

Vendor Q & A Set Number One for RFP R586811

Question One

On page 7 the RFP states, “The Merchandise that carries a University logo or trademark must be purchased from vendors that are licensed through the Collegiate Licensing Corporation. Therefore, bidders are required to be currently licensed to carry the University of Arkansas logo in order to be eligible to submit bids for those requests that involve the University of Arkansas logo or trademark.

Only those offers submitted by currently licensed bidders will be considered for award.” Is this statement intended to preclude any use of the University logo or trademark in the proposals we submit?

Answer One

It is not intended to preclude any use of the University logo on the cover of the RFP proposals.

Question Two

For example if we include the University logo on the cover of our proposal, or include a picture of an existing operation or staff member where the logo is present in the background, will that disqualify us?

Answer Two

The use of the University logo on the cover will not disqualify the vendor’s RFP response. Using photos in the vendor’s RFP proposal should be relevant to proposal and the services offered in the proposal.

Question Three

On page 36 Submission Formats, the RFP limits flash drives to no more than 10 MB. After some initial research I’m concerned they may not even sell flash drives this small. Additionally, it will significantly limit the resolution of proposals, potentially impacting the user’s experience with these files. Can this requirement be increased?

Answer Three

As a reminder, we have asked that the proposals be prepared simply and economically, providing a straightforward, concise description of the respondent’s capability to satisfy all requirements. The vendor’s RFP proposal should respond to the format and numbering of the RFP. However, increasing the limit from 10 MB to 25 MB would be acceptable. We are asking that the size of the proposal itself be concise but include all information relevant to the vendor’s RFP response.