



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

October 16, 2024

MSP Design Group
Diane Wickum
96 Zion Station Ct
Troy, VA 22974

Dear Ms. Wickum:

Subject: Virginia Tech Contract # VTS-971-2019
Commodity/Service: Promotional Items

This is to inform you that the subject contract expires 10/31/2024. Since the university would like to extend the contract through March 31, 2025, please advise concerning your intention by signing in the appropriate space listed below. Please return this letter to me by 10/17/2024.

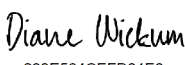
Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. If all information is correct and no changes need to be made, do not return this form. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

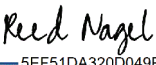
MarySeyler, CPPB, CUPO
Buyer Senior
Telephone: (540) 231-3813

MSP Design Group **agrees** to extend the contract through March 31, 2025 in accordance with the terms and conditions of the subject contract.

Authorized Signature:  Date: 10/16/2024
Name: Diane Wickum Title: Accounting Manager
(please print)

MSP Design Group **does not agree** to extend the contract through March 31, 2025.

Authorized Signature: _____ Date: _____
Name: _____ Title: _____
(please print)

/ 
Approved: _____
Director of Procurement Chief Operating Officer
Date: 10/16/2024



Procurement

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August 28, 2024

MSP Design Group
Att: Diane Wickum
95 Zion Station Ct
Troy, VA 22974

Dear Ms. Wickum:

Subject: Virginia Tech Contract # VTS-971-2019
Commodity/Service: Promotional Items
Renewal Period: September 7, 2022 - September 6, 2024

This is to inform you that the subject contract expires 9/6/2024. Since the university would like to extend the contract through October 31, 2024, please advise concerning your intention by signing in the appropriate space listed below. Please return this letter to me by 8/29/20.

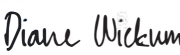
Please review the attached form, which shows your company information as listed in the university's vendor database. If any of this information has changed, make corrections directly on the form, and return with this letter. If all information is correct and no changes need to be made, do not return this form. It is essential that this information be accurate in order for payments to be processed in a timely manner.

Thank you for your attention to this matter.

Sincerely,

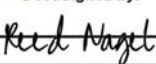
Mary Seyler
Buyer Senior
Telephone: (540) 231-3813

MSP Design Group **agrees** to extend the contract through October 31, 2024 in accordance with the terms and conditions of the subject contract.

Authorized Signature:  Date: 8/28/2024
Name: Diane Wickum Title: Accounting Manager
(please print)

does not agree to extend the contract through

Authorized Signature: _____ Date: _____
Name: _____ Title: _____
(please print)

Approved: 
Reed Nagel
Director of Procurement

CONTRACT MODIFICATION AGREEMENT

Date: June 2nd, 2023

Contract No.: VTS-971-2019

Modification No.: 2

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

Contractor: MSP Design Group

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.

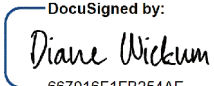
- a. The University has an awarded contract with a service provider for criminal conviction screening and background checks. The University prefers this vendor be utilized by the Contractor to comply with the contractual obligations and University Policy 4060.
- b. If Contractor chooses to utilize a 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.

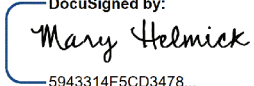
Except as provided herein, all terms and conditions of Contract Number VTS-971-2019, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By: 
 DocuSigned by: 667016F1FB254AE...
 Diane Wickum Accounting Manager

 Name and Title

Virginia Tech

By: 
 DocuSigned by: 5943314F5CD3478...
 Mary Helmick
 Director of Procurement

CONTRACT MODIFICATION AGREEMENT

Date: December 6, 2022

Contract No.: VTS-971-2019

Modification No.: 1

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

Contractor: Bright Ideas, LLC

Commodity: Promotional Items

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

Description of Modification:

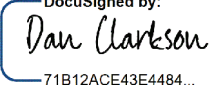
The contractor for the aforementioned contract shall be changed to reflect the acquisition of Bright Ideas, LLC by TDI, LLC DBA MSP Design Group. This change became effective on December 1, 2022.

Previous Contractor Name:
Bright Ideas, LLC
95 Zion Station CT
Troy, VA 22974

New Contractor Name:
TDI, LLC DBA MSP Design Group
641 Phoenix Dr
Virginia Beach, VA 23452

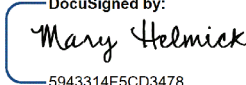
Except as provided herein, all terms and conditions of Contract Number VTS-971-2019, as heretofore changed, remain unchanged and in full force and effect.

Contractor

By:  _____
DocuSigned by:
71B12ACE43E4484...
(Signature)
Dan Clarkson Owner

Name and Title

Virginia Tech

By:  _____
DocuSigned by:
5943314F5CD3478...
Mary Helmick
Director of Procurement

**Procurement**

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August 8, 2022

Bright Ideas LLC
 Attn: Janet Baellow
 95 Zion Station Ct
 Troy, VA 22974

Dear Ms. Baellow:

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-971-2019
 Commodity/Service: Promotional Items
 Renewal Period: September 7, 2022 - September 6, 2024
 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 by August 15, 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

Bright Ideas LLC **agrees** to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:

Janet Baellow
 Janet Baellow
 (please print)

Date: 8/19/22

Name:

Title: CEO

We currently participate in the Wells One Program. _____

We would like to participate in the Wells One Program _____

AC/

DocuSigned by:

Mary Helmick

Approved:

5943314F5CD3478...
 Mary W. Helmick
 Director of Procurement
 8/19/2022

Date:



95 Zion Station Ct. Troy, VA 22974

T: 434-589-1441

F: 434-589-3048

gobrightideas.com

August 18, 2022

Angela Caldwell, VCO Buyer
Virginia Tech Procurement
North End Center
300 Turner Street, Suite 2100
Blacksburg, VA 24060

Dear Angela,

This is to request a price increase on our contract VTS-971-2019. The overall discount is not changing; however, the pricing schedule for imprinting and embroidery has been increased by 2.9%.

Please let me know if this is approved.

Sincerely,
Janet Baellow, CEO

1. Contractor's Promotional Items pricing schedule is as follows:
 - a. 12% minimum discount off supplier catalog or website pricing
 - b. Set-up fees waived for single orders above \$2,500
 - c. Set-up fees waived for other goods or services offered for single orders above \$2,500
 - d. Samples - no additional cost - samples to be returned to Contractor at Agency's expense
 - e. Rush Orders - no additional cost
2. Contractor's Imprinting Services pricing schedule is as follows:
 - a. Custom designing and creating artwork - typically \$30, may increase with extensive amount of art creation
 - b. Custom designing screenprint and embroidery artwork -typically \$30, may increase with extensive amount of art creation
 - c. Samples - may be a charge due to order size, art complexity, and supplier capabilities
 - d. Personalization - \$3.15 per line
 - e. Embroidery tape creation - no additional cost for orders over \$2,500. No more than \$11 per 1,000 stitches
 - f. Excessive thread color changes - no additional cost
 - g. Set-up fees waived for single orders over \$2,500
 - h. Embroidery pricing: (Embroidery only, apparel/item not included, additional charges may be incurred for second location embroidery and embroidery tape creation).

