Listed below are vendor questions that were received prior to the requested deadline and their corresponding answers to RFB# AA16-RH-5104 – Contract: Professional Still Photographic Services for Commencement per the following specifications or approved equal.

The bid opening date will remain as originally scheduled for – March 16, 2016 @ 1:00 pm EDT

REMEMBER: The University of Massachusetts Amherst is now accepting electronic bids via Bid Express / www.bidexpress.com Since we have started using the Bid Express electronic processing of bid responses, we have found that it takes vendors a little bit longer to set up their account and submit their bid response. Please urge any vendors that are interested in bidding, to allow ample time to set up their account with Bid Express.

Question #1: What is the name of the company that most recently photographed the events listed in the RFB?

Answer #1: Grad Images

Question #2: What was the price charged for one (1) 5x7 by the company that most recently photographed the commencement services.

Answer #2: $6.95

Question #3: Did the University receive a payment from the company as a percentage of sales or per person photographed in the past? What was the dollar amount or percentage of sales and what was the total amount that the University received from the photographer in 2015?

Answer #3: $4.00 per person

Question #4: Can you please send to me a copy of RFB# AA16-RH-5014?

Answer #4:

All bids are currently posted on the Procurement Web-Site. To access this RFB simply go to: www.umass.edu/procurement. In the left hand column lay your cursor over “Bids” – in the drop box lay your cursor over “General Bids” – in the drop box click on “Open Bids”. This should bring you to the General Bids site with a listing of all bids that are open pending award. In the second column on the left click on the hyperlink of the RFB# AA16-RH-5104 – Contract: Professional Still Photographic Services for Commencement. This should pull up the entire bid document. To view the Addendum # 1, go to the far right-hand column and click on the hyperlink Addendum # 1.
Question # 5: Who is the current provider for these services to the University?

Answer # 5: Grad Images

Question # 6: On an annual basis, what is the commission or rebate dollar amount that the University received for last year?

Answer # 6: $22,000.00

Question # 7: Regarding the bid for commencement, I see two deadlines for the due date. One of 3/9/16. These is also a due date of 3/16/16. Could you please clarify which date is correct? Thank you.

Answer # 7:

The timeline for this request for bid is:

- RFP released date to vendors: March 2, 2016
- Questions due from vendors: March 8, 2016 @ 2:00 pm EDST
- Answers to vendor questions/Addendum Released: March 9, 2016
- Deadline for submission of bid response: March 16, 2016 @ 1:00 pm EDST

So, the deadline to submit a bid response is March 16, 2016 @ 1:00 pm EDST via Bid Express at www.bidexpress.com

All bids are to be submitted electronically through Bid Express. All bidders must first register on the bidexpress.com website and create an Info Tech Digital ID. It can take up to five (5) business days to process your Digital ID and it is highly recommended that a Digital ID be enabled 48-hours in advance of submitting an electronic bid. Please plan accordingly.