

CONTRACT MODIFICATION AGREEMENT

Date: May 31st, 2023

Contract No.: VTS-977-2019

Modification No.: 1

Issued By: Virginia Polytechnic Institute and State University (Virginia Tech)

Contractor: International Promotional Ideas Inc

Commodity: Promotional Items

This Supplemental Agreement is entered into pursuant to the provisions of the basic contract.

Description of Modification:

The Criminal Conviction Check Term and Condition within this contract is hereby replaced in its entirety and replaced with the following:

CRIMINAL CONVICTION CHECKS: All criminal conviction checks must be concluded before the Contractor's employees gaining access to the Virginia Tech Campus. Employees who have separated employment from Contractor shall undergo another background check before re-gaining access to the Virginia Tech campus. Contractor shall ensure subcontractors conduct similar background checks. All criminal conviction checks will normally include a review of the individual's records to include Social Security Number Search, Credit Report (if related to potential job duties), Criminal Records Search (any misdemeanor convictions and/or felony convictions are reported) in all states in which the employee has lived or worked over the past seven years, and the National Sex Offender Registry. In addition, the Global Watch list (maintained by the Office of Foreign Assets Control of The US Department of Treasury) should be reviewed. Virginia Tech reserves the right to audit a contractor's background check process at any time. All employees must self-disclose any criminal conviction(s) occurring while assigned to the Virginia Tech campus. Such disclosure shall be made to Contractor, which in turn shall notify the designated Virginia Tech contract administrator within 5 days. If, any time during the term of the contract, Virginia Tech discovers an employee has a conviction which raises concerns about university buildings, property, systems, or security, the contractor shall remove that employee's access to the Virginia Tech campus, unless Virginia Tech consents to such access in writing. Failure to comply with the terms of this provision may result in the termination of the contract.


- a. The University has an awarded contract with a service provider for criminal conviction screening and background checks. The University prefers this vendor be utilized by the Contractor to comply with the contractual obligations and University Policy 4060.
- b. If Contractor chooses to utilize a different firm than the university's preferred provider, the Contractor's selected service provider shall be pre-approved by the Virginia Tech Police department as an acceptable service provider for criminal

conviction and background checks to ensure that firm's service levels meet the requirements of University Policy 4060.


- c. If a Contractor chooses to utilize a different firm than the university's preferred provider, a five-day hold will be required before placement of employees deemed by the Contractor to meet all of the requirements of the University including a clean background check. Contractor shall provide the University with the name, date of birth and the last four digits of the social security number of all individual(s) to be placed in a temporary position under this contract. The University reserves the right to conduct its own background check process during this hold period.

Except as provided herein, all terms and conditions of Contract Number VTS-977-2019, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By:  _____
JACK ROSENFELD President
Name and Title

Virginia Tech

By:  _____
Mary Helmick
Director of Procurement



Procurement

300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

August 3, 2022

International Promotional Ideas Inc.
Attn: Jack Rosenfeld
1310 Louis Ave
Elk Grove Village, IL 60007

Dear Mr. Rosenfeld:

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-977-2019
Commodity/Service: Promotional Items
Renewal Period: September 7, 2022 - September 6, 2024
Renewal #: (2) two-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement by August 10, 2022.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.

In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely,
Angela Caldwell
Buyer

Telephone: (540) 231-1269

International Promotional Ideas Inc. **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature: _____

Date: 08/03/2022

Name: _____

Jack Rosenfeld

Title: President

(please print)

We currently participate in the Wells One Program. _____

We would like to participate in the Wells One Program X

AC/ _____

DocuSigned by:

Mary Helmick

Approved: _____

5943314F5CD3478...
MARY VV. HELMICK
Director of Procurement
8/3/2022

Date: _____



Procurement
 300 Turner Street NW
 North End Center, Ste 2100
 Blacksburg, Virginia 24061
 P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

July 15, 2020

International Promotional Ideas Inc.
 Attn: Jack Rosenfeld
 1310 Louis Ave
 Elk Grove Village, IL 60007

Dear Mr. Rosenfeld:

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-977-2019
 Commodity/Service: Promotional Items
 Renewal Period: September 7, 2020 - September 6, 2022
 Renewal #: (1) two-year renewal

In accordance with the renewal provision of the original contract, the university would like to renew the contract for an additional term. Please advise concerning your intention by signing in the appropriate space below. A signed copy of this letter should be received in Procurement as soon as possible.

If allowed by the contract, price adjustments must be requested at the time of renewal in accordance with the contract documents. Price adjustments are not automatic or retroactive and are only implemented upon request by the vendor at the time of renewal.

In addition, review the attached form which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. It is essential this information be accurate for payments to be processed in a timely manner.

Virginia Tech recommends that our vendors utilize the Wells One AP Control Payment System for payment of all invoices and strongly encourages all vendors under contract with the university to participate in this program. If your firm is not enrolled in the program, refer to our website: <http://www.procurement.vt.edu/Vendor/WellsOne.html> or contact me directly for more information.

Sincerely, *DH*
 Daysha Holmes
 Assistant Director for Supplier Opportunity

Telephone: (540) 231-1269

International Promotional Ideas Inc. agrees to renew the contract under the terms and conditions of the subject contract.

Authorized Signature: _____

Date: 7/16/20

Name: _____

JACK ROSENFELD
 (please print)

Title: OWNER/IDENT

We currently participate in the Wells One Program. _____

We would like to participate in the Wells One Program X

DH/sr _____

Approved: _____

Mary W. Helmick
 Mary W. Helmick
 Director of Procurement

Date: _____

7/16/20

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-977-2019

This contract entered into this 7th day of September 2018 by International Promotional Ideas, Inc. hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech."

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agree as follows:

SCOPE OF CONTRACT: The Contractor shall provide promotional items to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From September 7, 2018 through September 6, 2020 with an option for two-year renewals.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the Contract Documents.

FREIGHT: Contractor will incorporate Virginia Tech's inbound freight program for shipping orders to the university by utilizing the university's third party carrier number and referencing the university's PO number on the shipping label. It is understood that some of the contractor's suppliers may charge a handling fee when shipping via a third party carrier number. This may include a per-box fee or a flat fee. In those circumstances, both parties acknowledge that the handling fee will be passed along to the university. If the shipper fails to provide the university's PO number on the shipping label, freight charges may be returned to the shipper and any resulting carrier fees may not be passed along to the university.

CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 0055170 dated April 4, 2018, together with Addendum Number 1 To RFP dated April 23, 2018, the proposal submitted by the Contractor dated May 8, 2018, Virginia Tech's letter dated August 3, 2018, the Contractor's letter dated August 4, 2018, Virginia Tech's letter dated August 30, 2018, and the Contractor's letter dated August 30, 2018, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor
By: _____

(Signature)

JACK ROSEFIELD

Name and Title

PRESIDENT

Virginia Tech
By: _____

Kimberly Dulaney, CPSM, CUPO

Assistant Director and Contracts Manager



Request for Proposal # 0055170

For

Promotional Items

April 4, 2018

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP 0055170
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Daysha Holmes, Contracts Specialist Phone: (540) 231-1269 e-mail: daysha94@vt.edu.

DUE DATE: Proposals will be received until May 9, 2018 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: _____. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/>.

_____ **Large**

_____ **Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.

_____ **Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.

_____ **Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

FULL LEGAL NAME (PRINT) (Company name as it appears with your Federal Taxpayer Number)		FEDERAL TAXPAYER NUMBER (ID#)	
BUSINESS NAME/DBA NAME/TA NAME (If different than the Full Legal Name)		BILLING NAME (Company name as it appears on your invoice)	
PURCHASE ORDER ADDRESS		PAYMENT ADDRESS	
CONTACT NAME/TITLE (PRINT)			E-MAIL ADDRESS
TELEPHONE NUMBER	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS	

I acknowledge that I have received the following addendums posted for this solicitation.

1 _____ 2 _____ 3 _____ 4 _____ 5 _____ 6 _____ (Please check all that apply)

Is any member of the firm an employee of the Commonwealth of Virginia who has a personal interest in this contract pursuant to the Code of Virginia, 2.2 – 3102 - 3112

YES _____ NO _____

SIGNATURE _____ Date: _____

Revised 01/01/2018

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish multiple contracts through competitive negotiations for Promotional Items by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for two (2) year(s), or as negotiated. There will be an option for two (2) two (2) year renewals, or as negotiated.

IV. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly \$513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Virginia Tech purchases a wide variety of promotional items to carry out its mission. These items include, but are not limited, t-shirts, pens, magnets, lanyards, hats, key chains, buttons, mugs, hand sanitizer, lip balm, etc. Virginia Tech desires to partner with local contractors to provide quality promotional items. The Contractor shall be an authorized reseller of the promotional items being offered. The Contractor shall not ship substitute items without prior approval from Virginia Tech personnel. Virginia Tech shall provide and approve all logo(s) to be used on promotional items.

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

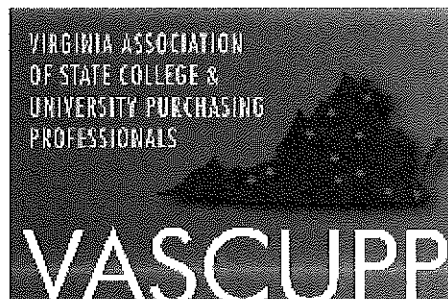
There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the

eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Please refer to Attachment B, Zone Map, if the offeror wishes to submit separate pricing structure based on approved zones for cooperative institutions. Refer to Attachment B for the approved Zone Map. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VII. STATEMENT OF NEEDS:

Contractor will be required to use licensed material in accordance with Virginia Tech Guidelines.

