

Question Responses 10/15/2021

1. ALSO: on your request- What size Draw string bags..... Smaller 12-13 inch, mid 14-16- larger 16.6+ The smaller are cheaper... and most have reinforced corners. Some have a second material covering on corners...
Drawstring sports backpack 210D polyester material with reinforcement trim along the corners. Size is 14" x 18".
Color can be Gold or Yellow.
2. Whether companies from Outside USA can apply for this? (like,from India or Canada)
As per section 3.17 of the RFP- Buy America: Proposals will be evaluated to determine that a proposer's offering is for a "domestic source end product", as defined in the Federal Buy America Act, 41 U.S.C.A., section 10a-10d. Any proposer's offering that does not meet this requirement shall be rejected, except in those circumstances where a determination has been made that certain articles, materials and supplies are not mined, produced or manufactured in the U.S. in sufficient and reasonably available commercial quantities and of satisfactory quality.

As per Form 6 of the RFP: If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States according to Executive Order 2019-12D issued by Ohio Governor Mike DeWine.
3. Whether we need to come over there for meetings?
Meetings can be conducted from remote locations.
4. Can we perform the tasks (related to RFP) outside USA? (like, from India or Canada)
As per Form 6 of the RFP: If awarded a contract, the Bidder/Offeror becomes the Contractor and affirms that both the Contractor and any of its subcontractors shall perform no services requested under this Contract outside of the United States according to Executive Order 2019-12D issued by Ohio Governor Mike DeWine.
5. Can we submit the proposals via email?
As per section 3.1 Proposal Instruction and Information: 3.1 Proposal Instruction and Information: In order to receive consideration, companies responding to this RFP are required to submit their proposal via DocuSign at <https://www.kent.edu/procurement/bids> and the Certificate of Completion must be timestamped "Signed" no later than the date and time specified. Proposals timestamped after that date and time will be rejected.
6. re: drawstring backpacks, what is the size, What is the material (nylon or non woven Polyester)?
Drawstring sports backpack 210D polyester material with reinforcement trim along the corners. Size is 14" x 18".
Color can be Gold or Yellow.
7. What is the expected ship date for items after the bid is awarded?
Items in the Market Basket (Attachment A) are for evaluation purposes only. The items in the Market Basket may or may not be ordered by Kent State. If awarded, Kent State Departments will place orders for various promotional items throughout the contract term.
8. Is there a previous bid tabulation available for any of the items on this RFP? If so, may we request a copy?
All requests for bid/contract information are processed by Kent State University Office of General Counsel. Please issue a written request to Kent State University at the following link
<http://solutions.kent.edu/PublicRecordsRequest/>
9. What is the ship-to address? 615 Loop Road, Kent, Ohio 44242. Items in the Market Basket (Attachment A) are for evaluation purposes only. The items in the Market Basket may or may not be ordered by Kent State. If awarded, Kent State Departments will place orders for various promotional items throughout the contract term.

10. Does that location have a receiving dock and/or forklift available for use? **No, Items in the Market Basket (Attachment A) are for evaluation purposes only. The items in the Market Basket may or may not be ordered by Kent State. If awarded, Kent State Departments will place orders for various promotional items throughout the contract term.**
11. What is the expected delivery deadline for items after the bid is awarded? **Items in the Market Basket (Attachment A) are for evaluation purposes only. The items in the Market Basket may or may not be ordered by Kent State. If awarded, Kent State Departments will place orders for various promotional items throughout the contract term.**
12. Would Progressive Marketing need to apply for and/or obtain any special licensing to be eligible to bid and prior to fulfilling any orders if we win the bid? **A Proposer is not required to have a license to bid on this project, although if awarded the contract the vendor may be required to obtain a license.**
13. We are an E&I contract holder specific to Promotional Products and branded merchandise. We are curious if the university considers that a plus. **All proposals received from contractors will be reviewed and evaluated by a committee of qualified University personnel. Selection and award of contracts will be made to the supplier(s) whose proposal, in the sole opinion of Kent State University, represents the best overall value to the University.**
14. Is there a Tier 1 diversity goal for this category? Staples can partner with a number of promotional partners if so. **There is not a Tier 1 Diversity goal for this RFP. The University strongly encourages women, minority groups, and EDGE vendors to respond to University Requests for Proposals. Kent State University is committed to a proactive and a comprehensive supplier diversity program that ensures an active and full participation of historically disadvantaged, economically and socially underutilized businesses located within the University's geographic region and beyond with specific attention to include Minority Business Enterprises (MBE), Women-Owned Business Enterprises (WOBE), and State of Ohio EDGE Enterprises.**
15. I read where the University gives a 5% bonus to Ohio based companies. As a national company it does handicap us somewhat even though we have a large employee population in Ohio (including me)!

Sections 125.09 and 125.11 of the Ohio Revised Code require that in the evaluation of bids, the University give preference to products which are "mined, excavated, produced, manufactured, raised, or grown in the state by a person where the input of Ohio products, labor, skill, or other services constitutes no less than 25% of the manufactured cost", or products offered by bidders who have a "significant Ohio presence," defined to mean that the bidders:

Pay required taxes to the state of Ohio; and are registered and licensed to do business in the state of Ohio with the Office of Secretary of State; and have ten or more employees based in Ohio, or seventy-five percent or more of their employees based in Ohio.

