



METROPOLITAN WASHINGTON  
AIRPORTS AUTHORITY

**RFP No. 1-13-B156**  
**Hosted Material Safety Data Sheet System**  
for the  
Metropolitan Washington Airports Authority

Questions and Answers

**Notice: Questions may have been edited for clarity and relevance.**

- 1. SSAE 16 Assessment: CloudSDS was incorporated in Nov'12 and so far we have not done any SSAE Assessment. When is the SSAE 16 assessment due? Can we submit our proposal without an SSAE Assessment, as long as we complete the assessment by Dec'13?**

**Answer: Yes, your proposal will be evaluated as submitted.**

- 2. Help Desk: Ability to create ticket by MWAA users using CloudSDS Online Ticketing system will be provided. Once tickets are submitted, CloudSDS Support team will review the ticket and will contact MWAA personnel for triage and issue resolution. Tickets can be created 24x7. MWAA personnels will be contacted within the business hours only. Will this process meet the Help Desk requirements?**

**Answer: You may propose it for consideration.**

- 3. Operating Records: Does this refer to Audit Trail for all user operations? What are the reporting needs for Operating Records?**

**Answer: Yes. All information shall be accessible for review.**

- 4. Add Notes: At what levels Notes will be added e.g. Site, Warehouse, Rooms or MSDS? What type of search is expected for Notes? Is Full Text search required for Notes?**

**Answer: If available, it can be at any level and full text search is preferred.**

- 5. HazMat Volume: How will the SDS Management System receive the HazMat Volume Information? What is the frequency of the data refresh?**

**Answer: If available, this data would be entered by Airports Authority personnel and updated as materials are received or used.**

**6. Capability to distribute SDS: Is the intent to distribute the SDS as an attachment to an email?**

**Answer:** Yes, the intent is to distribute as an attachment to an email. However, if the system can distribute, that would be ideal.

**7. Management of Incoming Fax: What functionalities are implied by "Management"?**

**Answer:** Capability to upload into the system incoming facsimiles of SDS documents sent by suppliers.

**8. Automated Conversion: Full automation is possible only when all the required information is available in the source system, in the required format. In any case no manual data entry will be required by MWAA personnel.**

**Answer:** This is not a question.

**9. Contact and Emergency Information: Is this the Chemtrec/Canutec Numbers listed on the MSDS? If not, please provide the source of this information.**

**Answer:** Yes, this is the emergency information provided by the manufacturer of the hazardous material on the SDS.

**10. HazMat Tracking: This is a core functionality of a Chemical Inventory Management System. Why is this functionality expected from a SDS Management System? Is there a system of record from which this information can be extracted? How is the information supposed to be entered into the SDS Management System? What is the frequency of the data refresh?**

**Answer:** It is expected that the SDS Management System contain this functionality.

**11. Alerts for Excess Chemicals: Should guidelines explained in SARA be used to generate alerts?**

**Answer:** SARA AND CERCLA (Reportable Quantity and Threshold Planning Quantity) both

**12. Changes to MSDS: What information is expected to change? Is there an example?**

**Answer:** Changes refers to a SDS that has been changed/revised/updated by the manufacturer.

**13. Are "Notes" and "Comments to a SDS" the same? If not what's the difference?**

**Answer:** Yes, they are the same.

**14. What is Chemical Number? Please provide an example**

**Answer:** The CAS Registry Number. For example the Chemical Name, Carbon dioxide has a CAS Registry Number of 124-38-9.

**15. What is meant by "Browser capability of the details that comprise an Airports Authority SDS" ?**

**Answer:** The SDS information should be accessible from a browser.

**16. Work Location: CloudSDS engages offshore contractors for support/maintenance work. Can that be of any issues to MWAA?**

**Answer:** This should not be any issue so long as information security controls over and segregation of Airports Authority data are demonstrated by current satisfactory SSAE 16 Type II report or equivalent prepared by a qualified independent assessor.

**17. Please list all fields from the Safety Data Sheet that is required to be indexed. Keep in mind, indexing drives the functionality, if it is not indexed, the functionality may not work properly. IE- Secondary container labels would not be fully pre-populated compliant labels without health and physical hazards.**

**Answer:** See Section E.2, Attachment 01, Statement of Work, Page 3.

**18. What is the required verifiable timeframe for the SDS documents to be updated or verified?**

**Answer:** That is not defined in the Statement of Work. Offeror may propose it.

**19. Who is responsible for managing versions, the Vendor or the client?**

**Answer:** Vendor.

**20. Who is expected to be responsible for preventing duplicate SDSs from entering the SDS management application, MWAA or Provider?**

**Answer:** Provider.

**21. Do you require that any updates or newly added SDSs be indexed or re-indexed by the Provider or is this the responsibility of the MWAA?**

**Answer:** Provider.

**22. Please explain why fax receiving of SDSs is required or needed. Can an alternative method be proposed based on explanation?**

**Answer:** To allow for all various transmittal options. Yes.

**23. Please explain why notifications are needed for quantity thresholds.**

**Answer: Hazardous Material Tracking.**

**24. The RFQ states that the Airports Authority includes four entities: Ronald Reagan Washington Airport (DCA), Washington Dulles International Airport (IAD), Dulles Toll Road (DTR) and the Dulles Metrorail Project (MRP). Would there be one or four committees to approve the requests for chemical usage?**

**Answer: One.**

**25. Would each entity only see their own MSDSs or would everyone see all MSDSs?**

**Answer: Each of the four entities would be able to view SDS of each entity.**

**26. The RFQ states that there are existing MSDSs to import. Will the MWAA provide a detailed example of the data to be imported so that a meaningful estimate of the cost of the conversion can be provided with the response to the RFQ?**

**Answer: The current vendor will provide to the Airports Authority a complete electronic copy of the SDS database in an easy to read format.**

**27. The RFQ mentions requests and hazardous materials storage information. Does the current system have that information and will that information also need to be imported into the new system?**

**Answer: The request process through the SDS system was not implemented.**

**28. The RFQ states the need to record the SDS database in open text format on a CD-ROM. Will you accept alternatives?**

**Answer: Alternatives may be proposed for evaluation.**

**29. If not, do you expect the vendor to convert the MSDS PDFs into structured XML to be open text format compliant?**

**Answer: Alternatives may be proposed for evaluation.**