The Contractor shall provide the services as requested below. This scope of services is representative and actual services requested may be more or less comprehensive than those outlined herein. Contractor may be assigned tasks to include, but not be limited to, the following;

- A. Provide a link to a complete electronic catalog containing all available promotional items being offered. Include published price list or instructions on how to access published price list electronically.
- B. The ability to customize electronic catalog for the University.
- C. Provide marketing plan to communicate your company to campus.
- D. List all contact information for ordering, invoicing, customer service, etc.
- E. Provide experience in working with various departments at educational institutions similar at Virginia Tech. Include method for collaboration for individual orders.
- F. Provide plan for pre-production samples of promotional items with logo.
- G. Provide timeframe for adequate sample items, material, or color swatches.
- H. Describe delivery options and policies, including in-stock, rush, and manufacturing order for the promotional items being offered. All orders shall be FOB destination. Include information regarding delivery costs and/ or free delivery.
- I. Specify typical turnaround time for delivery (standard, rush, etc.) of the promotional items being offered.
- J. Describe return policy and associated costs.
- K. Describe the process for replacement of defective, broken, or damaged promotional items.
- L. Describe quality control process.
- M. Provide sample quote and invoice.
- N. Describe all embroidery, screen-printing, and imprinting services and associated costs.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for Providing Services:

- a. Complete a detailed description of the Offeror's method and plan for providing the services described herein in the Statement of Needs, Section VII.A through N.
- b. Description of specific services the Offeror proposes to provide to include, but not be limited to, when the services will be performed, by whom, and the anticipated time duration for typical services.

2. Qualifications and Experience:

- a. Complete a detailed description of the Offeror's qualifications and experience relative to the services described herein.
- b. Description of the Offeror's experience with the following:
 - 1) Working with universities to create innovative strategies that helped achieve goals.
 - 2) Experience with specialized institutions such as student and faculty for promotional items.
- c. Offeror's organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.
- d. Listing of Offeror's management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein, including a short job description for each position. Include a résumé of each and proof of required certifications, if any.
- e. If you have an existing VASCUPP contract, please provide as a response to this solicitation.
- f. Are you currently an approved/licensed vendor and which schools are you approved and licensed with?

3. Price:

- a. Suggest a pricing format for services provided, either by hour or by service type. Include your requested prices for your suggested pricing format. Please note that Virginia Tech cannot enter into a cost-plus type of contract.
- b. Discuss price firmness and provide a plan for conveying price decrease/increase if Virginia Tech elects to renew the contract.
- c. Outline any additional expenses to be reimbursed that fall outside of the normal hourly or service type rate.

4. References:

Provide four (4) recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address, and the name and phone number of the individual

Virginia Tech has your permission to contact. Identify work or projects similar in scope and size to those being requested in this Request for Proposal.

5. Participation of Small, Women-owned and Minority-owned Business (SWAM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

6. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) original and six (5) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
- b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
- c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	20
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	20
4. Cost (or Price)	25
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
	<hr/>
	Total 100

B. Award To Multiple Offerors:

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offerors which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech reserves the right to make multiple awards as a result of this solicitation. Virginia Tech may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment C for sample contract form.

XI. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 pm on April 18, 2018. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

XIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XIV. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XVI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVIII. CONTRACT ADMINISTRATION:

- A. The individual user departments at Virginia Tech shall be identified as the Contract Administrators and shall use all powers under the contract to enforce its faithful performance.
- B. The Contract Administrators in each user department shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. Contract Administrators, or designees, shall not have authority

to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.

- C. Daysha Holmes, Contracts Specialist, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XIX. ATTACHMENTS:

- Attachment A - Terms and Conditions
- Attachment B - Zone Map for Cooperative Contracts
- Attachment C - Sample of Standard Contract Form

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_01012018.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement, and should be provided at favored nations pricing, terms and conditions.

- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.

- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

- D. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.

- F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: _____

Name of Bidder or Offeror	Due Date	Time Due
Street or Box No.	Solicitation Number	
City, State, Zip Code	Solicitation Title	

Name of Procurement Officer: _____

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page
Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Daysha Holmes
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

- H. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.

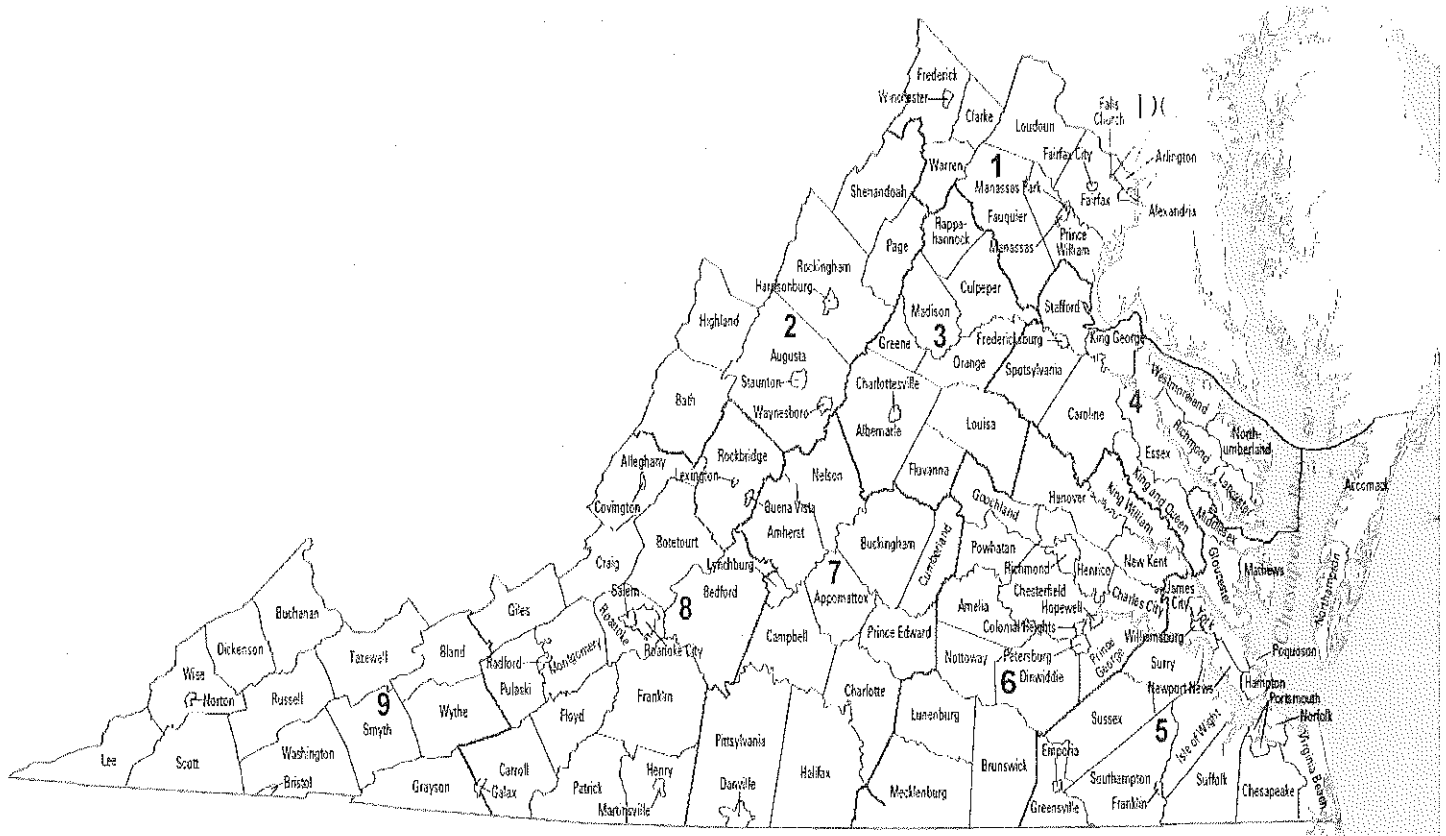
- I. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: [http://www.ita.vt.edu/purchasing/VT Cloud Data Protection Addendum final03102017.pdf](http://www.ita.vt.edu/purchasing/VT%20Cloud%20Data%20Protection%20Addendum%20final03102017.pdf)

SPECIAL TERMS AND CONDITIONS

- A. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*
- C. SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

ATTACHMENT B

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

Zone 1
George Mason University
(Fairfax)

Zone 2
James Madison University
(Harrisonburg)

Zone 3
University of Virginia
(Charlottesville)

Zone 4
University of Mary Washington
(Fredericksburg)

Zone 5
College of William and Mary
(Williamsburg)
Old Dominion University (Norfolk)

Zone 6
Virginia Commonwealth University (Richmond)

Zone 7
Longwood University
(Farmville)

Zone 8
Virginia Military Institute
(Lexington)
Virginia Tech (Blacksburg)
Radford University (Radford)

Zone 9
University of Virginia - Wise
(Wise)

The zone map is provided for the offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone

ATTACHMENT C

SAMPLE CONTRACT FORM

Standard Contract form for reference only
Offerors do not need to fill in this form

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor:

Virginia Tech

By: _____

By: _____

Title: _____

Title: _____

ADDENDUM # 1 TO RFP # 0055170

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	Original DUE DATE AND HOUR
Monday, April 23, 2018	Wednesday, May 9, 2018, 3:00 p.m.

