DATE: February 10, 2012

TO: All Prospective Proposers

FROM: Delores R. Pertee

RE: CREATIVE SERVICES PRINTING CONTRACT – RFP#BC-20782-P
ADDENDUM # 1

Page 1 of 4

The following amends the above referenced RFP documents. Receipt of this addendum must be acknowledged by completing the enclosed "Acknowledgement of Receipt of Addenda" Form and submitting it along with the Technical Proposal you return to the University.

The due date and time for the Technical Proposal to be submitted to the University remains the same, **Tuesday, February 21, 2012 by 3:00 p.m.** to the issuing office.

A. **CORRECTION:**

1. Under **Appendix A**, Technical Forms, **DELETE** the “MDOT Certified MBE Utilization and Fair Solicitation Affidavit” form, and **REPLACE** it with the attached “**MDOT Certified MBE Utilization and Fair Solicitation Affidavit**” Form with a revision date of 7/20/11.

2. The following are corrections to Appendix E: Specifications:
   a. Folders, Item 7.3 Folder #3, under Size, **ADD** “Pockets glue on both sides” at the end of the description.
   b. Applications, Item 8.4, Application #4, under Size, **ADD** “Stitched in the center.” to the end of the description.
   c. Promotional Items, Stickers, Item 13.1 Stickers, Ink Options, **DELETE** “4/4” and **REPLACE with** “4/0”
   d. Promotional Items, Item 13.2 Buttons, **ADD** “regular button with safety pin on back”.
   e. Promotional Items, Item 13.3 Magnets, **ADD** “20# thickness is the industry standard that will be used.”
   f. Posters, Item 12,
      i. Under Paper Option, **DELETE** “100#” and **REPLACE with** “80#”.
      ii. Sizes: 30” x 15”, **ADD** “flat- score & fold to 7-1/2” x 3-3/4””, 20” x 24”, **ADD** “flat- score & fold to 10” x 12””, 18” x 24”, **ADD** “flat- score & fold to 9” x 12””, 11” x 17”, **ADD** “flat - does not fold”
g. On the Price Proposal Form, Section 3 Brochures, 3.3 Brochure #3, insert a second line and ADD “b) 9”x12”.

B. QUESTIONS AND ANSWERS:

1. QUESTION: Are we to supply only 1 sample of each item we are bidding on, or are we to supply 1 sample of each item to go with each of the 5 copies of the proposals we are submitting?
   ANSWER: We are requesting one (1) sample from each of the categories that the firm is bidding on, however, only a total of three (3) copies of each sample are required.

2 QUESTION: The specifications do not state what type of paper should be used for each item.
   ANSWER: No brand name is required. House stock is acceptable, unless UMBC requests a specific stock as the individual project is submitted.

3. QUESTION: The specifications does not state the flat and final sizes for items such as brochures, applications, flyers, folders, calendars, newsletters and booklets
   ANSWER: The flat and final sizes are provided in Appendix E.

4. QUESTION: Are there any considerations given to print vendors submitting proposals who are positioned to help UMBC continue to achieve the pledge signed by UMBC’s president to the American College and University President’s Climate Commitment (ACUPCC)? If so, what consideration would be given and what are the benchmarks used to measure those parameters?
   ANSWER: The university understands and agrees that there are specific sustainability efforts that we are working towards. If there are specific categories within this bid proposal that your firm can switch to “green” practices and maintain competitive pricing, please discuss those in the Technical Proposal, however, do not provide any pricing information in the Technical Proposal.

5. QUESTION: Ink colors are not specified for any of the items.
   ANSWER: The PMS colors (ink colors) are decided with each project.

6. QUESTION: Brochures, Item 3.4, would an acquas coat be okay to use?
   ANSWER: It is not required, as this is specific to the client’s needs to protect the coating
7. QUESTION: Is the MBE requirement split only between African-American and women? Can other minority groups participate?
   ANSWER: The MBE goal of 25% should be met by using any of the categories listed in Paragraph 1 of the attached (REVISED) MBE Form. There were no sub-goals established for this procurement.

8. QUESTION: Is this contract also for mailing services?
   ANSWER: No. Mailhouse services are under a separate contract. Items printed under this contract would be sent either to UMBC or directly to the mail house, and will be determined with each project.

Enclosures: Acknowledgement of Receipt of Addenda Form
            MDOT Certified MBE Utilization and Fair Solicitation Affidavit Form

Cc: Procurement File

END OF ADDENDUM #1 DATED 02/10/12
This addendum was posted to the University’s eBid Board, eMaryland Market on 02/10/12.
(Original with enclosures were not mailed)
RFP BID NO.: BC-20782-P

TECHNICAL PROPOSAL
DUE DATE: TUESDAY, FEBRUARY 21, 2012 AT 3:00 P.M.

