



Procurement and Contracting Services

**Request for Proposals for vendors to furnish
internal campus consumers with licensed
products bearing the University of Arizona
trademarks.**

ADDENDUM #1

**Please mark all proposal submission
Envelopes with the following information**

**Sealed RFP # L192313
Due on March 15, 2023 no later than 2:00 PM, MST**

The following questions were received prior to the close of the Technical Question period on February 24, 2023 at 12:00 PM MST:

5.3 Correction

Old Language:

The contract awarded as result of this RFP shall have an initial term of three (3) years. The UA reserves the right to extend, upon mutual agreement, for additional two (20) year term.

Corrected Language: replaces the original language:

The contract awarded as result of this RFP shall have an initial term of three (3) years. The UA reserves the right to extend, upon mutual agreement, for additional two (2) year term.

1. Are we able to bid without being licensed?

Yes. Companies who are not currently licensed with University of Arizona can submit a bid. If awarded, vendors will be required to become licensed and abide by CLC and University of Arizona licensing policies.

2. Vendors must also submit a comprehensive catalog of products including rack-rate prices as well as a discount to be applied for increasing quantities. Catalogs submitted for consideration must provide (%) discount offered off list price highlighting the Page No. where items are referenced. Will a link to our promo item website be sufficient for this request.

Yes.

3. 5.1.3 - What does MCC stand for?

Please disregard 5.1.3.

4. 5.1.17 Create a document with photos of standard items for reference. Could these be achieved through the use of an online web page and/or ordering platform specifically built for the University ordering?

Yes.

5. For 5.2.5 I am reading that in providing catalog access to high and low end products that website link is acceptable. Confirming that links to available products via authorized manufacturer's websites are acceptable.

Yes, that is correct.

6. 5.2.5 – Please define “amenities” – what types of products are you interested in?

Please replace amenities with offerings.

7. Section 5.5 - Detailed Pricing. Submit one sample of each category with your proposal. Do we need to provide physical samples with our proposal?

Yes.

8. 5.4 Accessibility - Is this applicable to promotional products?

If you require University staff to order products in any software program or portal, yes, this is applicable.

9. In regards to: “Has your product been verified for accessibility with assistive technologies for all functionality? If so, was verification through in-house testing or via third tester/vendor?”- Given we will be providing custom merchandise, not a tech product, we believe this will be N/A. Can you confirm?

Please see the response to #7.

10. 5.4.2 - Do all current vendors supplying the UA with licensed products currently have a VPAT on file?

The VPAT was not addressed in the previous RFP, however, due to evolving ordering methods the University will now be requiring this if you require our department to order via any software program or portal.

11. Section 5.4.3 – A. Please List OS, assistive technologies and applications (browsers) tested, including version numbers. Can you please help better explain what this is asking for?

Please see the response to the above questions 8-10.

12. Do you want printed samples of the market basket or just blank garments/items with pricing. I understand you don't want samples with university indicia.

Printed helps understand the vendor's capabilities. Blanks will be accepted, but printed gives a full visual. We understand every company's bandwidth and ability could be different at the time of the RFP and timeline required.

13. For 6.0 Certifications and Forms in regards to this bid it looks like it only requires 6.1 correct?

That is correct.

14. Can the University please provide the Manufacturer and Manufacturer's Part Number for the Market Basket (with access to over a million products the price, quality, imprinting area and method, dimensions, weight, lead times, and packaging will vary greatly by item). With access to over a million products the price, quality, imprinting area and method, dimensions, weight, lead times, and packaging will vary greatly by item.

We're leaning on the vendor to make the best decision on behalf of the University. Departments on campus will not know or understand what the manufacturer's part number is. Please use this RFP as an exercise in working with internal departments. Please put together information based off what you would recommend.

15. Regarding samples, you say they need to be generic. Does that mean they should be blank (as in no logo at all?). Or do you want a sample of a printed White t-Shirt with a 2 color print and 3 color etc?

Please see #12.

16. The 16 samples in 5.5 should be sent to what address if they are to be sent?

University of Arizona – Marshall Building
ATTN: Trademarks and Licensing
845 N Park Ave
Tucson, AZ 85719

17. Should prices include the Royalty's on this RFP?

No, do not include royalties.

18. If so what is the Royalty fee?

Please see #17.

19. Not sure how to respond to these requests below.

5.1.2 Ability to provide all relevant ordering information including, but not limited to:

- 5.1.2.1 Lead or production time status
 - 5.1.2.2 Catalog & Annual Pricing
 - 5.1.2.3 Dimensions
 - 5.1.2.4 Imprint Area and Methods
 - 5.1.2.5 Weight
 - 5.1.2.6 Packaging
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Vendors should be able to provide all of the above information regarding orders to the customer.

20. What is the estimated value of the contract?

The estimated value of the contract is \$4 million based on the last 5 years of orders for internal orders. Please note multiple vendors will be selected as part of this contract.

21. Will multiple vendors be selected?

Yes, multiple vendors awarded a contract. More information on current amount of vendors can be found at licensing.arizona.edu

22. Could you please provide a copy of the previous contract? What was the annual spend associated with the last contract?

Any requests would have to be made to the University of Arizona Public Records Office.

23. There are several sections regarding Pricing: 3.7.6 Pricing and/or Revenue Proposal, 5.3 Term of Agreement, and 4.38 Price Adjustment for Multi-Year Contracts. Do you accept multiple pricing options/formats to be submitted?

Please see section 5.5 on how pricing should be submitted.

24. On the pricing request, at the quantities listed, would that be priced for a 1-time shipment? Also, we ask that provided pricing for the purposes of this RFP be confidential. Is that an option?

a) Yes – a one-time shipment

b) Yes – all information from bids regarding this RFP will be confidential to the University of Arizona.

25. If we have edits for their terms, how would they like those edits handled? In our past experience, most prefer an issues list/list of exceptions requested/changes submitted with the proposal, is that what you would prefer in this case?

You may submit a list of exceptions with your response to the RFP. Acceptance of a proposal by the University does not constitute acceptance of any requested exceptions.

26. Also, as I read this bid, I want to confirm that this bid is open for whatever we are willing to offer? I am not seeing any specific needs stated by the University (i.e., 5 competition leotards, 2 practice tanks, etc) and want to ensure that this is an

open bid process where we OZONE submit what we can supply the University with?

This bid is for promotional items and products ordered by the University (pens, t-shirts used for promotional items/student groups, giveaways, etc. If OZONE does not offer those items, there is not a need to submit a bid.

End of addendum, all else remains the same.