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Daysha Holmes, Contracts Specialist
E-MAIL ADDRESS: daysha94@vt.edu TELEPHONE NUMBER (540) 231-1269
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Promotional Items

1. The following questions have arisen as a result of the aforementioned RFP:

Question 1: Will the e-catalog need to be designated per school or department? As an example, will the logo need to be available per school or department depending on the users?

Virginia Tech Answer: No, the expectation is there would be one e-catalog for all of Virginia Tech.

Question 2: Will the e-catalog need super user access?

Virginia Tech Answer: Not that we are aware of. Include in your proposal what, if any, functionality is offered to a super user.

Question 3: Will the e-catalog be the only source available for purchasing? Or can a department simply source an item with an approved vendor through a phone call or e-mail?

Virginia Tech Answer: A department can source an item with an approved vendor through a phone call or e-mail but a quote must be provided.

Question 4: Is the user allowed to order any dollar volume?

Virginia Tech Answer: Yes as long as the user is ordering against the contract, the pricing is tied back to the contract, and is auditable.

Question 5: Are budgets needed for the e-catalog in order to control spend by department or user?

Virginia Tech Answer: No, departments will manage their own budget.

Question 6: Will there be any inventory requirements of the vendor? Will a vendor have to hold inventory or maintain par levels or products?

Virginia Tech Answer: The vendor will work with individual departments and make that determination. Timeliness of providing orders is important to Virginia Tech.

Question 7: Are customers allowed to stray from the VT Brand Guidelines? As an example, can a History Professor order a t-shirt with a co-branded logo for an event or specific outing? If so, is there an approval process? If no, how is that enforced?

Virginia Tech Answer: All customers must adhere to the VT Brand Guidelines. Vendor will be accountable to adhere to VT Brand guidelines.

Question 8: Will each order need to be reviewed by the licensing director for brand compliance? If so, what is the time frame for return?

Virginia Tech Answer: Yes. It varies as the artwork needs to go to IMGCL 360 system first then to us. We always make sure the art we receive has a 24-hour turnaround.

Question 9: Are all orders considered internal consumption by licensing?

Virginia Tech Answer: Yes there is a payment. Below are two links of information from our licensing page:
<http://www.clc.com/Licensing-Info.aspx>
<http://www.clc.com/CollegiateLicensing/media/PDFDOCS/Institution-List-as-of-January-2018.pdf>

Question 10: Do all orders have to be sent to IMG – CLC for review? If so, what is the time frame for return?

Virginia Tech Answer: Yes. Please refer to question #8.

Question 11: In regards to SWaM, does a small business meet basic requirements if it is less than 250 employees OR less than \$10 Million in sales? To be clear, it is not BOTH less than 250 employees and \$10 Million in sales?

Virginia Tech Answer: Correct, you have to have one of those requirements. Please refer to <https://www.sbsd.virginia.gov/>

Question 12: Will all orders be FOB destination? Will all vendors be required to quote delivered prices?

Virginia Tech Answer: Yes, all orders will be FOB destination. Yes, all vendors will be required to quote delivered prices. We have our inbound freight program which is our preferred method for shipment to campus. Please refer to http://www.procurement.vt.edu/content/dam/procurement_vt_edu/procedures/how/Freight%20Management%20Services.pdf.

2. Section VIII. B.1., in the original RFP, is hereby deleted and replaced in its entirety with the following:
 1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) original and two (2) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked “*Redacted Copy*” on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor’s failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100

300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

3. All other terms, conditions and descriptions remain the same.
4. The due date and hour remains **Wednesday, May 9, 2018, 3:00 p.m.**

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date



Request for Proposal # 0055170

For

Promotional Items

April 4, 2018

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.

RFP 0055170
GENERAL INFORMATION FORM

QUESTIONS: All inquiries for information regarding this solicitation should be directed to: Daysha Holmes, Contracts Specialist Phone: (540) 231-1269 e-mail: daysha94@vt.edu.

DUE DATE: Proposals will be received until May 9, 2018 at 3:00 PM. Failure to submit proposals to the correct location by the designated date and hour will result in disqualification.

ADDRESS: Proposals should be mailed or hand delivered to: Virginia Polytechnic Institute and State University (Virginia Tech), Procurement Department (MC 0333) North End Center, Suite 2100, 300 Turner Street NW, Blacksburg, Virginia 24061. Reference the due date and hour, and RFP Number in the lower left corner of the return envelope or package.

Please note that USPS is delivered to a central location and is not delivered directly to Procurement. Allow extra time if sending proposal via USPS. It is the vendor's responsibility to ensure proposals are received in the Procurement office at the appropriate date and time for consideration.

TYPE OF BUSINESS: (Please check all applicable classifications). If your classification is certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), provide your certification number: _____. For assistance with SWaM certification, visit the SBSD website at <http://sbsd.virginia.gov/>.

- Large**
- Small business** – An independently owned and operated business which, together with affiliates, has 250 or fewer employees or average annual gross receipts of \$10 million or less averaged over the previous three years. Commonwealth of Virginia Department of Small Business and Supplier Diversity (SBSD) certified women-owned and minority-owned business shall also be considered small business when they have received SBSD small business certification.
- Women-owned business** – A business concern that is at least 51% owned by one or more women who are U. S. citizens or legal resident aliens, or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest is owned by one or more women who are citizens of the United States or non-citizens who are in full compliance with the United States immigration law, and both the management and daily business operations are controlled by one or more women who are U. S. citizens or legal resident aliens.
- Minority-owned business** – A business concern that is at least 51% owned by one or more minority individuals (see Section 2.2-1401, Code of Virginia) or in the case of a corporation, partnership, or limited liability company or other entity, at least 51% of the equity ownership interest in the corporation, partnership, or limited liability company or other entity is owned by one or more minority individuals and both the management and daily business operations are controlled by one or more minority individuals.

COMPANY INFORMATION/SIGNATURE: In compliance with this Request For Proposal and to all the conditions imposed therein and hereby incorporated by reference, the undersigned offers and agrees to furnish the goods or services in accordance with the attached signed proposal and as mutually agreed upon by subsequent negotiation.

I. PURPOSE:

The purpose of this Request for Proposal (RFP) is to solicit proposals to establish multiple contracts through competitive negotiations for Promotional Items by Virginia Polytechnic Institute and State University (Virginia Tech), an agency of the Commonwealth of Virginia.

II. SMALL, WOMAN-OWNED AND MINORITY (SWAM) BUSINESS PARTICIPATION:

The mission of the Virginia Tech supplier opportunity program is to foster inclusion in the university supply chain and accelerate economic growth in our local communities through the engagement and empowerment of high quality and cost competitive small, minority-owned, women-owned, and local suppliers. Virginia Tech encourages prime suppliers, contractors, and service providers to facilitate the participation of small businesses, and businesses owned by women and minorities through partnerships, joint ventures, subcontracts, and other inclusive and innovative relationships.

III. CONTRACT PERIOD:

The term of this contract is for two (2) year(s), or as negotiated. There will be an option for two (2) two (2) year renewals, or as negotiated.

IV. BACKGROUND:

Virginia Polytechnic Institute and State University (Virginia Tech) is located in Blacksburg, Virginia, approximately 40 miles southwest of Roanoke, Virginia, the major commercial hub of the area. In addition to the university's main campus in Blacksburg, major off campus locations include twelve agriculture experiment research stations, the Marion duPont Scott Equine Medical Center and graduate centers in Roanoke and Fairfax, Virginia. Regularly scheduled air service is provided at the Roanoke Regional Airport.

Dedicated to its motto, Ut Prosim (That I May Serve), Virginia Tech takes a hands-on, engaging approach to education, preparing scholars to be leaders in their fields and communities. As the Commonwealth's most comprehensive university and its leading research institution, Virginia Tech offers 240 undergraduate degree programs to more than 31,000 students and manages a research portfolio of nearly \$513 million. The university fulfills its land-grant mission of transforming knowledge to practice through technological leadership and by fueling economic growth and job creation locally, regionally, and across Virginia.

Virginia Tech purchases a wide variety of promotional items to carry out its mission. These items include, but are not limited, t-shirts, pens, magnets, lanyards, hats, key chains, buttons, mugs, hand sanitizer, lip balm, etc. Virginia Tech desires to partner with local contractors to provide quality promotional items. The Contractor shall be an authorized reseller of the promotional items being offered. The Contractor shall not ship substitute items without prior approval from Virginia Tech personnel. Virginia Tech shall provide and approve all logo(s) to be used on promotional items.

V. EVA BUSINESS-TO-GOVERNMENT ELECTRONIC PROCUREMENT SYSTEM:

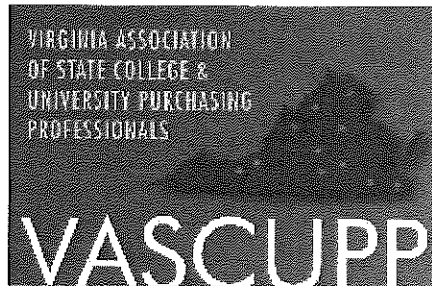
The eVA Internet electronic procurement solution streamlines and automates government purchasing activities within the Commonwealth of Virginia. Virginia Tech, and other state agencies and institutions, have been directed by the Governor to maximize the use of this system in the procurement of goods and services. *We are, therefore, requesting that your firm register as a vendor within the eVA system.*

There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the eVA system may result in the quote, bid or proposal from your firm being rejected and the award made to another vendor who is registered in the eVA system.

