February 20, 2020

IFB/RFP 40663

ADDENDUM 2

ITEM:             Diplomas & Diploma Covers

DEPARTMENT:     Kansas State University, Emporia State University, Fort Hays State University, Pittsburg State University, Wichita State University

CLOSING DATE:   March 26, 2020 at 2 p.m.

CONDITIONS OF ADDENDUM:

The following are attached for review and consideration:

• Attached are the questions and answers (pages 2-6).

Please send a signed copy of this addendum with your bid response.

Julie Wilburn
Procurement Officer II
kspurch@ksu.edu
P: 785-532-6214

I (we) have read and understand this Addendum and agree it is a part of my (our) bid on the above proposal.

NAME OF COMPANY OR FIRM: _____________________________________________

SIGNED BY: _____________________________________________________________

TITLE: ______________________________________________ DATE: _____________
Questions for IFB/RFP 40663

Q1. Is it possible to bid on just the covers and not the diplomas?
A1.
   ESU: No, need both
   FHSU: Yes
   KSU: No, we would like a bid on covers and diploma stock paper.
   PSU: No
   WSU: Yes

Q2. Is it possible to get bid tabulations from the last time this project went to bid?
A2. Yes, please email KSU Purchasing at kspurch@ksu.edu to request a copy of the bid tab for contract 40406.

Q3. The delivery is mentioned as "on an as-needed basis". Does this mean one or two deliveries per year, or multiple times during the year?
A3.
   ESU: One or two deliveries a year.
   FHSU: Typically, twice a year should suffice per school, but you never know. I’d plan for orders and deliveries at any time during the year.
   KSU: Covers are a bi-annual order and the diploma stock paper is 3-4 times a year.
   PSU: Typically, per semester (3 times a year).
   WSU: One or two deliveries per year of diploma paper and covers per year.

Q4. How much advance notice will be given when additional diploma covers are needed?
A4.
   ESU: Six to eight (6-8) weeks.
   FHSU: As much as possible, I would plan on a minimum of three (3) months advanced notice.
   KSU: Three (3) months.
   PSU: Typically, two (2) months for covers and 1 month for diplomas.
   WSU: Six (6) weeks.

Q5. Some universities have requested samples in the bid documentation, others have not. Should the samples requested be sent to the individual university requesting them, or should the samples be sent with the rest of the bid as a whole?
A5. To individual university requesting the samples.

Q6. Should samples be sent to all universities or just the ones who requested it? (If you want samples please give me the mailing address, where the samples need sent)
A6.
   ESU: Emporia State University, Degree Analysis Office, Campus Box 4026, 1 Kellogg Circle, Emporia, KS 66801
   FHSU: FHSU does not need to be sent samples.
   KSU: Kansas State University, Office of the Registrar, 118 Anderson Hall, 919 Mid-Campus Drive North, Manhattan, KS 66506.
   PSU: Office of the Registrar, Attn: Angie Davidson, Pittsburg State University, 1701 S. Broadway, Pittsburg, KS 66762
   WSU: Send samples to: Gina Crabtree, Registrar, Wichita State University, 1845 Fairmount, Wichita, KS 67260-0058 with a copy of the bid submission.

Q7. Can sample pictures be provided of each product for each school?
A7. Pictures will be available in Addendum 3.
Q8. Are samples required with the bid submission?
   a. On page 5, #19, The submission proposal requirements do not include samples.
   b. On page 7, Scope of Services #8, states that samples may be requested following the bid closing date.
   c. On page 12, Wichita State University ‘Other’ box, states that a sample should accompany the bid.
A8. Yes, submitted a PDF or JPEG with your bid

Q9. How are the institutions currently printing diplomas today? Working with a third-party vendor or in-house? Please provide details on each institution’s current process (Scope of Work).
A9.
   ESU: Print them in-house in the Degree Analysis Office.
   FHSU: We print our own diplomas using Diplomas on Demand and paper stock from our Print Shop. At this time, we are only interested in diploma covers, not the diplomas themselves.
   KSU: We get diploma stock paper from a third-party vendor who prints the foil portions that include Kansas State University at the top as well as the two seals; Regents and University seals. The rest of the diploma (such as student's name, degree, conferred upon etc.) is printed in-house.
   PSU: Using third-party vendor
   WSU: We submit diploma names to our paper vendor. Vendor creates PDF files at no charge using templates we designed. Vendor send PDF’s to us and we print diplomas in our office on paper vendor provided.

Q10. In reviewing the scope of work section, we have noticed that digital diplomas have been omitted from the scope. Does the committee or any of the eligible participating institutions wish to include digital diplomas in the scope of this RFP (Scope of Work or Evaluation of Proposals, pg. 4 of 16).
A10.
   ESU: No
   FHSU: Sure, FHSU will consider digital diplomas if a vendor would like to bid on that service.
   KSU: Even though this is not part of the initial scope, Kansas State University is interested in the concept.
   PSU: No
   WSU: We are interested in looking into digital diplomas in the next year. We have no specifications at this time.

Q11. Will multiple vendors be awarded (Acceptance or Rejection, pg. 4 of 16)?
A11. The current contract (40406) was only awarded to one vendor. The decision will be up to each University. It is possible to have more than one vendor for contract 40663.