Quantity	Up to 12,000 stitches	12,001 – 15,000 stitches
1-49	\$5.26	\$5.99
50-100	\$4.50	\$5.26
101+	\$2.26	\$2.99

i. Screen Printing Services pricing: *(Screen Printing only, apparel/item not included)*

Number of Colors							
Quantity	1	2	3	4	5	6	Each add'l color
1-11	\$4.98	\$8.81	\$12.65	\$16.47	\$20.30	\$24.13	\$ -
12-23	\$3.83	\$5.75	\$8.05	\$10.34	\$12.65	\$14.94	\$ -
24-47	\$2.29	\$3.22	\$4.14	\$4.98	\$5.82	\$6.59	\$0.76
48-71	\$1.92	\$2.69	\$3.45	\$4.14	\$4.83	\$5.52	\$0.69
72-143	\$1.53	\$2.29	\$2.99	\$3.60	\$4.14	\$4.60	\$0.46
144-287	\$1.22	\$1.69	\$2.14	\$2.60	\$3.07	\$3.53	\$0.46
288-499	\$1.07	\$1.46	\$1.83	\$2.22	\$2.60	\$2.99	\$0.39
500-999	\$0.84	\$1.15	\$1.46	\$1.76	\$2.07	\$2.37	\$0.31
1,000-1,999	\$0.78	\$0.94	\$1.08	\$1.25	\$1.40	\$1.54	\$0.15
2,000-4,999	\$0.74	\$0.86	\$1.01	\$1.11	\$1.22	\$1.35	\$0.11
5,000-up	\$0.58	\$0.72	\$0.85	\$0.97	\$1.07	\$1.18	\$0.10

(Minimal additional charges may apply to: caps, jackets, nylon or mesh garments, sleeve or leg print, special inks such as reflective, ink color changes in the same order, flashing on dark colored garments, individual names and numbers, 4-color process imprints).

3. Contractor shall provide electronic proofs at no additional charge.
4. Contractor shall pass exact delivery costs on all standard and manufacturer orders to the University as applicable.
5. Contractor shall waive all restocking and shipping fees for products that are damaged and/or printed incorrectly. Contractor shall be notified within 72 hours of receiving order.
6. Contractor shall waive all restocking and shipping fees of returns/exchanges on blank and custom printed items.
7. Prior to production and if requested, Contractor shall provide final product sample(s) (with logo) at no additional charge.
8. Contractor shall maintain CLC license for Virginia Tech for the duration of the contract. Any associated costs shall be the sole responsibility of the Contractor.
9. Contractor shall not bill the Purchasing Agency charge card processing fees.



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July 15, 2020

Bright Ideas LLC
Attn: Janet Baellow
95 Zion Station Ct
Troy, VA 22974

Dear Ms. Baellow:

Subject: Contract Renewal Letter

Virginia Tech Contract #: VTS-971-2019
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.

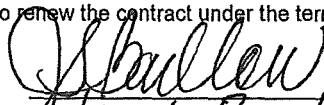
Sincerely,
Daysha Holmes 
Assistant Director for Supplier Opportunity

Telephone: (540) 231-1269

Bright Ideas LLC agrees to renew the contract under the terms and conditions of the subject contract.

Authorized Signature:

Name:


Janet Baellow
(please print)

Date:

Title:

7-16-20

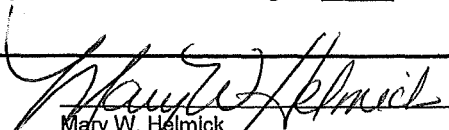
CEO

We currently participate in the Wells One Program. _____

We would like to participate in the Wells One Program. _____

DH/sr

Approved:


Mary W. Helmick
Director of Procurement

Date:

7/16/20

COMMONWEALTH OF VIRGINIA

STANDARD CONTRACT

Contract Number: VTS-971-2019

This contract entered into this 7th day of September 2018 by Bright Ideas, LLC, 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.

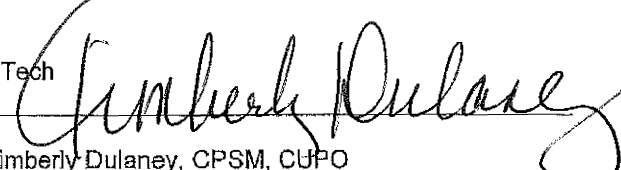
CONTRACT DOCUMENTS: The Contract Documents shall consist of this signed contract, Request for Proposal (RFP) number 0055170 dated April 4, 2018, together with Addendum Number 1 To RFP dated April 23, 2018, the proposal submitted by the Contractor dated May 7, 2018, Virginia Tech's letter dated August 3, 2018, the Contractor's letter dated August 10, 2018, Virginia Tech's letter dated August 30, 2018, and the Contractor's letter dated September 4, 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)
Daniel Badlow, CEO
Name and Title

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.*

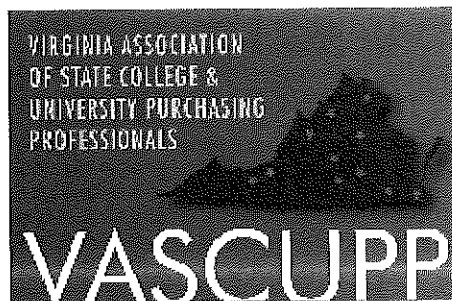
There are transaction fees involved with the use of eVA. These fees must be considered in the provision of quotes, bids and price proposals offered to Virginia Tech. Failure to register within the

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
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

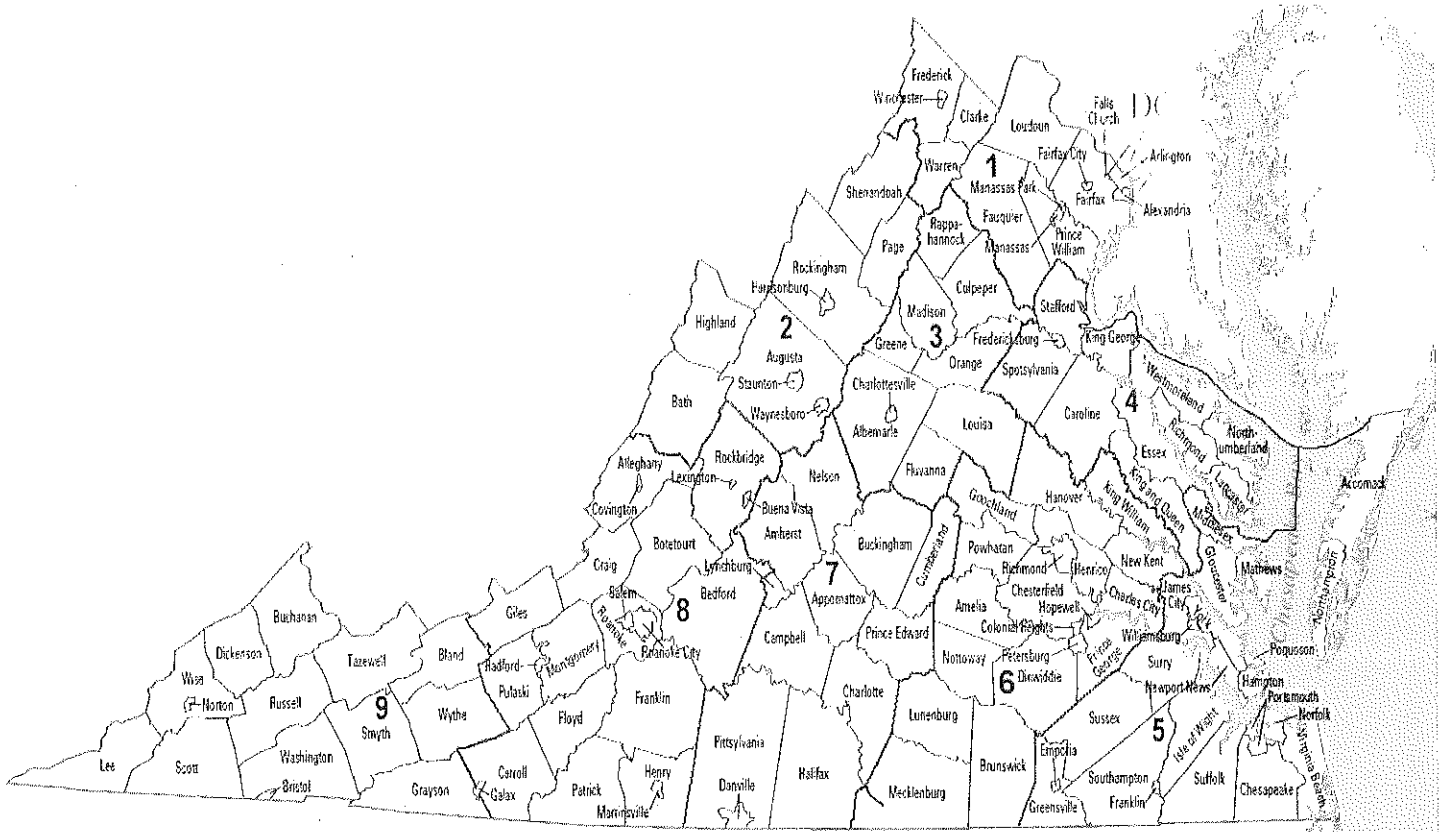
- H. SEVERAL LIABILITY:** Virginia Tech will be severally liable to the extent of its purchases made against any contract resulting from this solicitation. Applicable entities described herein will be severally liable to the extent of their purchases made against any contract resulting from this solicitation.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

