



Procurement Services

University of Arkansas at Little Rock

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QUESTIONS AND ANSWERS

Responses are below in **RED**

General

Do I need to submit a proposal to be a vendor even if we've already been serving the university?

To be considered for a competitively bid contract, a proposal will need to be submitted under this RFP. Awarded contracts will streamline purchasing by allowing UA Little Rock departments—and other state agencies using a piggyback contract—to work directly with contracted suppliers before seeking separate bids or quotes. If contracted suppliers cannot meet a need, a competitive bid will then be issued.

Suppliers must complete the technical proposal packet and the financial response packet for consideration.

This process does not affect existing licensure or a supplier's ability to produce trademarked UA Little Rock items.

Section 1

1.10 B. b What sample items are expected? Except for apparel, suppliers should provide one representative sample from each category they offer. Suppliers must submit 2 - 4 apparel samples to demonstrate variety and quality in both garment type and imprint method. A swatch booklet containing fabric and imprint options for proposed apparel is required as part of the submission packet. A checklist has been provided for convenience. See Attachment B.

Section 2

2.4 A. Will we be considered for an award if we are only able to do apparel? **Yes.**

2.4 Product Scope and Categories: Given that the University intends to award contracts to multiple suppliers, could you please confirm whether bidders are expected to submit proposals covering the full list of product categories outlined in the RFP? Or is it acceptable to bid on a select subset of categories that align with our core capabilities? **Bidders may provide pricing for all categories listed or select categories.**

2.4 Under which category would LED neon signs fall? **Neon signs would fall under Miscellaneous Promotional Items.**

Response Packet

Financial Response Packet: How should we indicate special pricing considerations, such as bulk discounts or volume discounts, like in quantity pricing? **The financial response packet has been amended. Please see the UA Little Rock bid website for the updated packet.**