

## **Vendor Conference Questions/Clarifications**

### **Are all our product offered print and digital?**

- No, we have products that are only offered printed and only offered digitally. There are 7 products that are offered both printed and digital.

### **Is the store growing in sales/products?**

- Yes, month to month sales may increase or decrease, but there is overall growth in our sales and products.

### **Appendix A –**

#### **Quote Process**

##### **(3) Provide an itemized quote.**

- We understand if this isn't possible, but want to know if it is a standard process for your quotes or not

##### **(6) Provide packaging specification on quote.**

- This refers to if something needs to be shrink-wrapped or specially packaged, that that is reflected on the quote. We do not want any hidden fees.

#### **Training of Process**

##### **(3) Collaborate on a change order template to update existing products.**

- What we mean by this is, if you charge for a change to a file, or if we need help setting up a file, can you provide us with an understanding of what is at a cost to us and what is free? We need to be able to roll that cost into our development costs.

#### **Shopify/Backend of Store/Technical**

##### **(9-19) API vs. custom file upload**

- We do not need all of those options, just at least one of them.

### **Appendix C –**

Updates to the specs

#### **#1 ELPS Toolkit**

Cover is 4cp/blk

Foldouts must be scored

#### **#2 The Writing Adventures of Nelda and Erwin**

No laminate, only UV coating

#### **#8 FACTastic Math Strategy System – Add/Subt.**

Box: 18 pt. gloss cover

Cards: 130# gloss cover

Guide: 80# gloss

## **#7 ELPS Observation Guide**

Text: 54 pages (not 52)

Please provide this information with your RFP –

Would any of these items (Appendix C) need to be out-sourced to another company to print/fulfill? If so, which parts? Would that have an implication on the price?

What machines do you have and what are their features? Do you have any print machines that this sample of products (Appendix C) does not utilize? If so, what are they?

How do you determine what is offset and what is digital?

Do you charge any storage fees?

Do you charge for any order fees?

In other words, are there fees outside of print that you charge for?