Registration in the eVA system is accomplished on-line. Your firm must provide the necessary information. Please visit the eVA website portal at <http://www.eva.virginia.gov/pages/eva-registration-buyer-vendor.htm> and **register both with eVA and Ariba**. *This process needs to be completed before Virginia Tech can issue your firm a Purchase Order or contract.* If your firm conducts business from multiple geographic locations, please register these locations in your initial registration.

For registration and technical assistance, reference the eVA website at: <http://www.eva.virginia.gov>, or call 866-289-7367 or 804-371-2525.

VI. CONTRACT PARTICIPATION:



It is the intent of this solicitation and resulting contract to allow for cooperative procurement. Accordingly, any public body, public or private health or educational institutions, or Virginia Tech's affiliated corporations and/or partnerships may access any resulting contract if authorized by the contractor.

Participation in this cooperative procurement is strictly voluntary. If authorized by the Contractor, the resultant contract may be extended to the entities indicated above to purchase at contract prices in accordance with contract terms. The Contractor shall notify Virginia Tech in writing of any such entities accessing the contract, if requested. No modification of this contract or execution of a separate contract is required to participate. The Contractor will provide semi-annual usage reports for all entities accessing the Contract, as requested. Participating entities shall place their own orders directly with the Contractor and shall fully and independently administer their use of the contract to include contractual disputes, invoicing and payments without direct administration from Virginia Tech. Virginia Tech shall not be held liable for any costs or damages incurred by any other participating entity as a result of any authorization by the Contractor to extend the contract. It is understood and agreed that Virginia Tech is not responsible for the acts or omissions of any entity, and will not be considered in default of the contract no matter the circumstances.

Please refer to Attachment B, Zone Map, if the offeror wishes to submit separate pricing structure based on approved zones for cooperative institutions. Refer to Attachment B for the approved Zone Map. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone.

Use of this contract does not preclude any participating entity from using other contracts or competitive processes as the need may be.

VII. STATEMENT OF NEEDS:

Contractor will be required to use licensed material in accordance with Virginia Tech Guidelines.

The Contractor shall provide the services as requested below. This scope of services is representative and actual services requested may be more or less comprehensive than those outlined herein. Contractor may be assigned tasks to include, but not be limited to, the following;

- A. Provide a link to a complete electronic catalog containing all available promotional items being offered. Include published price list or instructions on how to access published price list electronically.
- B. The ability to customize electronic catalog for the University.
- C. Provide marketing plan to communicate your company to campus.
- D. List all contact information for ordering, invoicing, customer service, etc.
- E. Provide experience in working with various departments at educational institutions similar at Virginia Tech. Include method for collaboration for individual orders.
- F. Provide plan for pre-production samples of promotional items with logo.
- G. Provide timeframe for adequate sample items, material, or color swatches.
- H. Describe delivery options and policies, including in-stock, rush, and manufacturing order for the promotional items being offered. All orders shall be FOB destination. Include information regarding delivery costs and/ or free delivery.
- I. Specify typical turnaround time for delivery (standard, rush, etc.) of the promotional items being offered.
- J. Describe return policy and associated costs.
- K. Describe the process for replacement of defective, broken, or damaged promotional items.
- L. Describe quality control process.
- M. Provide sample quote and invoice.
- N. Describe all embroidery, screen-printing, and imprinting services and associated costs.

VIII. PROPOSAL PREPARATION AND SUBMISSION:

A. Specific Requirements

Proposals should be as thorough and detailed as possible so that Virginia Tech may properly evaluate your capabilities to provide the required goods or services. Offerors are required to submit the following information/items as a complete proposal:

1. Plan for Providing Services:

- a. Complete a detailed description of the Offeror's method and plan for providing the services described herein in the Statement of Needs, Section VII.A through N.
- b. Description of specific services the Offeror proposes to provide to include, but not be limited to, when the services will be performed, by whom, and the anticipated time duration for typical services.

2. Qualifications and Experience:

- a. Complete a detailed description of the Offeror's qualifications and experience relative to the services described herein.
- b. Description of the Offeror's experience with the following:
 - 1) Working with universities to create innovative strategies that helped achieve goals.
 - 2) Experience with specialized institutions such as student and faculty for promotional items.
- c. Offeror's organization data, including size and structure of firm, joint venture and/or subcontractor arrangements if any, location of branch offices, and financial standing.
- d. Listing of Offeror's management and staff personnel to be used for this contract, designated by discipline and detailing qualifications and experience relative to the services described herein, including a short job description for each position. Include a résumé of each and proof of required certifications, if any.
- e. If you have an existing VASCUPP contract, please provide as a response to this solicitation.
- f. Are you currently an approved/licensed vendor and which schools are you approved and licensed with?

3. Price:

- a. Suggest a pricing format for services provided, either by hour or by service type. Include your requested prices for your suggested pricing format. Please note that Virginia Tech cannot enter into a cost-plus type of contract.
- b. Discuss price firmness and provide a plan for conveying price decrease/increase if Virginia Tech elects to renew the contract.
- c. Outline any additional expenses to be reimbursed that fall outside of the normal hourly or service type rate.

4. References:

Provide four (4) recent references, either educational or governmental, for whom you have provided the type of services described herein. Include the date(s) the services were furnished, the client name, address, and the name and phone number of the individual

Virginia Tech has your permission to contact. Identify work or projects similar in scope and size to those being requested in this Request for Proposal.

5. Participation of Small, Women-owned and Minority-owned Business (SWaM) Business:

If your business cannot be classified as SWaM, describe your plan for utilizing SWaM subcontractors if awarded a contract. Describe your ability to provide reporting on SWaM subcontracting spend when requested. If your firm or any business that you plan to subcontract with can be classified as SWaM, but has not been certified by the Virginia Department of Small Business and Supplier Diversity (SBSD), it is expected that the certification process will be initiated no later than the time of the award. If your firm is currently certified, you agree to maintain your certification for the life of the contract. For assistance with SWaM certification, visit the SBSD website at <http://www.sbsd.virginia.gov/>

6. The return of the General Information Form and addenda, if any, signed and filled out as required.

B. General Requirements

1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

a. **One (1) original and six (5) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.

b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.

c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

2. Proposal Preparation:

- a. Proposals shall be signed by an authorized representative of the Offeror. All information requested should be submitted. Failure to submit all information requested may result in Virginia Tech requiring prompt submission of missing information and/or giving a lowered evaluation of the proposal. Proposals which are substantially incomplete or lack key information may be rejected by Virginia Tech at its discretion. Mandatory requirements are those required by law or regulation or are such that they cannot be waived and are not subject to negotiation.
 - b. Proposals should be prepared simply and economically providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.
 - c. Proposals should be organized in the order in which the requirements are presented in the RFP. All pages of the proposal should be numbered. Each paragraph in the proposal should reference the paragraph number of the corresponding section of the RFP. It is also helpful to cite the paragraph number, subletter, and repeat the text of the requirement as it appears in the RFP. If a response covers more than one page, the paragraph number and subletter should be repeated at the top of the next page. The proposal should contain a table of contents which cross references the RFP requirements. Information which the offeror desires to present that does not fall within any of the requirements of the RFP should be inserted at an appropriate place or be attached at the end of the proposal and designated as additional material. Proposals that are not organized in this manner risk elimination from consideration if the evaluators are unable to find where the RFP requirements are specifically addressed.
 - d. Each copy of the proposal should be bound in a single volume where practical. All documentation submitted with the proposal should be bound in that single volume.
 - e. Ownership of all data, material and documentation originated and prepared for Virginia Tech pursuant to the RFP shall belong exclusively to Virginia Tech and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an Offeror shall not be subject to public disclosure under the Virginia Freedom of Information Act. However, to prevent disclosure the Offeror must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other materials is submitted. The written request must specifically identify the data or other materials to be protected and state the reasons why protection is necessary. The proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.
3. Oral Presentation: Offerors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to Virginia Tech. This will provide an opportunity for the Offeror to clarify or elaborate on the proposal but will in no way change the original proposal. Virginia Tech will schedule the time and location of these presentations. Oral presentations are an option of Virginia Tech and may not be conducted. Therefore, proposals should be complete.

IX. SELECTION CRITERIA AND AWARD:

A. Selection Criteria

Proposals will be evaluated by Virginia Tech using the following:

<u>Criteria</u>	<u>Maximum Point Value</u>
1. Quality of products/services offered and suitability for the intended purposes	20
2. Qualifications and experiences of Offeror in providing the goods/services	25
3. Specific plans or methodology to be used to provide the Services	20
4. Cost (or Price)	25
5. Participation of Small, Women-Owned and Minority (SWAM) Business	10
	<hr/> Total 100

B. Award To Multiple Offerors:

Selection shall be made of two or more offerors deemed to be fully qualified and best suited among those submitting proposals on the basis of the evaluation factors included in the Request for Proposals, including price, if so stated in the Request for Proposals. Negotiations shall be conducted with the offerors so selected. Price shall be considered, but need not be the sole determining factor. After negotiations have been conducted with each offeror so selected, the agency shall select the offerors which, in its opinion, has made the best proposal, and shall award the contract to that offeror. Virginia Tech reserves the right to make multiple awards as a result of this solicitation. Virginia Tech may cancel this Request for Proposals or reject proposals at any time prior to an award, and is not required to furnish a statement of the reasons why a particular proposal was not deemed to be the most advantageous. Should the Commonwealth determine in writing and in its sole discretion that only one offeror is fully qualified, or that one offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that offeror. The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the contractor's proposal as negotiated. See Attachment C for sample contract form.

