

Date: June 13, 2025

From: Jennifer Warren, APO

To: Perspective Respondents

Subject: RFP 25-014 Promotional Items and Ordering Portal

Questions and Answers

1. For the e-store, did you want the items to be in stock or on demand (produced when ordered)?
 - a. Produced when ordered.
2. Would the logo on the items be a fixed main logo or will it vary by department?
 - a. May vary by department.
3. Will you require a 3rd party eprocurement punchout? If so, what is the platform?
 - a. No
4. Is SSO mandatory?
 - a. No
5. Will you require freight to be included in the pricing on the site?
 - a. Yes, to charge it after would result in additional charges to university pcards that are traditionally very difficult to reconcile.
6. How many vendors will be awarded?
 - a. We anticipate this to be awarded to one vendor.
7. What is the approximate annual spend on the list of items you provided?
 - a. There is no guarantee spend for the awarded contract. Our annual promotional spend is expected to exceed \$75, 000 based upon historical data.
8. Do all items have to be made in the USA?
 - a. No, AR Act 943 requires that no items be manufactured in China, there is not requirement for items to be made in the USA.
9. Most items are made in China, but printed with logo in United States. Does this mean cannot source these items?
 - a. Yes, no items may be made in China, per AR Act 943.
10. What is a typical order?
 - a. Promotional items are purchased for a variety of events both on our campuses and for recruiting purposes. Orders may be placed from a

variety of departments. Some departments may place large orders a few times a year to maintain a stock of items for upcoming events such as spring and fall orders or place multiple smaller orders throughout the year.

11. Do you have a report of # of orders and qtys per order from previous years?
 - a. No, we do not have the capability to provide this order detail.
12. Are we printing x amount of items and storing them for release using portal?
 - a. See answer to question 1 above.
13. A typical lead on a new order is between 10-45 days, is this acceptable?
 - a. No, we would need a faster turnaround than 45 days for our orders. Ideally, we would like to see 10-20 days with a maximum of 25 unless previously approved by ATU ordering department.
14. What kind of bag are you looking for? (Backpack, tote bag, fanny pack, etc.)
 - a. Specific selections will be made post-award. Please see cost response sheet for pricing expectations for RFP response.
15. What kind of cup are you looking for? (Yeti, mug, glass, plastic, small, large, etc.)
 - a. See answer to question 14.