



## QUESTIONS & ANSWERS FOR RFP PROMOTIONAL ITEMS MAY 10, 2023

**Please be advised all questions are keyed as submitted:**

**Question:** . I was reviewing the solicitation but did not locate what items may be of interest. Is there a list to bif on or are we just submitting a list of items we can produce and cost?

**Answer:** Please review the entire RFP document, which can be located on our website [Open RFPs & Procurement - The Early Learning Coalition of Hillsborough County \(elchc.org\)](http://elchc.org) Please refer to page 4 & 5 for proposal contents.

**Question:** Do you have a list of products that you are interested in ?

**Answer:** Please refer to page 4 & 5 for proposal contents.

**Question:** Are you looking for product images and ideas to be submitted with the RFP ?

**Answer:** We believe it would strengthen your proposal if images were submitted.

**Question:** Do you have a logo that use often?

**Answer:** Yes, our most used logo is our ELCHC horizontal logo, however we have about 5 other logos we use fairly often as well.



**Question:** Can you expand on this request ? Demonstration of additional services at no charge such as set up fees, delivery, and/or creative work/design.

**Answer:** Please provide additional services you provide at no charge such as waiving set up fees, delivering product to us or not charging shipping and that creative services designing layouts or recommending logos to fit print area is a service provided at no charge.

**Question:** Can I have your previously awarded unit price?

**Answer:** This is the first time the ELCHC is promoting Request for Proposals for an annual contract to fulfill all promo items.

**Question:** (we) aren't sure where/how to download the actual bid. Would you be able to assist us with what our next steps are or by sending us the bid via email?

**Answer:** This RFP is not a bid on a single item, rather requests proposals to fulfill all promo items for the fiscal year July 1 2023 to June 30 2024. Please review the RFP in total and the scoring matrix to determine the contents of your proposal.

**Question:** Do you anticipate ordering small amounts of promo items throughout the year? Or would you be ordering the full amount of each promotional product needed for the year

- a. Example: order 1000 pens for the year in one order? or 10 orders for 100 pens?

**Answer:** For promo items that are used year round such as crayon wheels, pens, notebooks etc we will place a one time large order. For promo items that need based (often event based) such as bug boxes, beach towels we will place the order based on need.

**Question:** For artwork, will you be providing vector artwork or will we be required to create artwork from scratch based on ideas?



**Answer:** Nearly 80-90% of promo items purchased, the artwork will be a logo and therefore provided. For the remaining items we will provide the artwork, however we may have the need for artwork to be produced for us and prefer that option.