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.



95 Zion Station Ct. Troy, VA 22974

T: 434-589-1441

F: 434-589-3048

gobrightideas.com

May 7, 2018

Daysha Homes
Virginia Tech
Procurement Department (MC 0333)
North End Center, Suite 2100
300 Turner Street NW
Blacksburg, VA 24061

Dear Daysha:

Bright Ideas is pleased to present this response to your Request for Proposal # 0055170. As a current contract holder with Virginia Tech since 2016 and a VASCUPP contract holder since 2012, Bright Ideas continues to serve Virginia Tech and all VASCUPP schools with the highest level of professionalism and commitment. Virginia Tech and Bright Ideas have enjoyed a successful partnership, and we are excited about the prospect of continuing this relationship as one of your preferred vendors of promotional products.

As requested in your RFP, the attached proposal is organized in the order in which the requirements are presented. We are eager to reinforce the benefits Virginia Tech derives by partnering with Bright Ideas. You will see throughout this proposal that Bright Ideas will continue to have the best interests of Virginia Tech in mind. That means, you will get...

- **Creative** product and design ideas
- **Superior** pricing to keep your costs low
- **Unparalleled** attention to each and every order
- **Guaranteed** product satisfaction
- **Laser focus on the Virginia Tech brand** to ensure the image of the university is upheld

We look forward to remaining one of your preferred sources for promotional products and decorated apparel.

Sincerely,
Janet Baellow
Janet Baellow

CEO 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: [REDACTED]. 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) Bright Ideas, LLC		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) Bright Ideas	
PURCHASE ORDER ADDRESS 95 Zion Station Ct. Troy, VA 22974		PAYMENT ADDRESS 95 Zion Station Ct. Troy, VA 22974	
CONTACT NAME/TITLE (PRINT) Janet Baellow/CE)			E-MAIL ADDRESS janet@gobrightideas.com
TELEPHONE NUMBER 434-589-1441	TOLL FREE TELEPHONE NUMBER	FAX NUMBER TO RECEIVE E-PROCUREMENT ORDERS 434-589-3048	

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 _____ X _____

SIGNATURE

Janet Baellow

Date:

05/07/18

Revised 01/01/2018

I. 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.

The Bright Ideas website, <http://www.gobrightideas.com/> displays the 5,000 most popular items in the promotional products industry. With more than 750,000 product options available to you, we have simplified the search process by narrowing the field to those products that have the widest appeal and greatest impact. If a buyer does not find the exact item he or she needs on our website, we provide that product information in the form of electronic product proposals that are specific to the buyer's needs. Pricing on the website is clearly indicated based on the quantity desired; however, the proposed discounted pricing is indicated in the Pricing Proposal section of this document.

- B. The ability to customize electronic catalog for the University.

Bright Ideas has the ability to customize an electronic catalog for Virginia Tech. With the magnitude of products available in a multitude of colors and imprint options, an electronic catalog of select items for individual projects or departments would make the most sense and be the most effective in this case. We would work closely with the Virginia Tech buyer to create a valuable catalog using products from the most reliable suppliers who uphold high quality standards.

- C. Provide marketing plan to communicate your company to campus.

The Bright Ideas business model is centered around our professional sales staff serving as promotional products consultants who build long-term relationships with our clients. Because we put such a high value on our relationship with Virginia Tech, we have two designated sales reps plus a designated sales assistant for Virginia Tech buyers. These three creative and attentive individuals make regular connection, in person or by phone, with existing Virginia Tech contacts they have developed over the past several years (of which there are 110 active contacts right now) and continue to seek out other buyers. So, our "marketing plan" is a one-on-one approach using a variety of touch tools to which our sales staff has access to reach current and potential buyers.

In addition, Bright Ideas will participate in any vendor fairs and would welcome the opportunity to hold small group buyer meetings that help buyers see the latest promotional trends and get creative ideas for their specific events, activities and overall goals.

D. List all contact information for ordering, invoicing, customer service, etc.

Virginia Tech sales contacts:

Bryan Ferguson
bryan@gobrightideas.com
Direct: 434-260-5246
Cell: [REDACTED]

Doug Lecch
doug@gobrightideas.com
Direct: 434-260-5249
Cell: [REDACTED]

Virginia Tech sales assistant:

Jessi Sells
jessi@gobrightideas.com
Direct: 434-326-4957

Customer service contacts:

Suzanne Breeden
suzanne@gobrightideas.com
434-589-1441 x204
Direct: 434-326-4955

Jessica Thomas-Johnson
jessica@gobrightideas.com
434-589-1441 x203
Direct: 434-326-4956

Accounts Payable/invoicing contact:

Rachel Wheeler
rachel@gobrightideas.com
434-589-1441
Direct: 434-260-5255

Owners:

Janet Baellow
janet@gobrightideas.com
434-589-1441 x202
Direct: 434-326-4959
Cell: [REDACTED]

Ron Baellow
ron@gobrightideas.com
434-589-1441 x212
Direct: 434-260-5252
Cell: [REDACTED]

- E. Provide experience in working with various departments at educational institutions similar at Virginia Tech. Include method for collaboration for individual orders.

Higher education is Bright Ideas' strongest client category with more than \$1.8 million in sales in the last year to more than 15 colleges/universities in Virginia and North Carolina. We processed almost 1,400 orders during this time for these schools working with hundreds of individual buyers in departments ranging from Alumni Relations to Admissions to The Department of Modeling, Simulation & Visualization Engineering and dozens of student groups. We are licensed through IMG and Learfield Licensing Partners for 15 schools and work with several other non-licensed schools throughout the country.

