



Request for Proposal #25-002

Promotional Items, T-Shirts and Other Apparel

QUESTIONS & ANSWERS (Q&A)

Can we just bid the apparel part of the bid and not the promotional items?

Yes. You will select only the categories you want to bid and note any exclusions/limitations you need.

I can't find the cost of the license and the royalties. Can you tell me where to find those?

The licensing fee is \$200. The royalty fee rate is 15%. However, purchases made under this awarded RFP and not for resale, do not fall under the royalty fee requirement. Only items that are intended for resale receive the royalty fee.

Do the same fees need to be added to the bid price?

Licensing fees cannot be applied back to the University. Royalty fees do not apply to items under this RFP being sold to the University.

What do you mean by _____% off retail on page 23 and 27?

One example is for vendors that have commercial sites with retail pricing that might want to offer a flat percentage discount on all listed items as part of their RFP response.

Do shipping costs need to be added to the bid price?

The University does not cover shipping costs unless the vendor requests written approval in advance for oversized or heavy items with extra shipping charges.

I did not notice anything in the RFP concerning special consideration for the AIDB relative to tee shirt purchases, and I wanted to ask if that policy will still be in effect in the new agreement.

Yes, the policy to award t-shirt orders to AIDB first remains in effect. If they are not able to produce the order in the needed time frame, the order may then be placed with another approved vendor.

Along with various physical samples will you require a presentation of products? I ask because we do have several basic products in the polo's, 1/4 zips and performance items area. We also have our more upscale proprietary brand, "Collegiate Originals Apparel", that I wanted to make you aware of that we introduced in 2021 that we have provided for sale in Troy's athletic venues, with our corporate partners as well as the Chancellors Golf Tournament and the head football coaches golf tournament working with Kyle and Gary in Athletics.

We will not require a presentation of products. However, you may include samples of anything you want the committee to review as part of your proposal submission.

Are we supposed to provide a certain shirt model for the bid that has a set price that's honored if that model is requested, then we quote on an as needed basis for other brands when that's requested?

For example, if I submit the price for a 100% cotton Nike T-shirt for the bid, I'm assuming that would have a set price. If a customer wanted that 100% cotton Nike shirt, I'd provide that price submitted on the bid. If the customer wants a 100% cotton Adidas shirt that would be a different price, but that price wasn't submitted for the bid.

Would that Nike shirt be the set price if someone wanted to order that 100% cotton shirt, then we'd quote the Adidas 100% cotton shirt for its price when it's requested even though it wasn't provided in the bid?

Yes, provide a quote for a specific brand you recommend and will be able to stock for orders. If a TROY customer requests alternate brands or options, you may quote pricing for those at that time.

What are the royalty fees attached and how are they established?

There is a licensing fee of \$200. The royalty fee rate is 15%. However, purchases made under this awarded RFP and not for resale, do not fall under the royalty fee requirement. Only items that are intended for resale receive the royalty fee.

When referencing % off of retail pricing what price are you comparing that to? Is there a standard price that you are basing it on for each item? There are some discrepancies with the items listed in the levels, as there is no standard pricing for each item. They all differ depending on the item and imprint methods. Do you have the ability to provide more specifics for us to give you the best price for each level?

One example is for vendors that have commercial sites with retail pricing that might want to offer a flat percentage discount on all listed items as part of their RFP response. You may choose to offer both pricing strategies to give TROY customers the option to purchase in a manner that best fits their needs and budget.

Can you let me know if we need to send a upload pricing on a USB, or can we provide pricing like we always do with 6 printed copies?

Please submit a USB with the proposal, as well as the 6 printed copies.