Q12. What percent of international students pick up diplomas' vs ship (Questions, pg. 3 of 16)?
A12.
   ESU: 30%
   FHSU: FHSU ships 95% of our printed diplomas directly to the International Partner school for distribution to students at that location. The other 5% is picked upon our campus or mailed directly to the student at an address they choose.
   KSU: Current process does not allow for pickup of diplomas, but Kansas State University is interested in reviewing our processes regarding this.
   PSU: 50/50
   WSU: Do not have this data

Q13. Will KSU consider platforms where students and alumni can access all of their credentials through one location? E.g. diplomas, certificates, badges, and transcripts (Evaluation of Proposals, pg. 4 of 16)?
A13. Yes, Kansas State University is willing to consider this.
Q14. Are you open to changing diploma covers to non-padded diploma folders to save on costs (Table A, pg. 9)?
A14.
   ESU: No
   FHSU: Yes, FHSU will consider that option.
   KSU: At this moment no, would require under Kansas State University's shared governance a conversation with the Provost and Faculty Senate for changes.
   PSU: Yes, but would require samples of non-padded covers as part of bid process.
   WSU: No

Q15. While reviewing the detailed overview of the sizes, we wanted to confirm if there is any interest in consolidating sizes or designs to minimize the cost of manufacturing multiple templates (Table A, pg. 8)?
A15.
   ESU: We would only consider this for the Diploma Covers and only if they could accommodate an 8 ½ x 11 diploma.
   FHSU: FHSU is committed to an 8.5 x 11 size due to current diploma stock and laser printing.
   KSU: Kansas State University is already consolidated with only two options.
   PSU: No
   WSU: No

Q16. Are the diplomas shipped directly to the student today for each KSU campus? Are there any campuses where the diplomas would be shipped to for handout at commencement? If so, please list campuses and their desired workflow (Table A, pg. 11-envelope).
A16.
   ESU: An ESU diploma is either picked up by the student from the Registration Office on the ESU campus or they are mailed directly to the student. We do not send diploma’s to another campus for distribution.
   FHSU: FHSU mails all diplomas for domestic students directly to the address each student chooses.
   KSU: Yes, all diplomas are shipped directly to the student for all Kansas State University locations, except PhD and VetMed diplomas that are handed out at commencement.
   PSU: All orders are shipped to one location, to the Pittsburg, KS campus.
   WSU: No

Q17. (Scope of Services, pg. 7 of 16) Will student data security practices be considered during the evaluation of submissions? Is it required that vendors have and abide by the following standards?
   a. PCI compliant payment handling
   b. Encryption of student graduate data
   c. Compliance with FERPA, GDPR, & CCPA
A17.
   ESU: Student specific information is not provided to this vendor. This does not apply to ESU.
   FHSU: Student specific information is not provided to this vendor. This does not apply to FHSU.
   KSU: Yes, to all. The contract language should include this.
   PSU: Yes
   WSU: N/A - We are only asking for bid on diploma paper and covers.

Q18. Will the covers be shipped in bulk to each individual school or will they be shipped once a year or multiple times?
A18.
   ESU: Shipped in-bulk to ESU one or two times a year.
   FHSU: FHSU would like all diploma covers in an order shipped at the same time. Multiple orders could occur within any given year.
   KSU: Covers are a bi-annually ordered and the diploma stock paper is 3-4 times a year depending on need.
   PSU: They will be shipped twice a year.
   WSU: Usually one a year in bulk.
Individual questions for Fort Hays State University, Kansas State University, Pittsburgh State University, and Wichita State University

Fort Hays State University:

Q19. Do you wish to receive a quote for stock only so that you wish to continue to print your diplomas in house or, do you wish to see a quote for full service?
A19. FSHU would only like to see the quote for diploma covers not for any part of the diploma printing.

Q20. What are you referring to in regards to adhesive seal referenced on cost proposal page?
A20. Since we will not be utilizing diploma printing, “Adhesive Seal” can be disregarded.

Q21. How are the seals produced on your diplomas? Engraved or Foil (flat or embossed)?
A21. As noted in A20 above, FHSU will not be utilizing diploma printing.

Kansas State University:

Q22. What three aspects of your current Diploma Services process does KSU seek to improve by way of this solicitation (Evaluation of Proposals, pg. 4 of 16)?
A22. Kansas State University is looking to streamline processes to move toward a weekly conferral posting and weekly printing of Diplomas.

Pittsburg State University:

Q27. Thermography referenced for the production of the Pittsburgh State University Diplomas. Will alternative production methods be considered for review (Table A, pg. 8)?
A27. Yes, would need samples of diplomas that used alternative methods.

Wichita State University:

Q28. You request 2 quotes one for 1 seal and another for 2 seal. Please provide us with breakdown (annual usage) for each of the stocks or confirm that it is one or the other (1 seal or 2 seal)?
A28. 2 Seal diploma paper – order 5,000 per year.
     1 Seal diploma paper – order 1,500 every 5 years.
Q29. On Cost proposal page- when you refer to with or without envelope, please provide further information? Is this envelope in bulk? Do you wish for the diploma to be inserted in envelope? Does the envelope require a label?
A29. WSU does not want any envelopes.