Procurement officers, licensing directors and hundreds of higher education buyers know they can rely on Bright Ideas for:

- Creative, budget-conscious ideas
- Reliable delivery
- Complete follow-through on every order
- Adherence to eVA purchase order and invoicing requirements
- Strict logo/brand guideline stewardship
- Quality control standards that ensure safe products
- Immediate follow-up and 100% satisfaction guarantee on all orders
- Stringent accounts receivable policies to ensure prompt invoicing or P-card charges

- F. Provide plan for pre-production samples of promotional items with logo.

Bright Ideas has a liberal policy when it comes to pre-production samples, and we do not hesitate to provide pre-production samples when requested and time permits. In addition, with our ability to provide electronic images of the exact product and logo placed on that product, we find that many buyers are satisfied with these virtual proofs rather than with waiting for an actual pre-production proof.

- G. Provide timeframe for adequate sample items, material, or color swatches.

One of the many efficiencies of our order processing system, is a separate sample order function which allows us to quickly order samples from any supplier within minutes. Most of our top suppliers have a separate sample processing department, so our sample orders go directly to that department, therefore bypassing full order processing. Most samples from our suppliers ship the same day or within 24 hours of request date. We work closely with individual buyers at Virginia Tech for their sample and/or swatch needs and provide them at no charge. In rare situations where a large number of samples or a single item sample over \$25 is needed, we may request those be returned to us.

- 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.

By working closely with every buyer, we schedule order processing time, production time and shipping time to ensure that orders arrive when needed for each project or activity. The majority of orders ship via UPS Ground; however, if expedited freight is required for critical orders, we advise the buyer of this in advance. We can give estimated freight quotes when needed in advance. As required by eVA mandates, we only pass on exact freight amounts charged to us by our suppliers or freight carrier.

- I. Specify typical turnaround time for delivery (standard, rush, etc.) of the promotional items being offered.

A typical turnaround time is “when the buyer needs it”! One of the first questions we ask a buyer is, “Do you have a critical date for which you need these items?” If so, the job is flagged as such, and our entire team jumps in to ensure that these types of orders are attended to as “critical” orders. For orders that do not have an event date, we usually have an estimated delivery timeframe of two weeks.

- J. Describe return policy and associated costs.

One of the first tenets we set forth for Bright Ideas when we opened our doors 20 years ago was our 100% satisfaction guarantee. When a client has any issue with the quality of an item or the imprint, we do not hesitate to replace the item, re-do the order or take whatever steps needed to ensure complete satisfaction at no extra cost to the client. This principle is just one example of Bright Ideas’ commitment to building long-term relationships with happy clients. We request that buyers advise us of concerns within 72 hours of receiving their order.

- K. Describe the process for replacement of defective, broken, or damaged promotional items.

Please see J. above

- L. Describe quality control process.

Bright Ideas takes responsibility for the quality of our internal processes that guarantee every order is handled with the utmost care and professionalism. We also take responsibility for using suppliers that are committed to quality products. The leading promotional products suppliers today comply with The Consumer Product Safety Improvement Act (CPSIA) of 2008 which authorized new regulations and testing requirements for children’s products and some non-children’s products. The CPSIA fundamentally changed how product safety is regulated in the United States. Some of Bright Ideas’ suppliers have gone a step further in the area of quality control by joining the Quality Certification Alliance (QCA).

“Quality Certification Alliance is an independent, accreditation organization whose mission is to elevate the standards by which industry firms that import and/or manufacture promotional products provide consistently safe, high-quality, socially compliant and environmentally conscientious merchandise. QCA Accreditation is granted to companies who complete multiple independent third-party audit and comply with stringent standards, which are based upon a combination of state and national laws, international standards and industry-accepted best practices that are recognized for their strength and effectiveness by QCA Accredited companies, the promotional products industry and end-user clients.”

Bright Ideas is pleased to be directly affiliated with many suppliers that have taken the costly and time-consuming steps to become QCA accredited. In addition, with 20 years of relationship building with the leading suppliers, they know they can count on us for complete, accurate orders and clean ready-to-use art. They have commended us on this, which allows their factories to be more efficient.

Our customer service team is exceedingly diligent about caring for every order. Through our powerful order processing system (which is used by some of the largest promotional products distributors in the US and Canada), we have in place a follow-up structure that allows us to stay on top of every order through constant contact with our suppliers. Suzanne Breeden has headed up the Bright Ideas customer service team for more than 15 years. Along with Jessica Thomas-Johnson, who joined Bright Ideas in 2011, they know our suppliers and know how to work with them to most efficiently obtain vital information about every order. A typical order will occur as follows:

- Sales rep submits formal quote to buyer.
- Buyer approves quote.
- Sales rep emails formal sales order with art mock up to buyer.
- Buyer approves sales order and art mock up.
- Bright Ideas submits the art to IMG for licensing approval.
- Once licensing approves art, the order is submitted to Bright Ideas customer service team.
- Customer service scrutinizes all information on sales order before submitting to supplier.
- Customer service submits purchase order and art to supplier.
- Customer service emails buyer to acknowledge order is in process with supplier and to give buyer another point of contact at Bright Ideas for that order.
- Supplier emails order confirmation to Bright Ideas.
- Customer service reviews supplier's order confirmation to verify perfect match to our PO.
- Bright Ideas emails final art proof to buyer for one final look before production.
- Customer service emails buyer with update on expected ship date.
- Customer service follows up with supplier in advance of ship date for final confirmation.
- Customer service emails tracking information to buyer with direct link to tracking site.
- Bright Ideas e-mails invoice to client's billing contact.
- Sales rep follows up with buyer to confirm satisfaction with order.

In addition to following a strict set of internal procedures, Bright Ideas demands adherence to quality control from its suppliers in terms of product and decoration quality as well as their internal service capabilities.

M. Provide sample quote and invoice.

Please see attachments.

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.

Please see 1. G for our quote, order, invoicing and follow-up process.

- 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.

As we celebrate our 20th year in business, Bright Ideas continues to spark brilliant ideas and bring them to life through products that positively respond to every buyer's goals. We are tenacious managers of the overwhelming minutiae inherent in ordering decorated products to make this task easier for buyers who are challenged with ensuring each product they purchase has a powerful impact.

Because we are not simply "order takers", our sales team starts by helping the buyer identify targeted products based on criteria uncovered during discussions with the buyer. In addition to the product itself, our sales staff, along with our art team, ensure that the decoration requested will work for the product as well as comply with licensing standards.

Timing for product selection, art creation and delivery are all based on the buyer's needs. Thanks to our experience with the top suppliers in our industry, we are able to meet extremely tight deadlines if needed.

Bright Ideas provides a full range of branding methods. Each product in our line is often available with more than one decoration option, and we work closely with each buyer to determine which method will work for their selected item. These branding methods include the following, and we add new, exciting methods as the technology becomes available to us:

Screen print	Embroider	Emboss/Deboss
Etch/Engrave	Dye sublimite	Digital print
Laser engrave	Laser applique	Reverse applique
3-D Embroider	Heat transfer	Pad print

2. Qualifications and Experience:

- a. Complete a detailed description of the Offeror's qualifications and experience relative to the services described herein.