BID FOR: CREATIVE SERVICES PRINTING CONTRACT

NAME OF BIDDER: ________________________________________

ACKNOWLEDGEMENT OF RECEIPT OF ADDENDA

The undersigned, hereby acknowledges the receipt of the following addenda:

Addendum No. ___ dated __________
Addendum No. ___ dated __________
Addendum No. ___ dated __________
Addendum No. ___ dated __________
Addendum No. ___ dated __________

As stated in this Addendum, this form is to be returned within your Technical Proposal.

__________________________________________
Signature

__________________________________________
Printed Name

__________________________________________
Title

__________________________________________
Date

END OF FORM
MDOT Certified MBE Utilization and Fair Solicitation Affidavit
(submit with bid or offer)

This document MUST BE included with the bid or offer. If the Bidder or Offeror fails to complete and submit this form with the bid or offer as required, the procurement officer shall deem the bid non-responsive or shall determine that the offer is not reasonably susceptible of being selected for award.

In conjunction with the bid or offer submitted in response to Solicitation No. _______, I affirm the following:

1. □ I acknowledge and intend to meet the overall certified Minority Business Enterprise (MBE) participation goal of ____ percent and, if specified in the solicitation, the following subgoals (complete for only those subgoals that apply):
   __ percent African American  __ percent Asian American
   __ percent Hispanic American  __ percent Woman-Owned
   Therefore, I will not be seeking a waiver pursuant to COMAR 21.11.03.11.

   OR

   □ I conclude that I am unable to achieve the MBE participation goal and/or subgoals. I hereby request a waiver, in whole or in part, of the overall goal and/or subgoals. Within 10 business days of receiving notice that our firm is the apparent awardee, I will submit all required waiver documentation in accordance with COMAR 21.11.03.11.

2. I understand that if I am notified that I am the apparent awardee, I must submit the following additional documentation within 10 working days of receiving notice of the potential award or from the date of conditional award (per COMAR 21.11.03.10), whichever is earlier.
   (a) Outreach Efforts Compliance Statement (Attachment B)
   (b) Subcontractor Project Participation Certification (Attachment C)
   (c) Any other documentation, including waiver documentation, if applicable, required by the Procurement Officer to ascertain bidder or offeror responsibility in connection with the certified MBE participation goal.

   I understand that if I fail to return each completed document within the required time, the Procurement Officer may determine that I am not responsible and therefore not eligible for contract award. If the contract has already been awarded, the award is voidable.

3. In the solicitation of subcontract quotations or offers, MBE subcontractors were provided not less than the same information and amount of time to respond as were non-MBE subcontractors.
4. Set forth below are the (i) certified MBEs I intend to use and (ii) the percentage of the 
total contract amount allocated to each MBE for this project and the items of work each 
MBE will provide under the contract. I hereby affirm that the MBE firms are only 
providing those items of work for which they are MDOT certified.

<table>
<thead>
<tr>
<th>Prime Contractor:</th>
<th>Project Description:</th>
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<tbody>
<tr>
<td>(Firm Name, Address, Phone)</td>
<td></td>
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<tr>
<td>Project Number:</td>
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List Information For Each Certified MBE Subcontractor On This Project

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
<th>MBE Certification Number</th>
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Identify the Applicable Certification Category (For Dually Certified Firms, Check Only One Certification Category)

- [ ] African American
- [ ] Asian American
- [ ] Hispanic American
- [ ] Woman-Owned
- [ ] Other

Percentage of Total Contract Value to be provided by this MBE: ____ %

Description of Work to Be Performed:

<table>
<thead>
<tr>
<th>Minority Firm Name</th>
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- [ ] African American
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- [ ] Woman-Owned
- [ ] Other

Percentage of Total Contract Value to be provided by this MBE: ____ %

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- [ ] African American
- [ ] Asian American
- [ ] Hispanic American
- [ ] Woman-Owned
- [ ] Other

Percentage of Total Contract Value to be provided by this MBE: ____ %

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- [ ] African American
- [ ] Asian American
- [ ] Hispanic American
- [ ] Woman-Owned
- [ ] Other

Percentage of Total Contract Value to be provided by this MBE: ____ %

Description of Work to Be Performed:

Continue on a separate page, if needed.
SUMMARY

| Total African American MBE Participation: |   % |
| Total Asian American MBE Participation:  |   % |
| Total Hispanic American MBE Participation: |   % |
| Total Woman-Owned MBE Participation:    |   % |
| Total Other Participation               |   % |
| **Total All MBE Participation:**        |   % |

I solemnly affirm under the penalties of perjury that the contents of this Affidavit are true to the best of my knowledge, information, and belief.

_________________________________  ____________________________________
Bidder/Offeror Name    Signature of Affiant

(PLEASE PRINT OR TYPE)

Name: _________________________
Title: _________________________
Date: _________________________