XI. INQUIRIES:

All inquiries concerning this solicitation should be submitted in writing via email, citing the particular RFP section and paragraph number. All inquiries will be answered in the form of an addendum. Inquiries must be submitted by 3:00 pm on April 18, 2018. Inquiries must be submitted to the procurement officer identified in this solicitation.

XII. INVOICES:

Invoices for goods or services provided under any contract resulting from this solicitation shall be submitted by email to vtinvoices@vt.edu or by mail to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Accounts Payable
North End Center, Suite 3300
300 Turner Street NW
Blacksburg, Virginia 24061

XIII. METHOD OF PAYMENT:

Virginia Tech will authorize payment to the contractor as negotiated in any resulting contract from the aforementioned Request for Proposal.

Payment can be expedited through the use of the Wells One AP Control Payment System. Virginia Tech strongly encourages participation in this program. For more information on this program please refer to Virginia Tech's Procurement website: <http://www.procurement.vt.edu/vendor/wellsone.html> or contact the procurement officer identified in the RFP.

XIV. ADDENDUM:

Any **ADDENDUM** issued for this solicitation may be accessed at <http://www.apps.vpfin.vt.edu/html.docs/bids.php>. Since a paper copy of the addendum will not be mailed to you, we encourage you to check the web site regularly.

XV. COMMUNICATIONS:

Communications regarding this solicitation shall be formal from the date of issue, until either a Contractor has been selected or the Procurement Department rejects all proposals. Formal communications will be directed to the procurement officer listed on this solicitation. Informal communications, including but not limited to request for information, comments or speculations regarding this solicitation to any University employee other than a Procurement Department representative may result in the offending Offeror's proposal being rejected.

XVI. CONTROLLING VERSION OF SOLICITATION:

The posted version of the solicitation and any addenda issued by Virginia Tech Procurement Services is the mandatory controlling version of the document. Any modification of/or additions to the solicitation by the Offeror shall not modify the official version of the solicitation issued by Virginia Tech Procurement Services. Such modifications or additions to the solicitation by the Offeror may be cause for rejection of the proposal; however, Virginia Tech reserves the right to decide, on a case by case basis, in its sole discretion, whether to reject such a proposal.

XVII. TERMS AND CONDITIONS:

This solicitation and any resulting contract/purchase order shall be governed by the attached terms and conditions, see Attachment A.

XVIII. CONTRACT ADMINISTRATION:

A. The individual user departments at Virginia Tech shall be identified as the Contract Administrators and shall use all powers under the contract to enforce its faithful performance.

- B. The Contract Administrators in each user department shall determine the amount, quantity, acceptability, fitness of all aspects of the services and shall decide all other questions in connection with the services. Contract Administrators, or designees, shall not have authority to approve changes in the services which alter the concept or which call for an extension of time for this contract. Any modifications made must be authorized by the Virginia Tech Procurement Department through a written amendment to the contract.
- C. Daysha Holmes, Contracts Specialist, Procurement, shall oversee the contract in its entirety and will serve as the point of contact for issues involving this contract.

XIX. ATTACHMENTS:

- Attachment A - Terms and Conditions
- Attachment B - Zone Map for Cooperative Contracts
- Attachment C - Sample of Standard Contract Form

ATTACHMENT A

TERMS AND CONDITIONS

RFP GENERAL TERMS AND CONDITIONS

See:

http://www.procurement.vt.edu/content/dam/procurement_vt_edu/docs/terms/GTC_RFP_01012018.pdf

ADDITIONAL TERMS AND CONDITIONS

- A. ADDITIONAL GOODS AND SERVICES:** The University may acquire other goods or services that the supplier provides other than those specifically solicited. The University reserves the right, subject to mutual agreement, for the Contractor to provide additional goods and/or services under the same pricing, terms and conditions and to make modifications or enhancements to the existing goods and services. Such additional goods and services may include other products, components, accessories, subsystems, or related services newly introduced during the term of the Agreement, and should be provided at favored nations pricing, terms and conditions.

- B. AUDIT:** The Contractor hereby agrees to retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commonwealth of Virginia, whichever is sooner. Virginia Tech, its authorized agents, and/or the State auditors shall have full access and the right to examine any of said materials during said period.

- C. AVAILABILITY OF FUNDS:** It is understood and agreed between the parties herein that Virginia Tech shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this agreement.

- D. CANCELLATION OF CONTRACT:** Virginia Tech reserves the right to cancel and terminate any resulting contract, in part or in whole, without penalty, upon 60 days written notice to the Contractor. In the event the initial contract period is for more than 12 months, the resulting contract may be terminated by either party, without penalty, after the initial 12 months of the contract period upon 60 days written notice to the other party. Any contract cancellation notice shall not relieve the Contractor of the obligation to deliver and/or perform on all outstanding orders issued prior to the effective date of cancellation.

- E. CONTRACT DOCUMENTS:** The contract entered into by the parties shall consist of the Request for Proposal including all modifications thereof, the proposal submitted by the Contractor, the written results of negotiations, the Commonwealth Standard Contract Form, all of which shall be referred to collectively as the Contract Documents.

- F. IDENTIFICATION OF BID/PROPOSAL ENVELOPE:** The signed bid or proposal should be returned in a separate envelope or package and identified as follows:

From: _____

Name of Bidder or Offeror	Due Date	Time Due
Street or Box No.	Solicitation Number	
City, State, Zip Code	Solicitation Title	

Name of Procurement Officer: _____

The envelope should be addressed to:

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

The offeror takes the risk that if the envelope is not marked as described above, it may be inadvertently opened and the information compromised, which may cause the proposal to be disqualified. Bids or Proposals may be hand delivered to the designated location in the office issuing the solicitation. No other correspondence or other bids/proposals should be placed in the envelope.

- G. NOTICES:** Any notices to be given by either party to the other pursuant to any contract resulting from this solicitation shall be in writing, hand delivered or mailed to the address of the respective party at the following address

If to Contractor: Address Shown On RFP Cover Page
Attention: Name Of Person Signing RFP

If to Virginia Tech:

Virginia Polytechnic Institute and State University (Virginia Tech)
Attn: Daysha Holmes
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

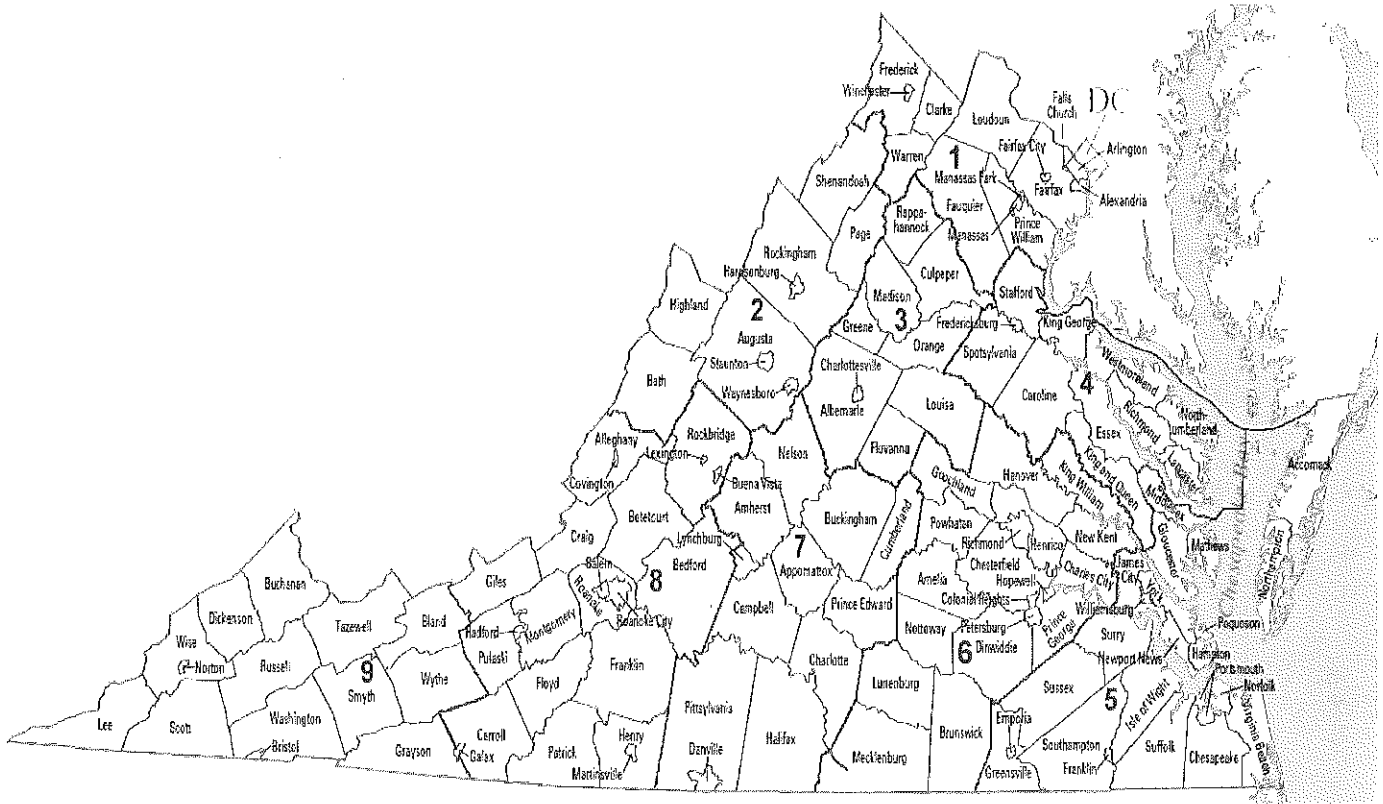
- H. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.
- I. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions: http://www.ita.vt.edu/purchasing/VT_Cloud_Data_Protection_Addendum_final03102017.pdf