Qualification	Benefit to Virginia Tech
20 years of business success	Experienced creative partner to ensure products hit all project targets.
Powered by the strongest CRM and order processing system in the industry	Efficient project management and valuable resource for assisting in project planning
Uncompromising brand stewards	Thorough compliance with brand guidelines to uphold the Virginia Tech image
Higher education: our #1 industry	Experienced responsiveness to unique challenges in higher ed; able to suggest ideas with proven track records for various higher ed audiences; procedures in place to meet fiscal year-end and accounts payable requirements
SWaM Certified	Helps Virginia Tech meet its requirements for SWaM spend
Dedicated sales staff	Three dedicated professionals who know Virginia Tech buyers, brand guidelines and procurement processes to make buying efficient and easy.

b. Description of the Offeror's experience with the following:

1) Working with universities to create innovative strategies that helped achieve goals.

As indicated in I. E., higher education is Bright Ideas' strongest client category with more than \$1.8 million in sales in the last year to more than 15 colleges/universities in Virginia and North Carolina. We handled almost 1,400 orders during this time for these schools working with hundreds of individual buyers in departments ranging from Alumni Relations to Admissions to The Department of Modeling, Simulation & Visualization Engineering and dozens of student groups.

We have a proven track record with helping the President's Office find high level visitor gifts to helping the Online Education staff find recruitment tools for their road shows. We are tenacious in identifying strategies to make every event or project memorable through the use of promotional products. Buyers know we are here as their creative partners, asking the right questions and offering powerful ideas to meet their goals.

2) Experience with specialized institutions such as student and faculty for promotional items.

See b.1. above.

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.

Bright Ideas, LLC
Established 1998
Size: 15 employees
Headquarters: 95 Zion Station Ct., Troy, VA 22974
Branch offices: None
Financial standing: Excellent
Subcontractor arrangements: N/A

- 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.

See I. D. for complete listing of staff who will be used in this contract. Primary contacts who currently serve Virginia Tech buyers and will continue to do so:

Virginia Tech sales contacts:

Bryan Ferguson

Eight years in promotional products sales and service in the higher ed market

Doug Leech

10 years promotional products sales and service experience in the higher ed market

Virginia Tech sales assistant:

Jessi Sells

Six years promotional products sales and service experience

- e. If you have an existing VASCUPP contract, please provide as a response to this solicitation.

Please see attachments.

- f. Are you currently an approved/licensed vendor and which schools are you approved and licensed with?

Bright Ideas holds a current license for and/or is an approved vendor for the following schools.

Appalachian State University
Cameron University
University of Delaware
High Point University
Longwood University
Old Dominion University
Radford University
Southern Virginia University
University of Tampa
Virginia Commonwealth University
Virginia Tech
College of William & Mary

Averett University
Christian Brothers University
George Mason University
James Madison University
Lynchburg University
Penn State University at Berks
Roanoke College
Sweet Briar College
University of Virginia
Virginia Military Institute
Washington & Lee University

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.

Bright Ideas proposes pricing as follows.

Promotional products:

A minimum discount of 12% off supplier catalog or website pricing

Electronic proofs – Free

Delivery costs - As required by eVA mandates, we only pass on exact freight amounts charged to us by our suppliers

Defective, broken or damaged items – 100% guarantee on all products

Card processing fee – Free

Set-up fees – Free for single product orders over \$2500.

Artwork design – Based on complexity of design needs/changes; Typically \$30 per design.

Embroidered apparel:

	Number of Stitches	
Quantity	0 - 12,000	12,000 - 15,000
1-49	\$5.00	\$5.70
50-100	\$4.28	\$5.00
101 +	\$2.15	\$2.85

The above pricing does not include the actual garment costs. Additional charges may be incurred for second location embroidery, caps and embroidery tape creation.

Personalization - \$3.00 per line

Embroidery tape creation – Free for orders over \$2500. No more than \$11 per 1,000 stitches

Screen printed apparel:

Quantity	Number of Colors						Each add'l color
	1	2	3	4	5	6	
1-11	\$ 4.64	\$ 8.21	\$ 11.79	\$ 15.36	\$ 18.93	\$ 22.50	\$ -
12-23	\$ 3.57	\$ 5.36	\$ 7.50	\$ 9.64	\$ 11.79	\$ 13.93	\$ -
24-47	\$ 2.14	\$ 3.00	\$ 3.86	\$ 4.64	\$ 5.43	\$ 6.14	\$ 0.71
48-71	\$ 1.79	\$ 2.50	\$ 3.21	\$ 3.86	\$ 4.50	\$ 5.14	\$ 0.64
72-143	\$ 1.43	\$ 2.14	\$ 2.79	\$ 3.36	\$ 3.86	\$ 4.29	\$ 0.43
144-287	\$ 1.14	\$ 1.57	\$ 2.00	\$ 2.43	\$ 2.86	\$ 3.29	\$ 0.43
288-499	\$ 1.00	\$ 1.36	\$ 1.71	\$ 2.07	\$ 2.43	\$ 2.79	\$ 0.36
500-999	\$ 0.79	\$ 1.07	\$ 1.36	\$ 1.64	\$ 1.93	\$ 2.21	\$ 0.29
1,000-1,999	\$ 0.73	\$ 0.87	\$ 1.01	\$ 1.16	\$ 1.30	\$ 1.44	\$ 0.14
2,000-4,999	\$ 0.69	\$ 0.81	\$ 0.94	\$ 1.04	\$ 1.14	\$ 1.26	\$ 0.11
5,000-up	\$ 0.54	\$ 0.67	\$ 0.80	\$ 0.90	\$ 1.00	\$ 1.10	\$ 0.10

These prices do not include the garments. Minimal additional charges may apply to: caps, jackets, nylon or mesh garments, sleeve or leg print, special inks such as reflective, ink color changes in the same order, flashing on dark colored garments, individual names and numbers, 4-color process imprints.

Creative art services – Based on complexity of design needs/changes; Typically \$30 per design if creative services are needed or vector artwork must be created.

Sample items, material, color swatches – Free

Returns - 100% guarantee on all products

Set-up fees – Free for single product orders over \$2500. Typically \$25 per color per side

Charge Card processing fee – Free

- b. Discuss price firmness and provide a plan for conveying price decrease/increase if Virginia Tech elects to renew the contract.

The above pricing is firm for the duration of this contract. Upon renewal, Bright Ideas will propose updated pricing if market conditions deem necessary.

- c. Outline any additional expenses to be reimbursed that fall outside of the normal hourly or service type rate.

During the course of providing our services and products, it is extremely rare to have fees that are not indicated in the pricing above; however, it is not completely out of the question should a highly unusual request be made by a buyer. Should this occur, these types of fees would be discussed with the buyer in advance.

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.

ODU Dept. of Student
Engagement & Enrollment Svcs.

College of William & Mary
Procurement Processes

ODU University Licensing

Virginia Tech
FNP Program Coordinator

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.

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: <u>Bright Ideas, LLC</u>	<u>May 9, 2018</u>	<u>3:00 pm</u>
Name of Bidder or Offeror	<u>Due Date</u>	<u>Time Due</u>
<u>95 Zion Station Ct.</u>	<u>0055170</u>	
Street or Box No.	<u>Solicitation Number</u>	
<u>Troy, VA 22974</u>	<u>Promotional Items</u>	
City, State, Zip Code	<u>Solicitation Title</u>	
Name of Procurement Officer:	<u>Daysha Holmes</u>	

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.

