



February 23, 2023

ADDENDUM I
Purchase of Promotional Materials & Apparel
CSP No. 2023-0028

The Alamo Colleges District will not utilize the eBidding portal for this CSP. The option to submit proposals through the eBidding portal has been removed. Signed and sealed proposals shall be submitted prior to 2:00 pm. Central Standard Time (CST) on March 23, 2023. Offeror must provide one (1) original unbound copy, and one (1) electronic copy (preferred format for electronic copy is Word or PDF), or delivered to:

Alamo Colleges District
Purchasing and Contract Administration
Re: Purchase of Promotional Materials & Apparel
CSP # 2023-0028
Reception Desk
2222 N. Alamo St.
San Antonio, TX 78215

I. The following is being provided in response to questions received:

- A. Question: We would just like to verify that a vendor may submit this response electronically rather than sending in a physical copy if they so choose?

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- B. Question: When attempting to access the eBidding portal, I get to this screen, but when I click on yes, it takes me to the same error code screen as before.

Response: The Alamo Colleges District will not utilize the eBidding portal for this CSP. The option to submit proposals through the eBidding portal has been removed. Signed and sealed proposals shall be submitted prior to 2:00 pm. Central Standard Time (CST) on March 23, 2023. Offeror must provide one (1) original unbound copy, and one (1) electronic copy (preferred format for electronic copy is Word or PDF), or delivered to:

The deadline to submit a proposal for this project is by no later than 2:00 p.m. CST, March 23, 2023.



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C. Question: Can the proposals be submitted via email?

Response: No. E-mailed or faxed proposals will not be accepted.

D. Question: Is this a vendor packet to be on your vendor list for the next 5 years?

Response: As per Section 1, A. Scope of Work, the purpose of this CSP is to solicit proposals for the purchase of various promotional materials & apparel on an as-needed basis for the Alamo Colleges District, inclusive of all its individual college locations. There is NO minimum guarantee of purchase. Alamo Colleges will make multiple awards as a result of this solicitation.

Additionally, any contract awarded by the Board of Trustees as a result of the CSP will begin upon award and terminate August 31, 2026, and automatically renew for three, one-year periods.

E. Question: For all the requirements you list for the website, is that a deal breaker if our website cannot do all the requirements?

Response: No. Refer to page 5 of this CSP for a listing of the Minimum Qualifications.

F. Question: Can companies from outside USA apply for this?

Response: Yes, all proposals will be evaluated in accordance with the CSP.

G. Question: Will the awarded vendor need to attend meetings?

Response: The requirement to attend meetings will be based on the specifications and requirements of each order.

H. Question: Can the tasks (related to CSP) be performed outside the USA?

Response: Yes, all proposals will be evaluated in accordance with the CSP.

I. Question: What will this bid award mean for vendors who regularly sell this type of product to the Alamo Colleges District using an existing Cooperative Contract such as BuyBoard? Does this mean the District will no longer be purchasing off of such contracts and require vendors for this type of product to be an awardee of this contract?

Response: Any contract award resulting from this CSP request is not exclusive.

J. Question: Currently, I work with the Alamo Colleges under a BuyBoard Cooperative Agreement. If we are not awarded this bid, would we no longer be able to work with the Alamo Colleges under the BuyBoard Cooperative Agreement?

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Response: Any contract award resulting from this CSP request is not exclusive.

- K. Question: We are already setup and accepted as a supplier and have been working with the colleges. Do we need to do anything with this solicitation?

Response: Vendors must submit a proposal in accordance with the terms and condition of this CSP in order to be considered for award.

- L. Question: As a distributor, we build custom online stores for our customers to purchase their items. The items on these sites are based on the needs/wants of our customers. We work with several suppliers to ensure we get the items needed at the lowest prices. With that being said, we do not have one particular catalog. We have over 15,000 active items in our selection now, with access to countless more. Is there a better way for us to show you the information you are looking for? We could pick several items from Attachment II as well as show you one of our current customer's custom stores to give you an idea of our offering and discounts, if that works?

Response: Vendors must submit a catalog/pricelist in searchable PDF electronic format in order for the proposal to be evaluated. Contractors are to maintain a website specific to the products and services offered under the contract. The website shall include product and service specifications, contract pricing, designated subcontractors (resellers), contact information for vendor and designated subcontractors, instructions for obtaining quotes and placing orders, and warranty and return policies. Alamo Colleges District shall be able to place orders online if desired, and shall be able to track orders and shipping information online via the Offerors website.

- M. Question: Our technology fully integrates into some eProcurement systems like Jaggaer. Which eProcurement system does Alamo Colleges District use?

Response: Alamo Colleges utilizes a purchase order system (including Jaggaer) and Procurement Cards (PCard). Business to Business (B2B) Integration. Offerors' order placement process should allow for Business to Business integration with the Alamo Colleges District eProcurement system. Participation in the Alamo Colleges District eProcurement system is at no cost to participants and will enable Alamo Colleges District end-users to easily source and purchase goods and services, electronically, through our online marketplace. Participating vendors will receive orders (via fax or email), invoice and track payment status, electronically, through an online portal. Further details regarding participating in the Alamo Colleges District eProcurement system will be provided, upon award of contract.

- N. Question: We have reviewed the CSP but do not see any specifications for the products needed. Is there another attachment that will be coming that addresses specifics to the CSP. Can our team get on call to discuss CSP?

Response: If requested by Alamo Colleges District, Offeror shall provide product samples, demonstrations, and/or testing of items proposal to ensure compliance with specifications prior to award of the contract. Samples, demonstrations and/or testing must be provided within 7 calendar days of the Alamo Colleges District request. Failure to comply with the Alamo Colleges District request may result in rejection of a proposal. All samples (including return thereof), demonstrations, and/or testing shall be at Offeror's expense. Samples will be returned upon written request. Requests for return of samples must be made in writing at the time the samples are provided. Otherwise, samples will become property of the

The deadline to submit a proposal for this project is by no later than 2:00 p.m. CST, March 23, 2023.



Alamo Colleges District at no cost to the Alamo Colleges District. Samples that are consumed or destroyed during demonstrations or testing will not be returned.

II. Section 2, C. Submission of Proposal (page 19 of CSP) has been replaced with the following:

Signed and sealed proposals shall be submitted prior to 2:00 pm. Central Standard Time (CST) on March 23, 2023. Offeror must provide one (1) original unbound copy, and one (1) electronic copy (preferred format for electronic copy is Word or PDF), or delivered to:

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Proposals received will be publicly acknowledged in the Staff Conference Room #100, 1st floor, West Wing, which is directly behind the Reception Desk. Any proposals received after the due date and time will be rejected and returned unopened. No proposal may be changed, amended, or modified by telegram or otherwise, after the same has been submitted or filed in response to this notice. A proposal may be withdrawn, however, and resubmitted any time prior to the time set for receipt of proposals. E-mailed or faxed proposals will not be accepted.

III. **The Submission Deadline for this CSP has been extended to 2:00p.m. CST on March 23, 2023. All proposals shall be submitted prior to 2:00p.m. CST on March 23, 2023.**

The deadline to submit a proposal for this project is by no later than 2:00 p.m. CST, March 23, 2023.