QUESTIONS AND ANSWERS

Request for Proposals/ Promotional Products, Awards and Apparel/ Project No. 11-37

November 4, 2011

1. Should we provide pricing for one color imprinting including set up charge for purposes of the RFP? Then if we have multiple color imprinting, we would quote at time of order?

   Please quote pricing for both one (1) color and for up to three (3) color imprinting, beyond this, quote will be at the time of order.

2. Could you provide a sample of your logo for shirts that are embroidered?
   HCC logos are available for download here: http://www.hccs.edu/logos

3. Will there be a stocking program involved?
   No, there will not be a stocking program involved.

4. Will this be awarded to multiple vendors or one preferred vendor?
   Currently, Houston Community College has four (4) contracted vendors. At this point, dependent upon responses received, we anticipate a multiple awards contract.

5. Do we need to provide a website to order product on RFP?
   An "ordering" website is not a requirement. Please refer to page 23, Scope of Services, A.

6. If we do not bid this with Tier I or Tier II provider, will we be considered?
   Please refer to page 26 of the RFP regarding Small Business Participation.

7. Is this bid an all or nothing bid? We may be interested in bidding on just the awards/trophies/plaques. **(See answer to questions number #4)**

8. For items 001-005, will these be blank or do I need to quote it with the HCC logo?
   Yes, quote with logo.

9. On most of the other items, there are quantity discounts. Is there a certain quantity for each item I should be quoting?

   Please quote single unit rates. If there are quantity discounts available, please indicate and quote separately. HCC does not have a specific or known quantity to be purchased.

10. How many qty of each so we can get the proper pricing to you?
    See answer to Question 9, above

11. Do I need to submit samples with the proposals?
    This is not a requirement.

12.Does the proposal need to be on one long quote or separated by items
and each item would have its own. **Please complete Request for Proposal Attachment No. 2,
Schedule of Items and Prices.**

13. Items that might be discontinue can we advise a replacement? **Yes**

14. Discount offered off the proposed catalog: percent. Does this mean
that on the proposal I input what is the discount on price breaks or
additional discount? **Quote discount percentage off list for unit quantity of one. If price
breaks apply, indicate per separate attachment.**

15. The RFP calls for physical copies of additional catalogs that we propose to be furnished with our
proposal. Due to the fact that at this late in the year our suppliers are out of catalogs (and so are
we) it may be impossible to include an actual physical catalog with our proposal; additionally our
catalogs typically expire at 12-31-11 so any catalogs furnished will be out of date before the
contract would go into force which would not only be a burden to you, it could place an
unnecessary burden on any bidder. I would propose that we list any additional suppliers we
propose and list their catalog web site as well as any "page flipping" catalogs that might
exist. Would that be a permissible alternative to furnishing you with physical, out of date
catalogs? An additional benefit is that the websites will have up to date pricing whereas in many
case existing catalogs are out of date on pricing and are not up to date with new products.

   **For proposal submittal purposes we are only requiring that you submit one (1) copy of the
   catalog(s) for each item you are quoting in order for HCC to validate and compare the list
   price for the item and its description.**

16. Are we required to fill out the forms Attachment 7 and 8 during the bidding process for each
vendor that we choose or are these forms to be filled out after an order? **For completion of
Attachment 7, omit the last two (2) columns titled "Percentage of Contract Effort" and
"Price"**

17. Unclear on the link for products that you are requiring….please explain. **We envision a unique
HCC link with List and our "net" pricing on your website.**

18. Are you requiring physical catalogs and if so, how many of each?

   **The actual number of catalogs to be distributed to HCC customers after contract award is
   undetermined. One full set of Catalogs will be provided to the Procurement Operations
   Department.**

19. I would like to confirm that I am to fill out the forms for every item I sell HCC thus each supplier
will fill out the form. This could be as many as 50 plus items. I would say well over 10% of our
purchases come from SBA eligible suppliers.

   **Completion of Forms (Exhibit 1) documenting the actual use of Small Business is to be
   completed on a quarterly basis.**

20. What is the total proposed budget for promotional products, awards & apparel within **each** contractual year?
There is not an established college-wide budget for purchase of these items. Last fiscal year, Houston Community College spent approximately $450,000.00.

21. On p. 10, per **a.4 Products**, does Proposer need to submit catalogs for the items HCC listed as Sample catalogs on p. 17, (Attachment No. 2) or is request solely for any **additional** catalogs that I propose HCC to consider? **If proposing other items or services not classified per Attachment No. 2, provide full description, catalog (if applicable), and pricing.**

22.   On p. 15, per Attachment No. 1, what is "Receipt of Proposal Amendment Number(s)"?
If and when HCC issues an amendment(s), it will be posted on our website at
CURRENT BIDS AND RFP'S
You are responsible for checking the website for amendments and communications regarding this RFP. You will indicate and reference that amendment number in your submittal response per Attachment No. 1.

23. On p. 21, per 035, which preferred catalogs has HCC used in past for a) Trophies; b) Plaques; and c) Awards? **We do not have a preferred catalog.**

24. On p. 40, per Attachment No. 7, what "price totals" are being requested considering proposer's pricing is based on a dollar amount per item/product, not for a service?

  (see answer to questions number #6)