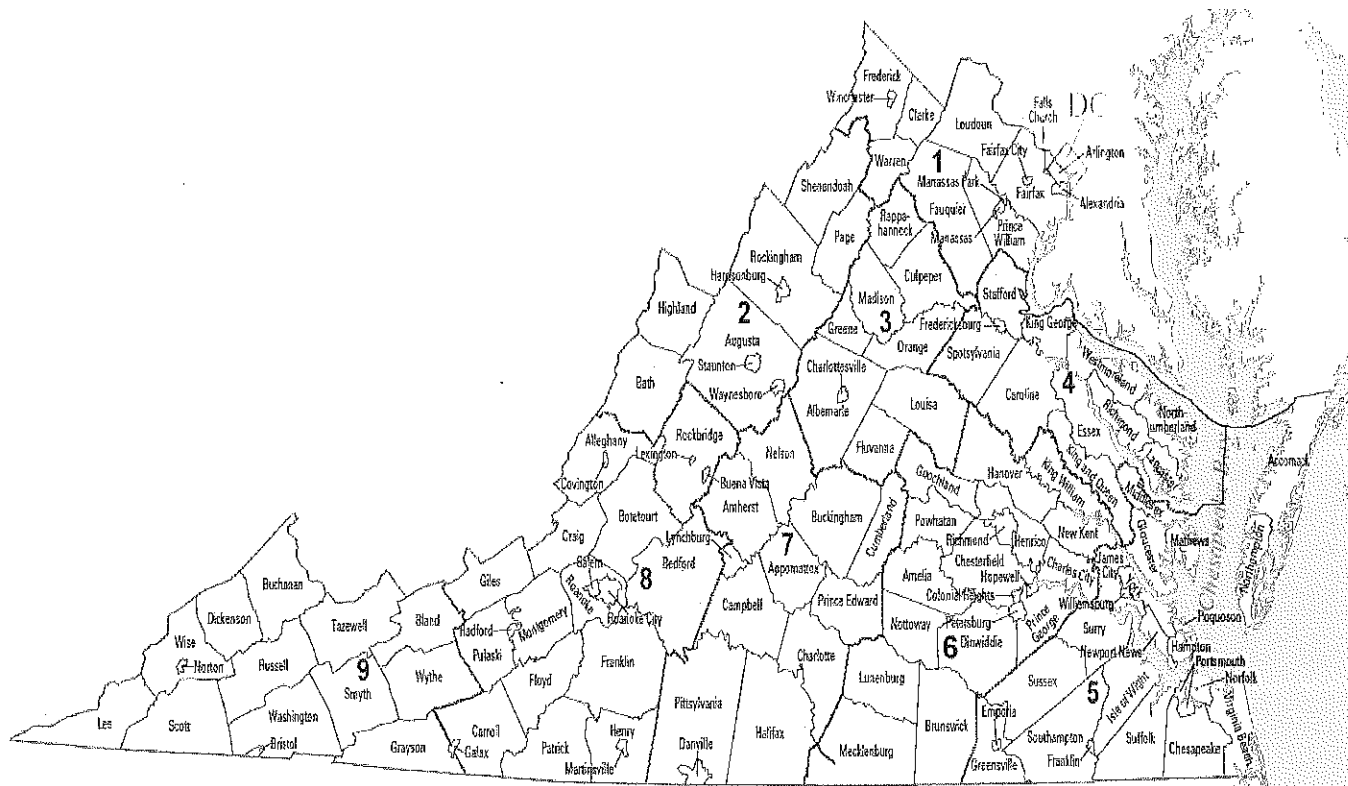
- I. CLOUD OR WEB HOSTED SOFTWARE SOLUTIONS:** For agreements involving Cloud-based Web-hosted software/applications refer to link for additional terms and conditions:
[http://www.ita.vt.edu/purchasing/VT Cloud Data Protection Addendum final03102017.pdf](http://www.ita.vt.edu/purchasing/VT%20Cloud%20Data%20Protection%20Addendum%20final03102017.pdf)

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: _____

brightIDEAS

SOLD TO

SHIP TO



QUOTATION
591856-13

Date

Apr/23/2018

Contact

Bryan Ferguson

Tel: (434) 558-5246

bryan@gobrightideas.com

QTY	DESCRIPTION	UNIT PRICE	EXTENSION
4000	5"x5" Square Magnet / 0.20 mil / 4CP List Price: \$0.42	\$0.348	\$1,392.00

- 1 Set-up: 4CP / 1 Location / No Charge
- 1 Email proof to orders@gobrightideas.com

Estimated Freight: \$209.00

Use Bright Ideas UPS Shipper #8W6A97

- 1 Third party handling fee

Virginia Tech contract #VTC-437-2017

Report missing/damaged goods within 72 hours.

Customer Instructions / Comments

Continued on next page

IMPRINT

DECORATING SPECIFICATIONS

ITEM COLOR AT IMPRINT POSITION: White
NUMBER OF PRINT COLORS: 4CP
PANTONE COLOR DEFINITIONS: Please match as closely to TBD
IS COLOR MATCHING REQUIRED?: Yes
IMPRINT LOCATIONS: Side 1

CONDITIONS & AGREEMENTS

Due to the process of manufacturing items to custom specifications, overruns or underlines of not more than 10% will occur. These will be deemed acceptable and billed on a pro-rata basis. This quote shall not be accepted as an order until acceptance thereof by Bright Ideas and such acceptance may be either by notification to customer or by commencement of work on the merchandise ordered.

YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES BRIGHT IDEAS TO PROCEED WITH THIS ORDER. VALID FOR 30 DAYS.

ACCEPTANCE

Ship Via

Our Discretion

FOB

Factory

Production Time

15 working days from artwork approval

Terms

Net 30 Days

Tax #

EXEMPT

Customer Order #

Main Office

Bright Ideas

25 Dick Station Ct.

Froy, VA

United States, 22670

Tel: (434) 558-5441

Fax: (434) 558-5048

www.gobrightideas.com

NAME

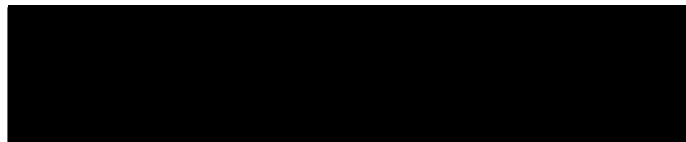
SIGNATURE

DATE

brightIDEAS

SOLED TO

SHIPTO



**QUOTATION
591856-13**

Date

Apr/03/2018

Contact

Bryan Ferguson

Tel: 434-260-5216

bryan@gotbrightideas.com

QTY DESCRIPTION

UNIT PRICE EXTENSION

Please provide PO within 24 hours.

Customer Instructions / Comments

IMPRINT



Artwork \$35.00
S&H EXTRA
Tax EXEMPT
Total \$1,427.00

Ship Via

Our Decision

FOB

Factory

Production Time

15 working days (not artwork approval)

Terms

Net 30 Days

Tax #

EXEMPT

Customer Order #

Main Office

596M 13911

25 Elm Street Ct.
Troy, VA

United States 22974
Tel: (434) 559-7117

Fax: (434) 559-5048
www.gotbrightideas.com

DECORATING SPECIFICATIONS

ITEM COLOR AT IMPRINT POSITION : White
NUMBER OF PRINT COLORS : 4CP
PANTONE COLOR DEFINITIONS : Please match as closely to: TBD
IS COLOR MATCHING REQUIRED ? Yes
IMPRINT LOCATIONS : Side 1

CONDITIONS & AGREEMENTS

DUE TO THE NATURE OF MANUFACTURING ITEMS TO CUSTOM SPECIFICATIONS, OVERSIZES OR UNDERSIZES OF NOT MORE THAN 10% WILL OCCUR. THESE WILL BE DEEMED ACCEPTABLE AND BILLED ON A PRO-RATA BASIS. THIS QUOTE SHALL NOT BE ACCEPTED AS AN ORDER UNTIL ACCEPTANCE THEREOF BY BRIGHT IDEAS AND SUCH ACCEPTANCE MAY BE EITHER BY NOTIFICATION TO CUSTOMER OR BY OUR COMMENCEMENT OF WORK ON THE MERCHANDISE ORDERED.

