

Q&A Addendum
Junior Razorbacks Promotional Items
RFP 641073

This document provides question and answer information pertaining to the above captioned RFP, and will be updated as necessary.

REMINDER: It is the Respondent's responsibility to thoroughly examine and read the entire RFP document and any appendices and addenda to this RFP.

Posted May 15, 2017

Question: Do you want the set up charges listed separately or factored into item cost?

Answer: Factored in

Question: Will you need adult and youth tee's?

Answer: Yes

Question: Do you want any clip attachment on the lanyards?

Answer: Yes

Question: Sunglasses, imprint on the lens or on the arm?

Answer: Arm

Question: What size beach ball?

Answer: Standard 16"

Question: Pocket Folders, do you need Business Card slits?

Answer: No

Question: What oz. water bottle? What material?

Answer: 20 oz. plastic

Question: What size notebook?

Answer: College ruled spiral notebook

Question: What length, color and size shoelace?

Answer: 28-32 inch length; two-color imprint; one-color shoelace

Question: There would be initial inbound shipping. Do you want that listed separately or factored into item cost?

Answer: Listed separately

Question: How many of each item would be shipped at a time?

Answer: We would like to fulfill as many as possible at time; however, weekly shipments may need to take place. Could range from 500 to 2500 or 5000 depending on member signups.

Question: Please outline in more detail the requirements for fulfillment program

Answer: UA would send over a spreadsheet of member names and addresses for mailings. Initial list would contain the largest number of members and weekly lists would vary in size.

Question: Would the items be inventory we warehouse but prepaid by UAF?

Answer: Yes

Question: Whether companies from Outside USA can apply for this? (like, from India or Canada)

Answer: Non-US companies can submit RFP responses. The minimal expectation is that all communications occur in written and spoken English

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

Answer: The respondent should indicate which activities will occur on-site and which activities will occur remotely.

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

Answer: The respondent should indicate which activities will occur on-site and which activities will occur remotely.

Question: Can we submit the proposals via email?

Answer: No

Posted May 16, 2017

Question: Pocket Folder: assuming standard 9 x 12 folder size?

Answer: Standard

Question: Spiral Notebook:

Answers:

- number of pages?
75 sheet
- will the inside pages print or just the cover? If cover, is it two sided; is it front and back?
Cover only / Front only
- any special varnish/coating?
No
- any special die cut(s)?
No

Question: Valentine's Day Cards:

Answers:

- size?
18 cards laid out on two standard sheets of paper
- is there a fold?
No
- matching envelopes (or are these self-mailers)? If envelopes, do they print; how many colors?
No

- are they requesting a certain stock/weight? (self-mailer usage can determine weight)
Postcard type paper
- assuming 18 different pieces of art?
Yes, artwork will be provided
- assuming printing two sides?
Yes

Question: General Questions (external/internal):

Answers:

- Can you clarify there duplicate lists, both with the same items and notation about selecting 4 – 6 from each group?
UA has the right to choose one company for the order or choose from the best prices offered.
- What is the average size order being fulfilled?
We do not know at this time due to membership not being open at this time
- What is the average annual volume of orders?
We do not know at this time due to membership not being open at this time
- Will these orders be going direct to the end user or to the various campus locations throughout the state?
Direct to end user (AKA Member)
- Is a sampling of destinations available to estimate outbound freight?
Majority in the state of Arkansas
- What other licenses or registrations will be needed to be awarded this contract besides CLC?
None
- Is there an incumbent contractor? If so will there be any incumbent merchandise that will require warehousing?
N/A
- Are you wanting a 50/50, 100% cotton, or polyester moisture wicking tee?
50/50 or 100% cotton – best pricing offer
- Do you have an estimated size breakdown of the tees
Kids Small through Adult XL

Posted May 18, 2017

Question: What the color of the t-shirts are?

Answers: **White**

Question: What format the mailing list is in?

Answers: **Excel**

Question: If you want to add items to the mailing, who pays for that extra expense of fulfillment and weight on shipping expense?

Answers: **UAF will pay for costs as billed by the vendor**

Question: Let's just say for example the first order is for 5000 pencils. Will that be the only order for that item or will the next order be for say 500 more after somebody else signs up the next month. That would entail having to make several smaller orders to keep fulfilling items that had had been previously ordered.

Answers: **Our goal is to place one large order for promo items and use from that allotment during year.**

Question: So if someone signed up say three items into the program, would we be shipping them a t-shirt and three other items all at one time to get them started? Hypothetically?

Answers: Our plan is to have a welcome member packet sent with a welcome letter, t-shirt, lanyard, membership card and sponsor flyer in the first mailing.

Question: How many kids were in this program last year?

Answers: 300 – although this season the membership will be open to Razorback Football, Basketball and Baseball Season Ticket Holders to register their kids.