



Request for Proposal No. 2021-060

Employee Service Award Program

ADDENDUM No. 1

ISSUE DATE: March 11, 2021

Responding Offerors on this project are hereby notified that this Addendum shall be made a part of the above named RFP document.

The following items add to, modify, and/or clarify the RFP documents and shall have the full force and effect of the original Documents. This Addendum shall be acknowledged by the Offeror in the RFP document.

Question/Answer Section

Section 6 - Cost Solution, page 7 of 20 AND Section 10 Appendix A, page 17 Of 20

- 1) Please share the invested Cost per Each Service Award level *item* that Union County has purchased during the most recent contract year –

Info for 2020

Year	OMNI	Average	# of	
Level	Mall Level	Cost	Recipients	Total Cost
5	OMNI BOX	\$ 40.00	71	\$ 2,840.00
10	2	\$ 61.70	25	\$ 1,542.50
15	3	\$ 94.50	33	\$ 3,118.50
20	4	\$ 108.68	14	\$ 1,521.52
25	5	\$ 132.22	12	\$ 1,586.64
30	6	\$ 178.00	1	\$ 178.00
35	7	\$ 209.28	0	\$ -
10+ Year OMNI Boxes w/ Framed Certs:		\$ 18.25	85	\$ 1,551.25

Estimated Awards Budget: **Not Available at this time**

- 2) Please share the invested Cost per Each Service Award level as shown on the Appendix A **for *Congratulatory Letters, Certificates, Brochures & Order Forms*** that Union County has purchased during the most recent contract year

ANSWER: see answer for question #1

- 3) Please share the invested Cost per Each Service Award level as shown on Appendix A **for *Presentation Packages; Shipping, Handling & Delivery; Reports*** that Union County has purchased during the most recent contract year

ANSWER: see answer for question #1

Section 7-SPECIFICATIONS

7.1 - AWARD ITEMS, page 8 of 20

- 4) We offer dozens of awards across a variety of categories. Upon further selection, will a electronic mockup of branded award samples be acceptable?

ANSWER: Yes

7.2 - CONGRATULATORY LETTERS AND CERTIFICATES/COLOR BROCHURES/ORDER FORMS, page 9 of 20

- 5) In an effort to save the County money, would a digital (appropriate recognition level) online catalog with unique awardee-specific login credentials (provided within the congratulatory letter on County letterhead) be acceptable to select and process the ordering of their selected item?

ANSWER: Yes

- 6) **Regarding the congratulatory letter** sent to each awardee on County letterhead, will the County provide approved stationery specifications or will the paper stock on which the County letterhead is printed have no specific paper stock mandate?

ANSWER: Yes, approved specifications can be provided.

- 7) Will the County provide vector high resolution (new re-branded logo) digital art work?

ANSWER: Yes

- 8) What is the preferred timing for when each recognition award recipient shall receive their personalized notification? Before their predetermined anniversary date? Within a certain defined time window of when the award recipient has had an anniversary?

ANSWER: Service Award recognition occurs each quarter. For example: those who are celebrating a service award for April, May, June, will be presented their award in May. Scheduling could change depending on availability, etc.

7.3 - PRESENTATION PACKAGING; SHIPPING AND HANDLING/DELIVERY, page 9 of 20

- 9) Can you please confirm that the County's awards are currently bulk shipped to a single location for disbursement by managers?

ANSWER: Yes initial award boxes are bulked shipped to HR and/or the Union County Sheriff's Office. Award selections are set to ship to various locations based on size of employee population at location.

- 10) Is this done monthly/quarterly/etc.?

ANSWER: Awards will be presented on a quarterly basis.

- 11) If so, is the County open to shipping the gifts directly to the recipient's home address?

ANSWER: Yes

12) Since it is noted in this specification section that the proposer must provide samples of items proposed and packaging within fourteen (14) calendar days ... are we assuming correctly that such sample requests will occur only at the initial (bidder) evaluation period **before** a contract is implemented? **Or are proposers subject to being prepared to provide samples as requested throughout the contract period?**

ANSWER: Yes, before the contract is implemented.

Section 8- EVALUATION CRITERIA AND SELECTION PROCESS, page 10 of 20

13) If invited, will the finalist presentation be virtual or in person? Can you advise on the number of days advance notice finalists can expect?

ANSWER: Presentation will be virtual and the finalist should expect a 2 to 3 week notice.

Section 13 - APPENDIX D - UNION COUNTY LOGO page 20 of 20

14) Will the awarded vendor be provided high resolution vector digital art files within the rebranding project link?

ANSWER: Yes

15) Unless a single appropriate and acceptable (ink) color is allowed for replicating the County logo on specific decorated items, multiple colors involved with the logo representation may affect decorating costs. Can you advise if there will be more than one (1) color in the logo?

ANSWER: No, only one color in the seal.

16) Are the lapel pins and charms a choice at each level or are they an automatic?

ANSWER: Per level

17) Would you provide us with the requested budget?

ANSWER: Not available at this time

End of Question/Answer Section

-----End of Addendum No. 1-----