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Solicitation Amendment / Modification

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| 1. | Solicitation No. | 06102024/AK |
| 2. | Solicitation Name | IIE: RFQ for Fulbright Storage, Shipping and Printing Vendor |
| 3. | Issue Date | June 10, 2024 |
| 4. | Closing Date | July 1, 2024 |
| 5. | Solicitation Amendment No. | 1 |
| 6. | Solicitation Amendment Date | June 21, 2024 |

7. The above numbered solicitation is amended as set forth in Item 9 below.

8. The hour and dates specified for receipt of proposals/quotations: is not extended; is extended as described in Item 9 below.

9. Description of Amendment/Modification:

The purpose of this solicitation amendment is to inform prospective offerors/bidders that the above numbered solicitation is hereby amended to:

1. List the submitted questions with IIE's responses.
2. Add technical requirements for offerors who are selected as semi-finalists to provide a demonstration.

1. Questions and Answers

Q: What are the dimensions of the doorhangers?

A: Please provide a quote for printing 11" x 4.25" doorhangers.

Q: What are the dimensions of the saddle stitch booklet?

A: Please provide a quote for booklets that are 8" (high) x 9" (wide), when opened would be 8" (high) x 18" (wide).

Q: How many pages are the saddle stitch booklets?

A: Please provide a quote for 16-page booklet (covers included in page count).

Q: How should vendors describe their pricing approach for years 2 through 5 when the cost of materials fluctuates?

A: Specific prices are not required. Please provide as much information as possible that will help us understand your pricing model. This can include but isn't limited to: Mark-up percentage, set-up charges, bulk discounts, a ceiling on annual price increases.



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Q: Are you looking for an online storefront for ordering? If so, will the business cards be the only item that will have variable printing?

A: IIE intends to host the order form for partners and staff, however, we will consider options that include a vendor hosted storefront or integration with common storefront applications such as Shopify. Note that different audiences will have different items available to for order and that all orders are complimentary.

Q: Is there a limit to the quantity for materials that can be ordered? For instance – minimum quantity and maximum quantity per order?

A: There is no minimum or maximum quantity of items per order. In the description of your pricing and services, please note if you have a minimum or maximum order quantity you will fulfill.

Q: If awarded the contract, will IIE have items shipped to the vendor to place into inventory at the start of the contract?

A: IIE will adapt the transition of inventory to fit the location of the new vendor and amount of items in current stock. Please provide a description of your recommended transition strategy.

2. Technical Requirements for Semi-Finalists During Demonstrations

Offerors selected as semi-finalists will be asked for a one-hour technical demonstration via video call. Please consider the following data requirements when preparing your technical demonstration.

Required:

- Please demonstrate that you have unique Stock Keeping Units (SKU) for each item/set of items and how you would respond if we need to reprint an item with the same SKU.
- Please demonstrate how you can export your/our inventory into an Excel-ready format and let us know the cadence at which you can deliver this inventory data to us.
- Please show us an example of an invoice with a unique order number. In addition to an order number, we require the ability to assign each line item of the order to a specific budget within our organization.

Preferred:

- Please demonstrate how we can add our “internal” name for a SKU to your or our inventory system OR that you can match the data for your name to that for our name. We also require the ability to limit the ordering of certain items to certain team members.
- Please show us an example of an order form OR how you would like to receive orders from us.
- Please show us a photograph of an item that you would take for us.