DATE: May 14, 2014

TO: All Prospective Proposers

FROM: Beth Vu Kirk
Sr. Buyer, Goods and Non-Technology Services
301-985-7618

RE: Solicitation# 91160 Online and Onsite Sales Management for Branded and Promotional Products and Staff Achievement Awards
Addendum #1

As a result of questions received, the following amends the above referenced solicitation documents. Receipt of this addendum is to be acknowledged by completing the “Acknowledgment of Receipt of Addenda Form” and including it within the firm’s Technical Proposal submittal. Note: the deadline for questions is May 12, 2014, 4:00 PM EDT.

1. How do I fill out Appendix B.1-1, Branded Clothing?

   Please only fill out what is applicable. Under the Branded Clothing buying program the only category applicable would be Apparel. Please submit pricing (discounts & fees) for apparel and any rebate/royalty plan(s) you offer. Discounts, fees, and rebate/royalty plan(s) should follow the format as provided. Vendors may input “N/A” in the section(s) that do not apply.

2. At the end of the Contract will UMUC be responsible for any unsold inventory?

   UMUC is seeking vendor(s) with the ability to provide a “print on demand” solution for the applicable buying program(s). UMUC will not purchase merchandise to be inventoried.

   Currently, the vendor procures and owns the inventory sold on the UMUC Gear Site and the merchandise sold during commencement. As described in the RFP, the UMUC Gear Site and the On-Site Commencement Sales program sell similar merchandise.

3. Would you consider an exclusive agreement?

   It is UMUC’s desire to award one vendor to manage all of the five (5) buying programs. Under this solicitation UMUC has the right to award individual contracts for any individual program. Vendor(s) awarded a contract will be the primary vendor to support and manage the awarded buying program. However, if the vendor is unable fulfill an order or meet UMUC requirements, UMUC has the right to order from any vendor as necessary to fulfill the order.
4. Will orders outside this agreement be subject to multiple bids? If so, will those other vendors be subject to any royalty/fees?

   It is UMUC’s intent to primarily procure from the selected vendor(s). However, if UMUC is required to procure goods outside the contract(s) awarded under this solicitation, UMUC may request multiple bids and/or discounts, royalties, and/or rebates, as applicable to the purchase.

5. For the Staff Achievement Awards program is it your expectation that recipients are given a certificate/code that allows them to select their award from several options based on years of service?

   UMUC is seeking a web based buying solution for the Staff Achievement Awards program. It is the vendor’s responsibility to ensure access to the site is limited to recipients and to authorize UMUC staff members. The vendor will also be responsible to verify the selected gifts/awards are consistent to the recipient’s years of service. Ideally, recipients will only be able to view the merchandise/assortment they are authorized to select from.

   In the past, after orders were shipped the vendor issued an invoice to UMUC for merchandise shipped.

6. Can you give a further breakdown on the $1.4 million in sales over 5 years?

   As written in Section 1.1, of the RFP, UMUC strongly believes in order to develop an efficient and successful operation, leveraging the combined spends/sales for all of the five (5) buying programs are essential. Therefore, vendors are encouraged to provide a solution for all of the buying programs.

   Over the past five (5) years, combined sales for UMUC branded and promotional products and staff achievement awards were approximately $1,400,000.00. The percent to the total estimated spend by each buying program is as follow: Advertising and Promotional Products, 64%; UMUC Gear Site, 15%; On-Site Commencement Sales, 12%; Branded Clothing, 7%; and Staff Achievement Awards, 2% (The percentages provided are rough estimates).
ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA FORM

RFP NO.: 91160

TECHNICAL PROPOSAL DUE DATE:
May 27, 2014, on or before 4:00 P.M. EST

RFP FOR: Online and Onsite Sales Management for Branded and Promotional Products and Staff Achievement Awards

NAME OF PROPOSER: ________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA
The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. 1 dated 5-14-2014
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______
Addendum No. ______ dated ______

As stated in the solicitation documents, this form is included in our Technical Proposal.

________________________________
Signature

________________________________
Name Printed

________________________________
Title

________________________________
Date

END OF FORM