YOUR SIGNATURE BELOW INDICATES ACCEPTANCE OF THIS QUOTATION AND AUTHORIZES BRIGHT IDEAS TO PROCEED WITH THIS ORDER VALID FOR 30 DAYS.

ACCEPTANCE

NAME

SIGNATURE

DATE



INVOICE

Number 30209-1
Date 2/21/2018
Rep Doug Leech
Client ID 142734

INVOICE TO
Virginia Tech
Accounts Payable
North End Center, Suite 3300, Mail Code 0312
Blacksburg VA 24061

SHIP TO



Ship Via	FOB	Customer Order No.	Terms	Reference	Tax Number
Our Discretion	Factory	P3330070	Net 30 Days		exempt

QTY Shipped	Description	Unit Price	Extension
6000	BIC® Pencil Solids - Orange Imprinted in Burgundy on barrel NO Setup Fee FREE 24 Hour service Damaged items must be claimed within 72 hours. This order subject to a 10% over/underrun policy.	\$0.26	\$1,560.00
Terms & Conditions 2% service charge per month (24% per annum) on overdue accounts. Thank you for your business!		Artwork S & H Sub-Total Tax 5.3% TOTAL Deposit Balance Due	\$20.00 \$100.26 \$1,680.26 \$0.00 \$1,680.26 \$1,680.26 \$0.00

PLEASE REMIT PAYMENT TO MAIN OFFICE

Contact :
Doug Leech
1383 Brandon Ct.
Forest, Virginia, United States 24551

Main Office :
Bright Ideas
95 Zion Station Ct.
Troy, VA, United States 22974

VASCUPP SUPPLEMENTAL CONTRACT AGREEMENT

This Supplemental Agreement is entered into pursuant to the provisions of the original VASCUPP/James Madison University contract, #UCPJMU3695 (Agreement).

Date: October 20, 2016
Issuing School: Virginia Polytechnic Institute and State University (Virginia Tech)
To Provide: Promotional Items
Contractor: Bright Ideas, LLC

As per additional negotiations deemed most beneficial to Virginia Tech, Bright Ideas agrees to the following items.

1. Bright Ideas, LLC agrees to extend access of this Agreement to Virginia Tech.
2. All negotiated terms are extended as Virginia Tech as agreed upon within the JMU Contract with the exception of the following:
 - a. Bright Ideas will incorporate Virginia Tech's inbound freight program for shipping orders to the university. It is understood that some Bright Ideas' suppliers may charge a handling fee when shipping via a third party supplier number. This may include a per-box fee or a flat fee. In those circumstance, both parties acknowledge that the handling fee will be passed along to the university.
 - b. Bright Ideas LLC shall waive set up fees for orders above \$2500 per item.
 - c. Bright Ideas LLC shall provide a 1% rebate for purchases totaling over \$100,000 or more in a 12 month period starting with purchases placed November 1, 2016. Payment of rebate shall be sent to Virginia Tech no later than 30 days following the end of the 12 month period. Rebates shall be sent to:

Virginia Tech Procurement
North End Center, Suite 2100, MSC 0333
300 Turner Street, NW
Blacksburg, VA 24061

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

Authorized Bright Ideas, LLC Signatory :

Authorized Virginia Tech Signatory:



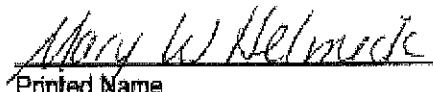
Authorized Signature



Authorized Signature



Printed Name



Printed Name



Title



Title

10/20/16

10/20/16



CONTRACT MODIFICATION

Date: September 28, 2017
Contract #: UCPJMU3965
Service: Promotional Items
Modification #: Two
Issued By: James Madison University Ph: 540-568-5113
Dana Simmers, Buyer Senior Fx: 540-568-7935
Contractor: Bright Ideas
Attn: Janet Baellow
95 Zion Station Ct.
Troy, VA 22974
Contract Administrator: Dana Simmers (CA), Procurement

Description of Modification Notice:

The following rebates for Purchasing Agencies has been added to contract #UCPJMU3965.

Contractor shall provide the following rebates to the Purchasing Agency based on total annual sales. Rebate shall be sent to Purchasing Agency no later than December of 2018, beginning with new purchases starting on October 15, 2017 through October 14, 2018. Qualified purchases must be paid in full by October 14, 2018.

Individual School Spend	Incentive %
\$50,000 to \$99,999	0.50%
\$100,000 to \$299,999	1.00%
Over \$300,000	1.50%

Note: James Madison University shall continue to receive a rebate of 1% through October 14, 2017. Starting October 15, 2017 JMU shall follow the same rebate schedule as outlined above.

Except as provided herein, all terms and conditions of Contract Number UCPJMU3965 as heretofore changed, remain unchanged and in full force and effect.

Bright Ideas

By: _____
Janet Baellow

Name (print)

CEO

Title

Date Signed

James Madison University

By: _____
Dana Simmers, VCA

Name (print)

Buyer Senior

Title

Date Signed

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.

<u>Janet Baellow</u>	<u>9/4/18</u>
Signature	Date

Revised 01/01/2018



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

Bright Ideas, LLC
Attn: Janet Baellow
95 Zion Station Ct.
Troy, VA 22974

Dear Janet:

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 Bright Ideas, LLC 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 Bright Ideas, LLC 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 Bright Ideas, LLC currently licensed by CLC for Virginia Tech? If not, will Bright Ideas, LLC go through the process of being licensed?
23. How soon after contract award can you begin providing services?
24. Does Bright Ideas, LLC 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,

A handwritten signature in black ink, appearing to read "Daysha Holmes", with a stylized flourish at the end.

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



16200 Zuma Boulevard East, Suite 200, Denver, CO 80231

T 303.555.1111

F 303.555.0000

getbrightideas.com

1. Please provide your best schedule of prices for all services offered.

Promotional products:

A minimum discount of 12% off supplier catalog or Bright Ideas website pricing

Electronic proofs – Free

Delivery costs - As required by eVA, we only pass on exact freight amounts

Defective, broken or damaged items – 100% guarantee on all products

Card processing fee – Free

Set-up fees – Free for single product orders over \$2500.

Artwork design – Based on complexity of design needs/changes; Typically \$30 per design.

Embroidered apparel:

	Number of Stitches	
Quantity	0 - 12,000	12,000 - 15,000
1-49	\$5.00	\$5.70
50-100	\$4.28	\$5.00
101 +	\$2.15	\$2.85

The above pricing does not include the actual garment costs. Additional charges may be incurred for second location embroidery, caps and embroidery tape creation.