SPECIAL TERMS AND CONDITIONS

- A. ADVERTISING:** In the event a contract is awarded for supplies, equipment, or services resulting from this solicitation, no indication of such sales or services to Virginia Tech will be used in product literature or advertising. The contractor shall not state in any of the advertising or product literature that the Commonwealth of Virginia or any agency or institution of the Commonwealth has purchased or uses its products or services.
- B. LICENSE TO USE VIRGINIA TECH LICENSED INDICIA:** By signing and submitting this Proposal/Bid, the offeror/bidder agrees that if it is awarded a purchase order/contract as a result of this solicitation, it will follow the procedures outlined by Virginia Tech's Licensing and Trademarks Administration to become a licensed vendor authorized to use Virginia Tech licensed indicia identified in the solicitation and to follow all procedures for submitting artwork for product for approval prior to producing any product with Virginia Tech indicia. As a licensed vendor, the offeror/bidder will be required to pay the university's standard royalty rate for similarly licensed vendors. *More information on the licensing process and application can be found at: <http://clc.com/Licensing-Info.aspx>.*
- C. SPECIAL OR PROMOTIONAL DISCOUNTS:** The Contractor shall extend any special promotional sale prices or discounts immediately to Virginia Tech during the term of the contract. Such notice shall also advise the duration of the specific sale or discount price.

ATTACHMENT B

Zone Map



Virginia Association of State College & University Purchasing Professionals (VASCUPP)

List of member institutions by zones

Zone 1
George Mason University
(Fairfax)

Zone 2
James Madison University
(Harrisonburg)

Zone 3
University of Virginia
(Charlottesville)

Zone 4
University of Mary Washington
(Fredericksburg)

Zone 5
College of William and Mary
(Williamsburg)
Old Dominion University (Norfolk)

Zone 6
Virginia Commonwealth
University (Richmond)

Zone 7
Longwood University
(Farmville)

Zone 8
Virginia Military Institute
(Lexington)
Virginia Tech (Blacksburg)
Radford University (Radford)

Zone 9
University of Virginia - Wise
(Wise)

The zone map is provided for the offeror to determine appropriate pricing structures based on approved zones for cooperative institutions. If no other prices are offered, pricing provided will apply to all zones in the Commonwealth. If you wish to provide pricing for a zone other than which this solicitation originated, please indicate you are doing so in the response. If you anticipate pricing differentials for different zones, a separate pricing sheet must be submitted for each zone that includes appropriate pricing for that zone

ATTACHMENT C

SAMPLE CONTRACT FORM

Standard Contract form for reference only
Offerors do not need to fill in this form

COMMONWEALTH OF VIRGINIA
STANDARD CONTRACT

Contract Number: _____

This contract entered into this ____ day of _____ 20____, by _____, hereinafter called the "Contractor" and Commonwealth of Virginia, Virginia Polytechnic Institute and State University called "Virginia Tech".

WITNESSETH that the Contractor and Virginia Tech, in consideration of the mutual covenants, promises and agreements herein contained, agrees as follows:

SCOPE OF CONTRACT: The Contractor shall provide the _____ to Virginia Tech as set forth in the Contract Documents.

PERIOD OF CONTRACT: From _____ through _____.

COMPENSATION AND METHOD OF PAYMENT: The Contractor shall be paid by Virginia Tech in accordance with the contract documents.

CONTRACT DOCUMENT: The Contract Documents shall consist of this signed contract, Request For Proposal Number _____ dated _____, together with all written modifications thereof and the proposal submitted by the Contractor dated _____ and the Contractor's letter dated _____, all of which Contract Documents are incorporated herein.

In WITNESS WHEREOF, the parties have caused this Contract to be duly executed intending to be bound thereby.

Contractor:

Virginia Tech

By: _____

By: _____

Title: _____

Title: _____



Virginia Polytechnic Institute
And State University
Procurement Dept. (Mc0333)
North End Center Suite 2100
300 Turner St. NW
Blacksburg VA 24061
Daysha Holmes

Re: RFP for Promotional items #0055170

- A. Our website is: www.intlideas.com this website has over 1,000,000 items on it. The prices are listed with each item, we will offer a 20% discount on all items.
- B. We can customize the website to fit VT's requirements.
- C. To communicate with the various buyers on campus, we will send emails to all of them. When we have specials, we will send our brochures and emails with the specials. We will send samples with our imprint to each of the buyers so they know who we are and where to buy from.
- D. We are a small company (but agile) our contact info is simple , phone: 847-439-6700, email: intl.ideas@sbcglobal.net , fax: 847-439-4302, I would be the main contact : Jack Rosenfeld, but we will educate the entire office to handle any questions or orders.
- E. We have been in business for over 20 years. I have been doing this for over 40 years. We work with University of Alabama, Iowa State, University of Rhode Island and several others.
- F. On all orders, we make a virtual sample for approval with the imprint. We then ask the client if they want a physical proof for final approval.
- G. Depending on what is being ordered, Production time and delivery can be from one week to 4 weeks.

- H. Re: delivery. Unless an order is a rush order, we ship Fedex ground. Rush orders, we ship Fedex air. We include freight costs into the product cost so there is no additional charge.
- I. As mentioned, delivery is one – 4 weeks. If a client is in a real hurry, there are some items we can delivery in 48 hours.
- J. Returns are simple, if the problem is our fault, we absorb all costs.
- K. We replace all damages or defective items immediately.
- L. We control shipping by checking each morning on all orders. Make sure the proof was done or is being done. Make sure the factory will ship on time. Quality is controlled by making a proof for approval and knowing the factories we deal with for over 40 years in some instances.
- M. Quotes and invoices are done by computer
- N. Imprinting such as embroidery, silk-screening etc. are included in our quotes.

Our pricing is very simple, we offer a discount off of our list price. We absorb most services, ie. File conversion set up charges, etc. If we are offered the contract and are then offered a renewal of the contract, since we are offering a discount off our list prices, unless our vendors increase their cost to us (or decrease) our price are stagnant. We normally do not ask for expense reimbursement, ie coming to the University to make a presentation or meeting.

We have many special features. For example

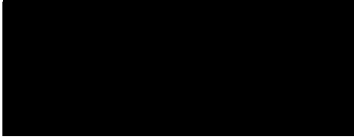
1. Most promotional items are made in China. For larger orders, with production time, we can deal directly with the actual manufacturer and save a lot of money. Also, some of our clients want custom made promotional items. For example, we make 5L liquor bottles for display purposes. We make USB's in custom shapes. And then if a client wants to get real technical, we have made custom calculators for the Pharma industry that calculated the dosage for patients .
2. Our computer can print out reports on any and all aspects of a clients usage with us.

Jack Rosenfeld
International Promotional Ideas
1310 Louis Ave
Elk Grove Village IL 60007
847-439-6700
intl.ideas@sbcglobal.net



University References for IPI

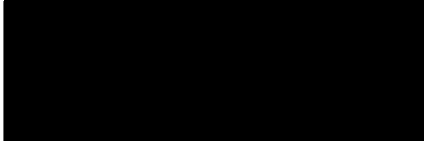
1. University of Alabama



2. Iowa State University



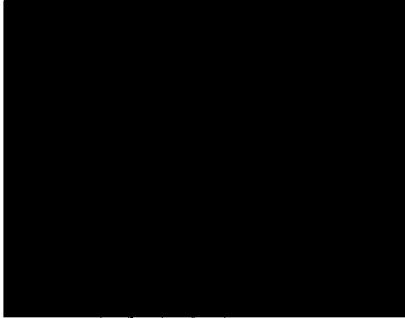
3. University of Rhode Island



Jack Rosenfeld
International Promotional Ideas
1310 Louis Ave
Elk Grove Village IL 60007
847-439-6700
intl.ideas@sbcglobal.net
www.intlideas.com

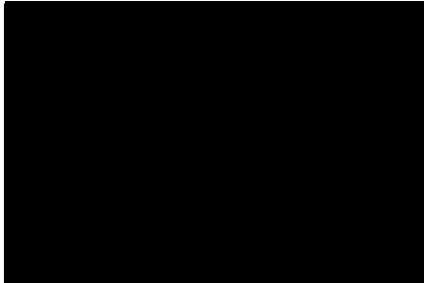
**INTERNATIONAL PROMOTIONAL IDEAS
REFERENCES – ALL ONGOING ORDERS**

St. Charles County

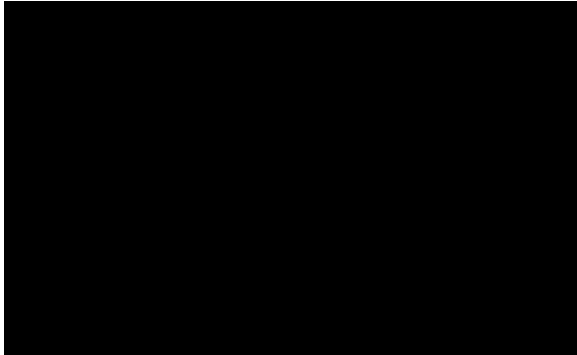


I

Suffolk County



Monumental Sports



ADDENDUM # 1 TO RFP # 0055170

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	Original DUE DATE AND HOUR
Monday, April 23, 2018	Wednesday, May 9, 2018, 3:00 p.m.

