior to the release of this RFP?

A10: The two existing DAM solution now in use have that functionality.

Q11: Could you please estimate the amount of data you would like to migrate to the DAM in Year 1 in TB? This is important to provide annual pricing and implementation pricing.

A11: In year one: University of Maine would need 10-15 TB, University of Southern Maine would need 3TB, University of Maine at Presque Isle will transfer approximately 1.5 TB, University of Maine Farmington currently has 477.9 GB and University of Maine at Augusta approximately 1TB

Q12: What is the estimated amount of data in Terabytes currently stored?

A12: 988GB out of 3TB max for USM, 4-5TB in photos, 40 TB in video at UMaine, 1.5 TB for UMPI, 477.9 GB for UMF and approximately 1TB for UMA

Q13: Where is the data currently stored?

A13: Some Universities uses the DAM solution of current incumbents for storage other store video in-house other use One Drive and Google Drive.

Q14: Is there a DAM solution currently in place? If so, which vendor is currently implemented?

A14: [Canto and PhotoShelter](#)

Q15: What is the estimated total user count?

A15: [Please refer to answer number 8](#)

Q16: What is the estimated concurrent user count at any given time?

A16: [The University is unable to know how many users would be in the DAM at the same time.](#)

Q17: What is the anticipated growth years 2-5 in Terabytes?

A17: [Currently the University is unable to anticipate growth years 2-5 in Terabytes](#)

Q18: We can provide both an Enterprise (Single-Instance) and a Multi-Instance account model. For example, the System and each University and/or Campus may want their own DAM libraries if they are not expecting regular cross-org collaboration. Is there interest in both models?

A18: [Yes](#)

Q19: Approximately how many TB of Storage is needed? What file types make up most of this storage?

A19: [At this time the University is unable to estimate the TB storage that is needed. Video is the type that takes up more storage space.](#)

Q20: Approximately how many users need read/write access?

A20: [Currently the University is unable to estimate concurrent user count at any given time.](#)

Q21: As noted in "Appendix H2 - Solutions Requirements Matrix", please share a copy of Appendix H(a).

A21: [Please see the attachment along with this addendum.](#)

Q22: We requires a signed NDA prior to sharing our VPAT & HECVAT docs- see attached.

[A22](#): The NDA was not attached to the email. Please send it in for review by our legal team.