Personalization - \$3.00 per line

Embroidery tape creation – Free for orders over \$2500. No more than \$11 per 1,000 stitches

Screen printed apparel:

Quantity	Number of Colors						Each add'l color
	1	2	3	4	5	6	
1-11	\$ 4.64	\$ 8.21	\$ 11.79	\$ 15.36	\$ 18.93	\$ 22.50	\$ -
12-23	\$ 3.57	\$ 5.36	\$ 7.50	\$ 9.64	\$ 11.79	\$ 13.93	\$ -
24-47	\$ 2.14	\$ 3.00	\$ 3.86	\$ 4.64	\$ 5.43	\$ 6.14	\$ 0.71
48-71	\$ 1.79	\$ 2.50	\$ 3.21	\$ 3.86	\$ 4.50	\$ 5.14	\$ 0.64
72-143	\$ 1.43	\$ 2.14	\$ 2.79	\$ 3.36	\$ 3.86	\$ 4.29	\$ 0.43
144-287	\$ 1.14	\$ 1.57	\$ 2.00	\$ 2.43	\$ 2.86	\$ 3.29	\$ 0.43
288-499	\$ 1.00	\$ 1.36	\$ 1.71	\$ 2.07	\$ 2.43	\$ 2.79	\$ 0.36
500-999	\$ 0.79	\$ 1.07	\$ 1.36	\$ 1.64	\$ 1.93	\$ 2.21	\$ 0.29
1,000-1,999	\$ 0.73	\$ 0.87	\$ 1.01	\$ 1.16	\$ 1.30	\$ 1.44	\$ 0.14
2,000-4,999	\$ 0.69	\$ 0.81	\$ 0.94	\$ 1.04	\$ 1.14	\$ 1.26	\$ 0.11
5,000-up	\$ 0.54	\$ 0.67	\$ 0.80	\$ 0.90	\$ 1.00	\$ 1.10	\$ 0.10

These prices do not include the garments. Minimal additional charges may apply to: caps, jackets, nylon or mesh garments, sleeve or leg print, special inks such as reflective, ink color changes in the same order, flashing on dark colored garments, individual names and numbers, 4-color process imprints.

Creative art services – Based on complexity of design needs/changes; Typically \$30 per design if creative services are needed or vector artwork must be created.

Sample items, material, color swatches – Free

Returns - 100% guarantee on all products

Set-up fees – Free for single product orders over \$2500. Typically \$25 per color per side

Card processing fee – Free

2. Is the pricing provided the manufacturer list?

The pricing provided is a discount off manufacturer list or Bright Ideas' website pricing.

3. Are you willing to waive your set-up charges for all orders?

See pricing details above. Bright Ideas waives set up fees for single product orders over \$2500.

4. Are there any additional forms or documents that you will require to be incorporated into the contract documents? If so, please submit?

No additional documents are required.

5. What is your return policy on defective or damaged products?

Bright Ideas has a 100% guarantee on all products. We will arrange for return or replacement on any order that does not meet the buyer's satisfaction.

6. What is your minimum order policy? Will you waive the minimum order?

Because we use a variety of suppliers, the minimum quantity required by suppliers varies. Should a buyer require a low quantity, we will always advise of the absolute minimum quantity required for a product and do our best to find products that meet the buyer's desired quantity.

7. Any discount on invoices paid within XX days (example: 15 days)?

No discounts for early pay.

8. Does Bright Ideas, LLC agree to provide monthly invoices with payment due thirty (30) days after receipt of invoice or goods/services, whichever is later?

Yes.

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?

Yes.

10. If awarded a contract, are you willing to hold prices firm for the initial contract period and the first renewal year?

Yes.

11. Do you agree that the initial contract period shall be two years?

Yes.

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?

Yes.

13. Are you willing to contact departments on a monthly basis to address service issues?

We address any service or quality issues immediately upon notification by a buyer; however, if monthly calls are required, we are happy to do that.

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.

Yes.

15. Are you willing to deliver to different locations within a department?

Our products are shipped directly to a buyer, usually via UPS or FedEx. We can ship to multiple addressees within the same department if requested.

16. Since our purchasing system requires precise and accurate information, please provide the following:

Legal name of your company. Bright Ideas, LLC

Trade name (DBA) if different from legal name.

Taxpayer identification Number [REDACTED]

Company name and address to which Virginia Tech should mail purchase orders.

Attn: Janet Baellow Bright Ideas 95 Zion Station Ct. Troy, VA 22974 email: orders@gobrightideas.com

Company name and address to which Virginia Tech should mail payments.

Accounts Receivable Bright Ideas 95 Zion Station Ct. Troy, VA 22974

IRS W-9 form (Request for Taxpayer Identification Number and Certification). See attached.

17. Will Bright Ideas, LLC agree to participate in the Wells One AP Control Payment System?

Yes.

18. Are you registered with and willing to participate in the eVA internet procurement solution described in the terms and conditions of the RFP?

Yes.

19. Are the prices for all goods/services listed in your proposal inclusive of all applicable eVA system transaction fees?

Yes.

20. Please describe your quickest turn-around time if emergency services are needed?

Many products can be produced in 24 hours, plus shipping time. We also have some products that can be produced the same day. We are usually able to find a product in the timeframe needed by a buyer.

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?

Yes.

22. Is Bright Ideas, LLC currently licensed by CLC for Virginia Tech? If not, will Bright Ideas, LLC go through the process of being licensed?

We are a longtime licensee of IMG (formerly CLC) and will continue to be so.

23. How soon after contract award can you begin providing services?

We are eager to continue our service to Virginia Tech immediately.

24. Does Bright Ideas, LLC agree to follow Virginia Tech's shipping guidelines by using VPL shipping as addressed in our Purchase Orders?

Yes; however, VPL determined that promotional products companies were not to use the VT shipping number after several months of the program. We are willing to renew that if VPL and VT determine that promotional products companies are to be included.

25. Are there any additional fees?

No.

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

We are pleased offer a rebate to Virginia Tech. Bright Ideas will return to Virginia Tech a rebate based on the schedule below per 12-month period based on the contract date. This can be used at the discretion of Virginia Tech and will be in the form of a check that will be mailed to the Virginia Tech Procurement Office (or other office as directed by Virginia Tech) no later than 14 months after the award date of this contract. For the second year of the contract, should we be granted a renewal, the rebate check will be mailed no later than 26 months from the award date of the contract (i.e. January 1, 2019 contract award date, check will be mailed no later than March 1, 2020 and March 1, 2021.)

Annual Spend	Incentive %
\$50,000 - \$99,999	0.50%
\$100,000 - \$299,999	1.00%
Over \$300,000	1.50%

**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

Bright Ideas, LLC
Attn: Janet Baellow
95 Zion Station Ct.
Troy, VA 22974

Dear Janet:

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 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 1-2 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 daysha94@vt.edu.

Sincerely,

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



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

Bright Ideas, LLC
Attn: Janet Baellow
95 Zion Station Ct.
Troy, VA 22974

Dear Janet:

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?
Orders are drop shipped by suppliers. We can direct our suppliers to ship via your inbound freight program. In the recent past, it was determined after several months, that promotional products shipped this way was not working, and we were asked to discontinue this; however, if so directed to try it again, we will comply to the extent that our suppliers will process shipping labels correctly.
2. Will your company sign the attached addendum to acknowledge you have read and understood the addendum in its entirety? Yes.

Please submit your response to the negotiation questions numbered 1-2 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 daysha94@vt.edu.

Sincerely

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