



UNIVERSITY OF SOUTH CAROLINA

AMENDMENT NO. 2 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 12, 2016

This Amendment No. 2 modifies the Request for Proposals only in the manner and to the extent as stated herein.

Vendor Questions and Answers

The Award Posting Date for the solicitation has been changed from November 4, 2016 to November 15, 2016.

BIDDER SHALL ACKNOWLEDGE RECEIPT OF AMENDMENT NO. 2 IN THE SPACE PROVIDED BELOW AND RETURN IT WITH THEIR BID RESPONSE. FAILURE TO DO SO MAY SUBJECT BID TO REJECTION.

Authorized Signature

Name of Offeror

Date

THE FOLLOWING QUESTIONS WERE RECEIVED FROM VENDOR B:

QUESTION # 1: Is the ring portion of the RFP exclusive to the 5 ring designs shown in Appendix 1 of the RFP? What metals qualities do you desire for the rings?

ANSWER: No. We allow our students to choose from any style ring and any metal quality. The five shown are the ones we designed as Upstate rings.

QUESTION # 2: What are the packaging requirements for rings & announcements?

ANSWER: All announcements and rings are to be mailed directly to students.

QUESTION # 3: The RFP references announcements designs for University of South Carolina-Upstate and University of South Carolina. Will this bid opportunity include both rings to be sold at the USC Upstate campus?

ANSWER: No. USC Official rings are not allowed to be sold at USC Upstate. We do allow our students to design rings without the Upstate name. But the official ring is exclusive to Columbia Campus.

QUESTION # 4: Please provide ring specification plus weight by design and minimum penny weight per ring.

ANSWER: We do not have minimum weights per ring.

QUESTION # 5: Please provide previous year's sales and information by ring design and style.

ANSWER: We do not have specific designs and styles since we allow students to design their own rings.

QUESTION # 6: Outside of royalty fees to Learfield Licensing Partners are any other fees required outside of commissions?

ANSWER: All mailing, advertising and merchandising fees associated with ring and announcement sales.

QUESTION # 7: As per page 17 point #2 please provide the technical specifications of the announcements both USC-Upstate and USC- Columbia.

ANSWER: What are the measurements of the seals/logos on the announcements? **Crest is 1.5 inches**

What is the positioning of the seals/logos on the announcement, top center, center, left, right, etc.?
Top Center High

What type of paper is being used? **65# weight Ivory Card Stock**

Are the designs upfold or side fold? **We call it half army – it basically opens like a book**

Do you want text inside? **Currently text prints on Front under crest there is no text inside**

If yes, what text would you like us to use? **It's up to the school to set and approve text**

What font would you like to use? **Currently ATFlorentine Script (raised print)**

What PMS colors do you want used for the images? **We don't use PMS colors**

What process is used foil, engraved, etc....? **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**

****worth noting paper also has an embossed panel around the entire text and crest area**

QUESTION # 8: The RFP requests bids on the announcements, does that include i.e. (thank you notes, seals, etc.)

ANSWER: Yes, students should be allowed to order these if wanted.

QUESTION # 9: Please provide any current ring rebate and commission structure on the rings and announcements.

ANSWER: \$50. per ring, 30% commission on announcements.

QUESTION #10: The ring program peaked a 335 units in 2011 and has declined to the 66 reported in 2015/16. Please provide any rationale for the decline.

ANSWER: Economy and changes in dynamics of college students.