



**Request for Proposals 2024-088**

**Branded Items Fulfillment and Virtual Company Store**

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**ADDENDUM No. 1**

**ISSUE DATE: June 28, 2024**

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.

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**A. Question and Answer**

1. **Question:** Can you provide sales data and product data for the last two years?

**Answer:** Yes, see links below:

**2022:**

<https://weblink.unioncountync.gov/WebLink/DocView.aspx?id=228809&dbid=0&repo=UCLibrary>

**2023:**

<https://weblink.unioncountync.gov/WebLink/DocView.aspx?id=228763&dbid=0&repo=UCLibrary&cr=1>

2. **Question:** How many logos do you have on the site currently?

**Answer:** There are at least 17 unique logos that can be laid out in three different orientations, for a total of 51 logo files (there may be one or two more special variations included). All of those variations also need to be available in full-color and one-color options. Per our brand standards, full-color logos can only be placed on a white, light gray or light tan background. All other backgrounds require the use of a one-color white or black logo. Occasionally, we will use a one-color logo that is one of our brand colors but this requires special approval from Public Communications.

3. **Question:** If it is more than five logos is UC interested in reducing the number of logos?

**Answer:** No

4. **Question:** Will the site only be available to employees and that is why you are interested in SSO?

**Answer:** Correct; although we are open to other solutions that ensure only employees can order (such as accounts must have @unioncountync.gov email).

5. **Question:** Does UC provide a Purchase Order up front for the items, or will the vendor own the products?

**Answer:** Purchase orders are only needed for orders totaling \$5,000.00 or more. The majority of purchases are less than \$5,000.00 and completed with a credit or purchasing card.

6. **Question:** Does UC currently pay for website build fee and monthly hosting fee? If not, is UC willing to pay those costs with a new contract?

**Answer:** For our current UC store, the site development fee was waived and there is no hosting fee. Our request for proposals requires any costs be provided up front.

7. **Question:** What is UC's marketing plan for this site? How will you inform customers to use this site?

**Answer:** We market our current site through multiple platforms including our employee newsletter, prominently featured on our intranet homepage, digital signs in county buildings, flyers in break rooms for special discount events when applicable, during new employee orientation, by word of mouth, etc.

8. **Question:** Is UC interested in having bulk phantom items on the site (i.e., pens, notepads, stickers, etc.)?

**Answer:** Can you provide an explanation for what you mean by phantom items?

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**End of Addendum No. 1**