

Addendum 1

RFP – Promotional Items

Contract Number 19-05-09-04

Questions and Answers

The work/ clarification/ answers listed in this addenda shall be considered part of the Bid/ RFP document for the referenced project/ product/ services, etc.

Below are questions and answers regarding subject RFP. All questions are written in black color font and the **answers are provided in red color font.**

1. **Question:** Since no items are specified, we assume you are looking for our recommendations for quality and value for each category. If yes, would it be acceptable to submit our ides and photos in a presentation format such as PowerPoint? This will be addition to the required attachment 6.

Answer: As long as all the requirements of the RFP are met, supplemental documentation will be accepted.

2. **Question:** Should we base our pricing on a 1-color logo?

Answer: It would be helpful if pricing is submitted for a 1-color, 2-color, 3-color and 4-color logo.

3. **Question:** What quantity should we base our pricing on? If unsure, we can quote the factory minimum quantity.

Answer: Quantity of items will very dependent on the event. Please provide the factory minimum quantity.

4. **Question:** Can we expand the attachment 6 form? We may have more than 1 supplier for each group?

Answer: Yes, the form may be expanded to provide the additional supplier information.

5. **Question:** Could you clarify attachment 5? What is our definition of a subcontractor?

Answer: A subcontractor would be an entity hired by a vendor to perform services or provide products under the awarded contract. As state in section 36 of the RFP, all

subcontractors must be clearly identified in the submitted proposal and are subject to the acceptance of the University.

6. **Question:** Whether companies from outside USA can apply for this? (like, from India or Canada)

Answer: No

7. **Question:** Whether we need to come over there for meetings?

Answer: Yes

8. **Question:** Can we perform the tasks (related to the RFP) outside USA? (like, from India or Canada)

Answer: All services must be performed in the USA.

9. **Question:** Can we submit the proposals via email?

Answer: No

10. **Question:** I apologies if I am missing this information but there quantities, colors and logos provided for the products listed below?

Some items would be easy to quote on because we can only print 1 color so it would be based on quantities so maybe like 20 difference quotes would sent – but other items have quotes in the thousands without knowing the details of the jobs – may I call to discuss.

Answer: It would be helpful if pricing is submitted for a 1-color, 2-color, 3-color and 4-color logo. Quantities and logos will vary by the event.

11. **Question:** Is there a difference in the 2 downloads from MyMarketplace website. On a quick examination they look the same.

Answer: Please refer to the following website to receive information about registering with the State of Delaware <https://mymarketplace.delaware.gov/vendor-registration.shtml>

12. **Question:** How quickly will the contract be awarded?

Answer: The contract is expected to be awarded in July. No specific date has been determined yet.

13. **Question:** We would like to know what was your last awarded price for Promotional Items bid?

Answer: All information relating to the previously awarded contract can be viewed via the following link: http://contracts.delaware.gov/contract_archive_detail.asp?i=22