Any bids meeting the above criteria will be given a preference of up to five (5) percent over the lowest price "non-Ohio" bid submitted; except that such preference will not be applied against vendors from bordering states, provided that the border state imposes no greater restrictions than contained in sections 125.09 and 125.11 of the Ohio Revised Code. Where it has been determined that selection of the lowest Ohio proposer, if any, will not result in an excessive price or a disproportionately inferior product or service, the contract shall be awarded to the low Ohio proposer at the proposal price quoted. Where it is advantageous to award the contract to other than an Ohio proposer or Proposers from a border state, then the contract shall be awarded accordingly.

16. Is this award to be a mandated single source? **The selected supplier(s) will be the official supplier(s) of the University and as such it will be expected that the business will be directed to that supplier(s). Kent State University Project Managers will be encouraged to request information, including pricing, from the selected suppliers when they have a need for promotional items. The number of awarded suppliers to be approached and the type of competition, i.e., based upon technical and/or pricing is entirely at Kent State Universities' discretion.**

17. What is the approximate value of the annual spend in this category for this program?
The average annual spend is approximately \$ 1,051,321 per year based on the last four fiscal years. This figure is an estimate and Kent State University in no way obligates itself to purchase the amount indicated.
18. Can I have your last awarded unit price?
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<http://solutions.kent.edu/PublicRecordsRequest/>
19. Section 4.0, subsection 4.2 Term
“Contract term shall be for two (2) year [sic] beginning September 2021.”
Question: The contract term start time is listed as September 2021, is this meant to be September 2022? If not, what is the correct contract term start time? This is a typo. Contract term shall be for two (2) years beginning February 2022.
20. Section 4.0, subsection 4.26 Insurance for Vendor Services
Paragraph (d)
“Insurance Required as Applicable:”, item (4) “Cyber Liability—if applicable.”
Question: If the winning vendor(s) opts to create an online store as a supplement to the services provided, and Kent State employees can use this store to purchase items using a credit/procurement card, will that vendor(s) need to purchase cyber liability, if the vendor(s) uses a properly insured 3rd party to host the store? N/A, will provide if available.
21. Section 4.0, subsection 4.41 Data Security Requirements/PCI Compliance
Paragraph 1) a)
“Will this product or service have involvement in creating, storing, processing, transmitting, or accessing University data or handling financial transactions?” a) “If yes, complete the ‘Higher Education Cloud Vendor Assessment Tool Lite’
Question: If the winning vendor(s) provides an online store to supplement the services provided under this contract, will that vendor need to complete the “Higher Education Cloud Vendor Assessment Tool” and submit the QSA-signed Attestation of Compliance to the PCI-DSS? Yes, it would be required at this time.
22. Section 4.0, subsection 4.46 Requirements for Vendors submitting a proposal for an “EIT” product and/or service
“Provide information about the digital accessibility of proposed product(s) and/or service(s).”
Question: Does the winning vendor(s) have to submit such a proposal if offering to provide an online store to supplement the services outlined in this RFP? Yes, it would be required at this time.
23. Form 6, Standard Affirmation and Disclosure Form for Executive Order 2010-095 Banning the Expenditure of Public Funds on Offshore Services
Paragraph 4 “Location where services to be performed will be changed or shifted by Contractor.”
Question: What is meant by “changed” or “shifted”? Does this refer to imprinting (decorating) product? If so, please confirm that respondents are not expected to list the location of each manufacturer that may be imprinting product. No, it is not required at this time.
24. Section 3.8 Paragraph 2
“Should the total potential spend of the contract...exceed \$1.0 million...”
Question: Is there an estimate for the total potential spend? In addition, can you provide actual spend totals from previous years as examples? The average annual spend is approximately \$ 1,051,321 per year based on the last four fiscal years. This figure is an estimate and Kent State University in no way obligates itself to purchase the amount indicated.

25. Section 3.10 "Requested samples necessary for evaluation must be provided..."
Are samples (such as for the products in Attachment A) needed as part of this RFP? If so, should they be branded or blank? **No, samples are not expected or necessary.**
26. Section 6.1 Paragraph 1
"Proposals are requested from suppliers to establish one or more contracts..."
How many current approved suppliers are there for promotional products? What is the ideal number of suppliers and/or the specific goal as a result of the RFP process? **Currently there are two contracted promotional products suppliers. There is not a specific goal.**
27. Item 1:
What is the size of the logo? **Approximately 10" x 3"**
Where would the location be? Front, back, left chest, right chest **Front across chest.**
Based on the supply chain, would you be open to alternative shirts with the same blend and same/ better quality?
Alternatives of same or better quality will be accepted.
28. Item 2:
Where would you like the logo placed? Left, middle, right? **Right side.**
Would you like adjustable ear straps or different options for the ears? **Adjustable Straps.**
What is the size of the logo? **Approximately 1.5"x 1.5"**
29. To give an accurate quote I will need the sizes of the shirts. **Size Large.**