

December 21, 2011



QUESTIONS AND ANSWERS FOR RFP 18347, COMMENCEMENT REGALIA AND COMMENCEMENT PRODUCTS:

1) Can you provide us the 2011 net pricing on all items listed in the RFP?

Answer: No; PSU does not have the net pricing from 2011. Gross pricing information is included in answer 6 below for regalia sold and rented to students.

2) You mention other products such as announcements, invitations, and diploma covers. Are you looking for pricing and samples on these other products or do you simply want to know that we are able to provide these products to the students?

Answer: PSU would like to know if vendors can provide other products such as announcements, invitations, and diploma covers. Please list the products you can provide. Vendors may include pricing and samples in their proposals but it is not mandatory.

3) Under the price proposal you list Other (if applicable). What type of regalia could this entail?

Answer: This would include regalia for faculty or staff for special academic occasions such as, but not limited to, honorary degree ceremonies and university presidential inaugurations.

4) Generally, we set a net price on our regalia and the school and/or bookstore sets retail pricing based on the amount of revenue needed. Are you asking for suggested retail price for students/faculty?

Answer: In Section 2 titled 'Price Proposals', vendors shall include suggested retail price per regalia to student/faculty under the column titled 'Price Per Regalia To Student/Faculty'.

5) It is our understanding that regalia has been sold through the bookstore in the past. Is you plan to continue that process or are you looking for other means of distribution?

Answer: Preference will be given to firms that conduct sales through an online retail site with direct shipment to the buyer.

6) Can you tell us what each of the following packages contain, for example, cap/gown/tassel, cap/gown/tassel/stole, cap/gown/tassel/hood, etc.?

Answer: Bachelor basic set for purchase (cap, gown, and tassel): \$39.95

Bachelor deluxe set for purchase (cap, gown, tassel, and stole): \$62.95

Master set for purchase (cap, gown, tassel, and hood): \$65.95

Doctoral rental set (cap, gown, tassel, and hood): \$58.95