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Daysha Holmes, Contracts Specialist
E-MAIL ADDRESS: daysha94@vt.edu TELEPHONE NUMBER (540) 231-1269
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Promotional Items

1. The following questions have arisen as a result of the aforementioned RFP:

Question 1: Will the e-catalog need to be designated per school or department? As an example, will the logo need to be available per school or department depending on the users?

Virginia Tech Answer: No, the expectation is there would be one e-catalog for all of Virginia Tech.

Question 2: Will the e-catalog need super user access?

Virginia Tech Answer: Not that we are aware of. Include in your proposal what, if any, functionality is offered to a super user.

Question 3: Will the e-catalog be the only source available for purchasing? Or can a department simply source an item with an approved vendor through a phone call or e-mail?

Virginia Tech Answer: A department can source an item with an approved vendor through a phone call or e-mail but a quote must be provided.

Question 4: Is the user allowed to order any dollar volume?

Virginia Tech Answer: Yes as long as the user is ordering against the contract, the pricing is tied back to the contract, and is auditable.

Question 5: Are budgets needed for the e-catalog in order to control spend by department or user?

Virginia Tech Answer: No, departments will manage their own budget.

Question 6: Will there be any inventory requirements of the vendor? Will a vendor have to hold inventory or maintain par levels or products?

Virginia Tech Answer: The vendor will work with individual departments and make that determination. Timeliness of providing orders is important to Virginia Tech.

Question 7: Are customers allowed to stray from the VT Brand Guidelines? As an example, can a History Professor order a t-shirt with a co-branded logo for an event or specific outing? If so, is there an approval process? If no, how is that enforced?

Virginia Tech Answer: All customers must adhere to the VT Brand Guidelines. Vendor will be accountable to adhere to VT Brand guidelines.

Question 8: Will each order need to be reviewed by the licensing director for brand compliance? If so, what is the time frame for return?

Virginia Tech Answer: Yes. It varies as the artwork needs to go to IMGCL 360 system first then to us. We always make sure the art we receive has a 24-hour turnaround.

Question 9: Are all orders considered internal consumption by licensing?

Virginia Tech Answer: Yes there is a payment. Below are two links of information from our licensing page:
<http://www.clc.com/Licensing-Info.aspx>
<http://www.clc.com/CollegiateLicensing/media/PDFDOCS/Institution-List-as-of-January-2018.pdf>

Question 10: Do all orders have to be sent to IMG – CLC for review? If so, what is the time frame for return?

Virginia Tech Answer: Yes. Please refer to question #8.

Question 11: In regards to SWaM, does a small business meet basic requirements if it is less than 250 employees OR less than \$10 Million in sales? To be clear, it is not BOTH less than 250 employees and \$10 Million in sales?

Virginia Tech Answer: Correct, you have to have one of those requirements. Please refer to <https://www.sbsd.virginia.gov/>

Question 12: Will all orders be FOB destination? Will all vendors be required to quote delivered prices?

Virginia Tech Answer: Yes, all orders will be FOB destination. Yes, all vendors will be required to quote delivered prices. We have our inbound freight program which is our preferred method for shipment to campus. Please refer to http://www.procurement.vt.edu/content/dam/procurement_vt_edu/procedures/how/Freight%20Management%20Services.pdf.

2. Section VIII. B.1., in the original RFP, is hereby deleted and replaced in its entirety with the following:
 1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;
 - a. **One (1) original and two (2) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
 - c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100

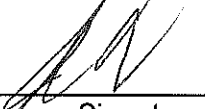
300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

3. All other terms, conditions and descriptions remain the same.
4. The due date and hour remains **Wednesday, May 9, 2018, 3:00 p.m.**

I acknowledge that I have read and understand this addendum in its entirety.



Signature



Date



Procurement

300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

August 3, 2018

International Promotional Ideas Inc
Attn: Jack Rosenfeld
1310 Louis Ave,
Elk Grove Village, IL 60007

Dear Jack:

Subject: RFP # 0055170

Thank you for submitting a proposal to the subject RFP.

We have reached the point in the evaluation process where we are ready to negotiate as provided for in the RFP.

Please respond in writing to the following negotiation questions.

1. Please provide your best schedule of prices for all services offered.
2. Is the pricing provided the manufacturer list?
3. Are you willing to waive your set-up charges for all orders?
4. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit?
5. What is your return policy on defective or damaged products?
6. What is your minimum order policy? Will you waive the minimum order?
7. Any discount on invoices paid within XX days (example: 15 days)?
8. Does International Promotional Ideas Inc agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?
9. If awarded a contract, upon completion of the initial contract period, do you agree the contract may be renewed by Virginia Tech upon written agreement of both parties for two, (2) two year periods, or as negotiated, under the terms of the current contract?

10. If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?
11. Do you agree that the initial contract period shall be two years?
12. Do you agree that you will be performing services as an Independent Contractor, Company, Corporation or other business entity and are not an employee of Virginia Tech or any other Commonwealth Entity?
13. Are you willing to contact departments on a monthly basis to address service issues?
14. If awarded a contract, do you agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?
15. Are you willing to deliver to different locations within a department?
16. Since our purchasing system requires precise and accurate information, please provide the following:
 1. Legal name of your company.
 2. Trade name (DBA) if different from legal name.
 3. Taxpayer identification Number.
 4. Company name and address to which Virginia Tech should mail purchase orders.
 5. Company name and address to which Virginia Tech should mail payments.
 6. IRS W-9 form (Request for Taxpayer Identification Number and Certification).
17. Will International Promotional Ideas Inc agree to participate in the Wells One AP Control Payment System?
18. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?
19. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?
20. Please describe your quickest turn-around time if emergency services are needed?
21. Do you acknowledge, agree and understand that Virginia Tech cannot guarantee a minimum amount of business if a contract is awarded to your company?
22. Is International Promotional Ideas Inc currently licensed by CLC for Virginia Tech? If not, will International Promotional Ideas Inc go through the process of being licensed?
23. How soon after contract award can you begin providing services?
24. Does International Promotional Ideas Inc agree to follow Virginia Tech's shipping guidelines by using VPL shipping as addressed in our Purchase Orders?
25. Are there any additional fees?

26. Are there any additional financial or value-added incentives you would like to offer at this time?

Please submit your response to negotiation questions numbered 1-26 by 3:00 p.m. on August 13, 2018. If you have specific questions for us, do not hesitate to contact me at 540-231-1269 or daysha94@vt.edu.

Sincerely,



Daysha Holmes
Contract Specialist
Telephone: (540) 231-1269



Daysha Holmes
Contracts Specialist
Procurement Department (0333)
300 Turner Street NW Ste 2100
Blacksburg, VA 24061

Subject RFP # 0055170

Here are our responses to your questions.

1. I am not quite sure what the question is. We can offer as per our bid, we offer 20% discount on all prices. Now that being said, on larger quantities, this would be 10,000 items or more with at least 60 days for production, we can offer a larger discount.
2. The pricing on our website is the manufacturers list price.
3. Yes, we are willing to waive all set ups.
4. We are a small company so we do not have a lot of forms or documents to sign.
5. If we ship defective or damaged products, we replace them immediately.
6. Unfortunately we can not waive the minimum order policy as it is not our policy. Its our manufacturers policy and they can not waive the minimum policy as they have to set up the machines to imprint the goods. Some of the cost to set up the equipment is amortized into the cost of the product. When possible, we would waive the minimum
7. We can offer a 1% discount for 10 day payment.
8. Yes, We can invoice monthly and make the invoices due 30 days after we invoice. We never invoice before shipment of product.
9. Yes, we would love to renew the contract on an annual basis with VT's permission.
10. Since we are working on a percentage off catalog prices, we can hold the discount as long as VT wants.

