



# UNIVERSITY OF SOUTH CAROLINA

## AMENDMENT NO. 1 TO SOLICITATION

TO: ALL VENDORS

FROM: Charles Johnson, Procurement Manager

SUBJECT: SOLICITATION NUMBER: USC-RFP-3036-CJ

DESCRIPTION: Exclusive Agent for the Operation of The University of South Carolina Upstate Class Ring Program and Graduation Announcement Program

DATE: October 10, 2016

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This Amendment No. 1 modifies the Request for Proposals only in the manner and to the extent as stated herein.

Vendor Questions and Answers

**Both the Deadline for Receipt of Proposals and the Deadline for Receipt of Class Ring and Graduation Announcement Samples have been extended to 3:00 PM on November 1, 2016.**

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BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 1 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

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Authorized Signature

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Name of Offeror

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Date

## THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR A:

### QUESTION 1: Page 9

#### Questions From Offerors

b) The state seeks to permit maximum practicable competition. Offeror are urged to advise the Procurement Officer—as soon as possible—regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition.

Your current provider currently has samples made for all products requested. We would be creating all new products from the inception and the requested timeframe of 8 working days to have that completed is not possible. Below you can see we have requested your marks, logos, seals, images, PMS colors, processes, verbiage, etc.. to duplicate each of the products requested for evaluation.

*We are requesting an extension on the requested **SAMPLE DEADLINE** until November 1, 2016 to duplicate and provide samples that you have outlined so a fair evaluation of products can take place between your current provider and any other respondents to the bid. The actual bid date for written materials of October 18, 2016 at 3:00pm can be met.*

**ANSWER:** After careful consideration of your request, the University has decided to extend both the Deadline for Receipt of Requested Class Ring and Graduation Announcement Samples and the Deadline for Receipt of Proposals to 3:00 PM on November 1, 2016.

### QUESTION 2: Page 13

Section II. Instructions To Offerors-B. Special Instructions  
paragraph titled SAMPLES you state:

*Free samples of rings and graduation announcements will be required for testing and/or evaluation. **If requested**, your failure to provide ring samples and graduation announcements will result in rejection of your offer.*

The “**If requested**” implies that it may not be required, however later in the paragraph you state that samples need to be sent to USC Upstate Purchasing Department and they must be received prior to opening date and time for the solicitation.

- a) Could you clarify if ring and graduation samples do in fact need to be provided by the bid closing date & time?

**ANSWER:** Yes, class ring and graduation announcement samples must be provided by offerors to the USC Upstate Purchasing Department. The ring and graduation announcement samples must be received by the USC Upstate Purchasing Department no later than 3:00 PM on November 1, 2016 (which is the extended bid opening date and time for the solicitation).

**QUESTION 3: Page 16**

**Scope of Work**

*#1 Offeror must submit ring and graduation announcement samples in addition to its proposal.*

- a) Do we need to submit an exact replica of your current rings?

**ANSWER: No. Generic samples will suffice. We are looking for quality of work and detail on sample class rings. Men's and Women's class ring samples are required.**

- b) If yes, we need all logos , seals, design elements incorporated into your ring designs for each ring in PDF files emailed to us.
- c) The images provided are not clear and exact matches cannot be made from a picture as seen on page 48. The sides (shanks )of the rings are not recognizable from the images provided on page 48, Appendix 1. The tops (bezels) are not clear and spellouts are not recognizable from the images provided.
- d) Is the actual ring collection available to either be photographed or actual samples available so the plant can match the exact design?

**ANSWER: Generic samples will suffice.**

**QUESTION 4: Page 16**

**Scope of Work**

*#2. Contractor will design and develop graduation announcements in both University of South Carolina Designs and in USC Upstate designs. In addition to offeror's proposal samples of graduation announcements are required to be submitted by the offeror.*

- a) If you would like us to replicate both (2)University of South Carolina announcement designs and (1) USC Upstate design, we need to see a sample of the designs you would like us to replicate.

**ANSWER: We have no USC Upstate graduation announcement at this current time. We are looking to have one developed. Sample Generic Graduation Announcements from Offerors are ok to see quality and design ideas. USC announcement is attached to this amendment.**

- b) We also, need the logos and seals for the design in a PDF file so we can replicate exactly.
- c) What are the measurements of the seals/logos on the announcements?

**ANSWER: The Crest is 1.5 inches.**

- d) What is the positioning of the seals/logos on the announcement, top center, center, left, right, etc.?

**ANSWER: Top Center High.**

- e) What type of paper is being used?

**ANSWER: 65# weight Ivory Card Stock.**

- f) Are the designs upfold or side fold?

**ANSWER: We call it Half Army – it basically opens like a book.**

- g) Do you want text inside?

**ANSWER: Currently text prints on Front under crest. There is no text inside.**

- h) If yes, what text would you like us to use?

**ANSWER: It's up to the school to set and approve text for the graduation announcements.**

- i) What font would you like to use?

**ANSWER: Currently ATFlorentine Script (raised print).**

- j) What PMS colors do you want used for the images?

**ANSWER: We don't use PMS colors.**

- k) What process is used foil, engraved, etc....?

**ANSWER: Currently this die is a 2 color foil/bump with black high light die – colors are maroon back ground – gold details – black highlight around the details.**

**\*\*It's worth noting paper also has an embossed panel around the entire text and crest area.**

**QUESTION 5:** What do you attribute 45% decline in quantity of ring sales from 2010 to 2015 referenced on page 48, Appendix 2: Previous years sales?

