

ADDENDUM 2

DATE: June 10, 2023

RFP NUMBER: UTA2023-021 Rings, Commencement Announcements, and Regalia

RFP DUE DATE: June 15, 2023, at 03:00 p.m. CST

The following changes and/or clarifications are hereby incorporated into the RFP. Your proposal must reflect the following:

Responses to questions received by submittal deadline. (APPENIX A)

PLEASE SUBMIT WITH YOUR PROPOSAL

Charlie Brooks

Sr. Contract Specialist

817-272-2140

SIGNED: _____

COMPANY NAME: _____

APPENDIX A

Q&A

Supplier A

1. Are you able to provide annual ring unit sales
Ring sale units varies by year, but over the past 2 years the numbers ranged from around 335 – 400 annually. Our goal is to grow this number so more students can participate in this tradition.
2. Are you able to provide average annual grad participants/units for the regalia
The table below shows the total number of students eligible for graduation by Term. Over these Terms, an average of 66.4% of candidates attended the commencement ceremony.

Total Conferral Candidates	Term
5,222	Spring 2022
4,797	Fall 2022
2,514	Summer 2022
6,108	Spring 2023

3. What are your current rebates for ring and regalia sales
I am not sure what you are referring to for “rebates”. If you are referring to commissions on these products to the University, that is not something we will share here. If you are referring to discounts to students, the current provider offers special discounted pricing on UTA Official Rings for two one-week periods annually.
4. How many events do you have annually (Ring Ceremonies, Grad Fairs)
 - i. **Grad Fair: One per graduation season (Fall and Spring). Currently UTA does not offer summer graduation.**
 - ii. **Ring Ceremony: One per graduation season (Fall and Spring). Currently UTA does not offer summer graduation.**
5. Does the Performance Bond and Performance Payment forms need to be submitted with the RFP response or during execution of the contract?
During execution of the contract.
6. Will you consider an in-person presentation prior to making an award decision?
Yes, depending on the responses, an in-person presentation will likely be required.
7. Please confirm if the regalia is custom rental for students and faculty with the option to purchase high quality Academic Attire with same specs.
The goal is to provide our students with regalia they can rent instead of purchase. This aligns with our focus of keeping the costs of materials low and supporting sustainability initiatives. The goal here would be to have the rental material match the purchased material so the design is identical. If you have limitations or suggestions for making this work, please include it in your proposal and we can discuss this more during any in-person presentation.

Supplier B

1. Will the resulting contract be with the University or the bookstore?
With the University.
2. Licensing Fee: What is the licensing fee % for this project? Or is licensing being waived?
To produce graduation supplies bearing UTA marks and logos a vendor would have to become licensed and pay a 12% royalty. If you are not a licensed supplier, then licensing fees including application fee and advance fee will apply. Application fee is one time. Advance fee is paid annually as a licensee. As a licensee selling rings you will pay a 12% royalty.
3. Page 5: Scored Criteria - Section 2.3.2.2 Reputation of the Proposer and of the Proposer's goods or services; (20%)
 - a. How is this scored? Does the University use a scoring matrix? Or is it subjective based on the scorer's personal experience?
Subjective based reference checks and on the material included in your proposal.
4. Page 19: #1 states "Public Pricing"
 - a. Would you like the vendor to provide wholesale pricing for items being invoiced to the university and/or bookstore?
 - i. Typically, if items are being sold to the student through a bookstore, the bookstore sets the retail price.
Yes. The goal here is to understand the pricing our students would be charged for the products.
 - b. If the vendor is selling the product directly to the consumer online, would you like retail pricing?
Yes. The goal here is to understand the pricing our students would be charged for the products.
5. Section 5 is the Technical Response section; however, it asks for commission, pricing, and budget info (5.8.10 – 5.8.16). Should we respond with "please see financial proposal response"? The RFP instructs to have separate Technical and Price proposals.
Separate Technical and Price Proposals as per BidNet instructions.
6. This RFP is for purchasing of goods and not providing an IT or Electronic platform; are Appendix Four, Five, Six, Seven, Eight, Nine, required for consumer goods?
In as much as you will have people visit your web site, text, e-mail, and process credit card info, and personal data, yes.
7. Are Appendix Ten, Eleven, and Twelve required only if selected as the vendor?
These must be included with the Proposal Submission

Supplier C

1. How many rings are currently being sold each year?
Ring sale units varies by year, but over the past 2 years the numbers ranged from around 335 – 400 annually. Our goal is to grow this number so more students can participate in this tradition.
2. What is the eligibility requirement for rings and what is the size of the eligibility list?
All students are eligible to purchase a ring once they have enough credit hours to be classified as a junior.

The exact figures are not readily available, and in trying to provide responses to your questions timely, you can assume that roughly the same number of

Conferred Candidates become eligible to purchase a ring 24 months before graduating. Therefore, the eligible list of Juniors would roughly be:

Estimated Eligible Students	Term
5,222	Spring 2022
4,797	Fall 2022
2,514	Summer 2022
6,108	Spring 2023

3. Will the successful bidder be provided the permanent addresses of the students on the eligibility list without charge so direct mail marketing can be done?

Generally, the university would be open to sharing student information as needed to fulfill the requirements of this contract, with the expectation that all information is protected, kept confidential, and only used for the intended purpose with the University's pre-approval in writing. The information is considered confidential, so a TX-RAMP certification outlined in Appendix Seven is required, among all other requirements outlined in the RFP. If the winning bidder desires this information, they will need to provide the University a plan on how the data would be maintained, secured, and destroyed to satisfy the privacy concerns of the University prior to any information being shared.

4. Do you want to give students the option of a standard vs. custom gown? If you are already doing this, what is the percentage of custom gowns?

We currently only offer the custom gown. Our intent is to have two gown options that our Administration can review for final selection. Our Administration would then select one gown as the sole gown for purchase throughout the Term.

5. Do you want to give students the option to rent a gown or purchase a souvenir gown so there is a mix at commencement, or will all gowns be one or the other?

Our intent is to provide each student with two options:

- **To purchase a gown at the traditional cost**
- **To rent a gown at a reduced cost.**

Students have expressed a desire to rent gowns instead of purchasing them since many of the gowns are used one time and to support sustainability initiatives. This rental program is not currently available due to the complicated logistics

6. About how many bachelor, masters, and doctoral students walk in the fall and the spring?

	Attended Ceremony	Did not attend ceremony	Grand Total
Doctoral	69	49	118
Graduate	873	906	1779
Undergraduate	1737	1065	2801
(unknown)	22	77	99
Grand Total	2701	2097	4797

Spring 2023	Attended Ceremony	Did not attend ceremony	Grand Total
Doctoral	76	38	114

Graduate	1213	1257	2470
Undergraduate	2477	1046	3523
Grand Total	3766	2342	6108

7. Beyond the % royalty or % of sales to the university, are there any trademark licensing payments that need to be made to the university or to a company like CLC, and if so, what is the percentage?

To produce graduation supplies bearing UTA marks and logos a vendor would have to become licensed and pay a 12% royalty. If you are not a licensed supplier, then licensing fees including application fee and advance fee will apply. Application fee is one time. Advance fee is paid annually as a licensee. As a licensee selling rings you will pay a 12% royalty.

8. Appendix Four through Appendix Twelve are not included in Section 3.5 Submittal Checklist nor on Section 1.9 Preparation and Submittal Instructions. Are applicable appendices to be completed and returned only after an award is made?

These must be included with the Proposal Submission.