11. We would be glad to have the initial contract period be 2 years.
12. We always perform services as an independent contractor.
13. As long as we are given the contact information for the different departments, it will be our pleasure to contact them monthly or even more often when possible.
14. Unfortunately we do not have control over our vendors pricing. We can contract with our vendors to hold prices for you for the first year of the contract , most vendors do not increase costs by more than 3% but we do not have control on the increase after the first year. We of course will renegotiate with our vendors as best we can each year we have the contract.
15. We can deliver to wherever we need to.
16. A. International Promotional Ideas Inc.
B. XXXXXXXXXX
C. International Promotional Ideas Inc.
1310 Louis Ave
Elk Grove Village IL 60007
D. same
E. W-9 attached.
17. We will participate in the Wells One AP control payment system.
18. I'm not sure what the eVA internet procurement solution is but we will certainly be willing to give a go. To my knowledge, we participate in Louisiana's eVA procurement.
19. I apologize, I am not sure what the eVA procurement fees are for VT. As I mentioned, to my knowledge, we participate in Louisianas eVA system and any fees are absorbed.
20. Normal turnaround is 2 – 3 weeks. If necessary on some items we can turn them in 24 hours. This means we can ship the day after we get the order. Transit time depends on how our client wants to ship and where.
21. We understand that there is no guaranteed amount of business.
22. If we are not licensed for Virginia Tech with CLC, we will get licensed if we get the contract.
23. We can provide services the day after we get the contract.
24. Yes, we will follow VPL shipping when ever possible.
25. To my knowledge, there are no other expenses.

Jack Rosenfeld
International Promotional Ideas



Procurement

300 Turner Street NW
North End Center, Ste 2100
Blacksburg, Virginia 24061
P: (540) 231-6221 F: (540) 231-9628
www.procurement.vt.edu

August 30, 2018

International Promotional Ideas Inc
Attn: Jack Rosenfeld
1310 Louis Ave,
Elk Grove Village, IL 60007

Dear Jack:

Subject: RFP # 0055170

Thank you for submitting a proposal to the subject RFP.

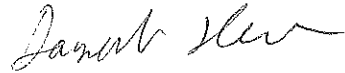
We have reached the point in the evaluation process where we need clarification on a few questions.

Please respond in writing to the following negotiation questions.

1. Are promotional items ordered through your company dropped shipped by distributors and if so, can you ensure your distributors will utilize our inbound freight program under the directions so stated on the purchase order?
2. Will your company provide documentation to show you have gone through the process of being licensed by CLC for Virginia Tech?
3. As a state agency, we are not allowed to limit price increase no more than the increase in the Consumer Price Index, CPI-W. If awarded a contract, do your company agree to limit price increases to no more than the increase in the Consumer Price Index, CPI-W, All Items category for the latest twelve (12) months for which statistics are available at the time of renewal or 3 percent, whichever is less?
4. Will your company sign the attached addendum to acknowledge you have read and understood the addendum in its entirety?

Please submit your response to the negotiation questions numbered 1-4 by 3:00 p.m. on September 6, 2018. If you have specific questions for us, do not hesitate to contact me at 540-231-1269 or daysa94@vt.edu.

Sincerely,

A handwritten signature in cursive script, appearing to read "Daysha Holmes".

Daysha Holmes
Contract Specialist
Telephone: (540) 231-1269

ADDENDUM # 1 TO RFP # 0055170

VIRGINIA POLYTECHNIC INSTITUTE AND STATE UNIVERSITY (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

DATE	Original DUE DATE AND HOUR
Monday, April 23, 2018	Wednesday, May 9, 2018, 3:00 p.m.

ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO: Daysha Holmes, Contracts Specialist
E-MAIL ADDRESS: daysha94@vt.edu TELEPHONE NUMBER (540) 231-1269
FAX NUMBER (540) 231-9628 AFTER HOUR MESSAGES (540) 231-6221

Promotional Items

1. The following questions have arisen as a result of the aforementioned RFP:

Question 1: Will the e-catalog need to be designated per school or department? As an example, will the logo need to be available per school or department depending on the users?

Virginia Tech Answer: No, the expectation is there would be one e-catalog for all of Virginia Tech.

Question 2: Will the e-catalog need super user access?

Virginia Tech Answer: Not that we are aware of. Include in your proposal what, if any, functionality is offered to a super user.

Question 3: Will the e-catalog be the only source available for purchasing? Or can a department simply source an item with an approved vendor through a phone call or e-mail?

Virginia Tech Answer: A department can source an item with an approved vendor through a phone call or e-mail but a quote must be provided.

Question 4: Is the user allowed to order any dollar volume?

Virginia Tech Answer: Yes as long as the user is ordering against the contract, the pricing is tied back to the contract, and is auditable.

Question 5: Are budgets needed for the e-catalog in order to control spend by department or user?

Virginia Tech Answer: No, departments will manage their own budget.

Question 6: Will there be any inventory requirements of the vendor? Will a vendor have to hold inventory or maintain par levels or products?

Virginia Tech Answer: The vendor will work with individual departments and make that determination. Timeliness of providing orders is important to Virginia Tech.

Question 7: Are customers allowed to stray from the VT Brand Guidelines? As an example, can a History Professor order a t-shirt with a co-branded logo for an event or specific outing? If so, is there an approval process? If no, how is that enforced?

Virginia Tech Answer: All customers must adhere to the VT Brand Guidelines. Vendor will be accountable to adhere to VT Brand guidelines.

Question 8: Will each order need to be reviewed by the licensing director for brand compliance? If so, what is the time frame for return?

Virginia Tech Answer: Yes. It varies as the artwork needs to go to IMGCL 360 system first then to us. We always make sure the art we receive has a 24-hour turnaround.

Question 9: Are all orders considered internal consumption by licensing?

Virginia Tech Answer: Yes there is a payment. Below are two links of information from our licensing page: <http://www.clc.com/Licensing-Info.aspx>
<http://www.clc.com/CollegiateLicensing/media/PDFDOCS/Institution-List-as-of-January-2018.pdf>

Question 10: Do all orders have to be sent to IMG – CLC for review? If so, what is the time frame for return?

Virginia Tech Answer: Yes. Please refer to question #8.

Question 11: In regards to SWaM, does a small business meet basic requirements if it is less than 250 employees OR less than \$10 Million in sales? To be clear, it is not BOTH less than 250 employees and \$10 Million in sales?

Virginia Tech Answer: Correct, you have to have one of those requirements. Please refer to <https://www.sbsd.virginia.gov/>

Question 12: Will all orders be FOB destination? Will all vendors be required to quote delivered prices?

Virginia Tech Answer: Yes, all orders will be FOB destination. Yes, all vendors will be required to quote delivered prices. We have our inbound freight program which is our preferred method for shipment to campus. Please refer to http://www.procurement.vt.edu/content/dam/procurement_vt_edu/procedures/how/Freight%20Management%20Services.pdf.

2. Section VIII. B.1., in the original RFP, is hereby deleted and replaced in its entirety with the following:
 1. RFP Response: In order to be considered for selection, Offerors shall submit a complete response to this RFP to include;

- a. **One (1) original and two (2) copies** of the entire proposal, including all attachments. Any proprietary information should be clearly marked in accordance with 2.e. below.
- b. **One (1) electronic copy** in WORD format or searchable PDF (*flash drive*) of the entire proposal as one document, INCLUDING ALL ATTACHMENTS. Any proprietary information should be clearly marked in accordance with 2.e. below.
- c. Should the proposal contain **proprietary information**, provide **one (1) redacted hard copy** of the proposal and attachments **with proprietary portions removed or blacked out**. This copy should be clearly marked "*Redacted Copy*" on the front cover. The classification of an entire proposal document, line item prices and/or total proposal prices as proprietary or trade secrets is not acceptable. Virginia Tech shall not be responsible for the Contractor's failure to exclude proprietary information from this redacted copy.

Response shall be submitted to:

Virginia Polytechnic Institute and State University (Virginia Tech)
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, Virginia 24061

Reference the Due Date and Hour, and RFP Number in the lower left hand corner of the return envelope or package.

No other distribution of the proposals shall be made by the Offeror.

3. All other terms, conditions and descriptions remain the same.
4. The due date and hour remains **Wednesday, May 9, 2018, 3:00 p.m.**

I acknowledge that I have read and understand this addendum in its entirety.

Signature

Date

Revised 01/01/2018

Holmes, Daysha

From: Jack Rosenfeld <intl.ideas@sbcglobal.net>
Sent: Thursday, August 30, 2018 4:33 PM
To: Holmes, Daysha
Subject: Re: Negotiation Questions
Attachments: VPT.pdf

Follow Up Flag: Follow up
Flag Status: Flagged

Daysha,

Thank you for your email.

Here is the signed amendment.

1. Yes, we will have the factories if they ship direct follow your shipping guide lines.
2. We will provide you documentation one we register with CLC. We are registered with CLC for other schools already.
3. We do not control increases in prices. Normally our factories do not increase their price more than 3% per year. We do not get cost increases in the middle of a year. So I am not sure how to answer this. If for some reason (such as Trumps 25% increase in duties on some items) We can not absorb a 25% increase. We would have to drop the item from the program. I do not foresee this happening but we need to be aware of the possibility. I would assume once a year at renewal you would want to go over the items and make changes any way.

Jack Rosenfeld
International Promotional Ideas Inc.
1310 Louis Ave
Elk Grove Village IL 60007
8474396700
intl.ideas@sbcglobal.net
www.intlideas.com

From: "Holmes, Daysha" <daysha94@exchange.vt.edu>
To: Jack Rosenfeld <intl.ideas@sbcglobal.net>
Sent: Thursday, August 30, 2018 2:16 PM
Subject: RE: Negotiation Questions

Good afternoon!

Please see attached letter for the second round of negotiation questions.