**ANSWER:** Recession and cost of gold increasing

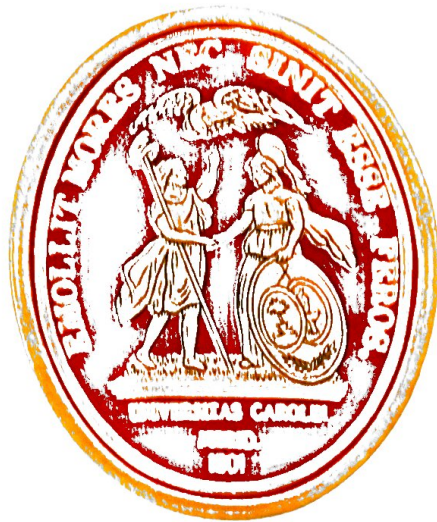
**QUESTION 6:** How will you measure, after the bid award, that the winning organization is following through on all aspects of the commitments of the bid? Not just commissions, but increasing quantity ring sales, marketing, eCommerce, supplemental marketing to support ring ceremonies, student affinity programs?

**ANSWER:** Increased sales, increase in number of units sold, attendance at events, quarterly reports from all sales venues. Ring ceremony – currently not applicable until ceremony is developed

**QUESTION 7:** Will there be an opportunity to present?

**ANSWER:** No, there will not be an opportunity for offerors to present.

**THE USC UPSTATE GRADUATION  
ANNOUNCEMENT AND REQUESTED USC  
UPSTATE LOGO'S FOLLOW**



*The University of South Carolina*

*Upstate*

*will confer upon*

*(Student Name)*

*the degree of*

*(Degree)*

*in (Major)*

*at*

*Commencement*

*(Day, Month Date of Graduation)*

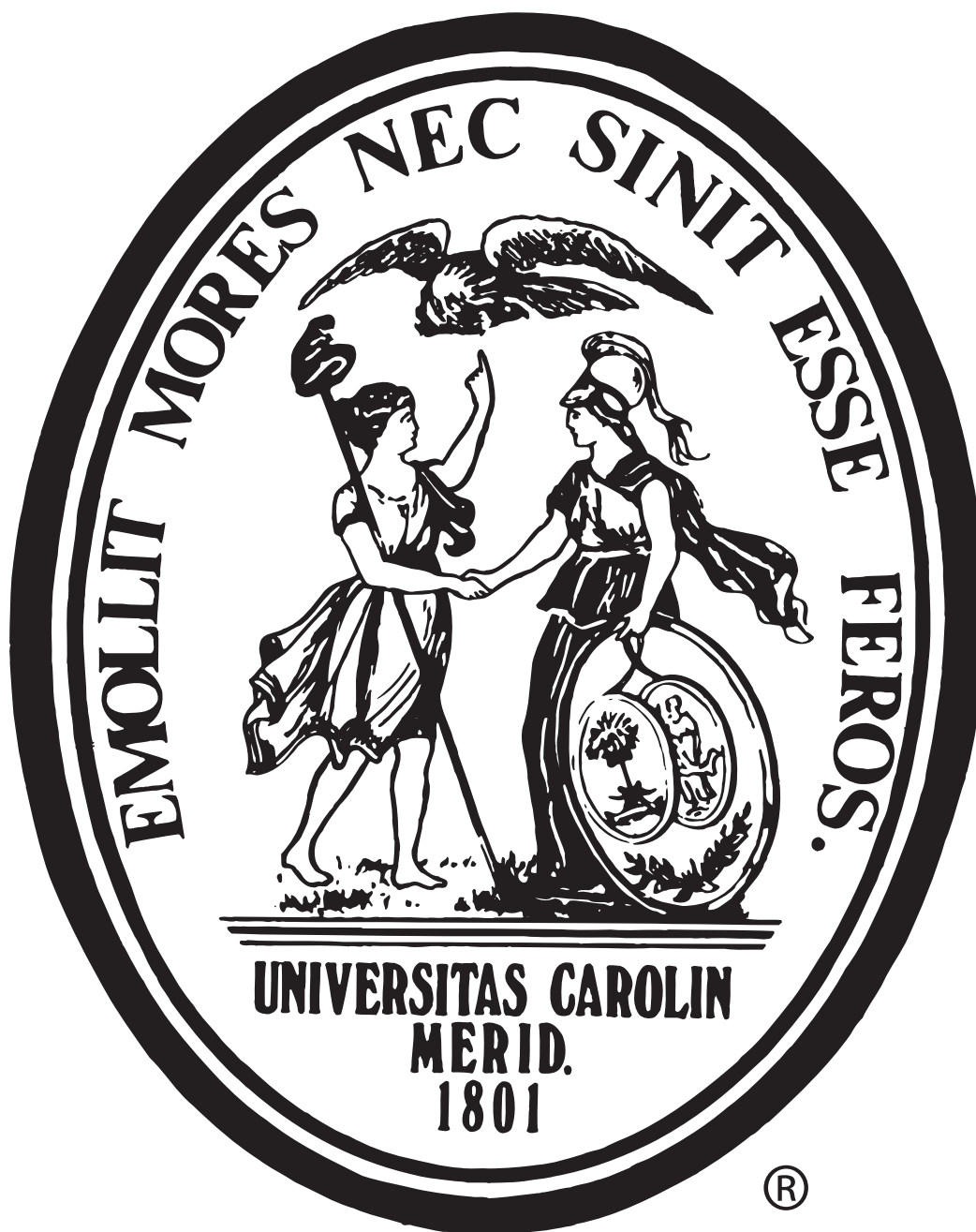
*(Year of Graduation)*

*(Time of Graduation)*

*(Place of Graduation)*

**TEXT IS SUBJECT TO CHANGE**







University of South Carolina Upstate