

 <p>UNIVERSITY OF NORTH CAROLINA CHARLOTTE</p>	<p>REQUEST FOR PROPOSALS #66-26009TS</p> <p>University of North Carolina at Charlotte Purchasing Office Reese Building, 3rd Floor 9201 University City Boulevard Charlotte, North Carolina 28223-0001</p>
<p>Addendum Issue Date: August 28th, 2025</p>	<p>Due Date: Thursday, September 18, 2025 at 2:00 PM ET</p>
<p>Purchasing Agent: Trever Swint</p>	<p>Diploma and Certificate Printing and Mailing Service</p>
<p>ADDENDUM #1</p>	

This addendum is issued to:

- (1) Correct Diploma Specifications found under Section 5.2 (pgs14-15) and;
- (2) Provide clarification and an update to ATTACHMENT A: PRICING. Vendors MUST complete and return updated ATTACHMENT A: PRICING with their proposals.

- (1) Diploma Specifications shall hereby be modified as such

Diploma Specifications:

- o Text: School's name – Black Engraved
- o Seal: Engraved in Gold and second run burnishes the gold

- (2) Please complete ATTACHMENT A on the following page.

Part A will be used as the contracted rates if awarded. Vendors must submit their line-item pricing and may include additional pricing options ie. Package Pricing, Bulk Discount Options, etc. in addition to completing Part A, and the University will take options into consideration.

Part B is NOT an order. Part B is only an example of an estimated order that will be used to compare pricing of proposals received. The University should be able to clearly calculate how the vendor arrived at Part B's total pricing by comparing the total to the Line Item Pricing indicated in Part A.

ATTACHMENT A: FINANCIAL PROPOSAL

Complete PART A and PART B for the pricing associated with this RFP, in the table below:

PART A : LINE ITEM PRICING

Item #	QTY.	UOM	DESCRIPTION	UNIT PRICE
1	1	each	Undergraduate and Graduate Degree	\$ _____
2	1	each	Graduate Certificate	\$ _____
3	1	each	Degree in Memoriam	\$ _____
4	1	each	Honorary Doctorate	\$ _____
5	1	each	Re-Orders	\$ _____
6	1	each	Direct Mailing Service	\$ _____
7	1	each	Postage	\$ _____
8	1	each	Emergency Requests – 24 hour turnaround	\$ _____
9	1	each	Inserts	\$ _____

10	1	each	Setup Fee	\$ _____
11	1	each	eDiplomas	\$ _____

PART B : Annual Order Estimate

This scenario is based on a 10,000 diploma need estimate. The pricing provided for this scenario must match the line-by-line pricing above. This estimate will be used when evaluating the costs to the University for the purpose of awarding this RFP. The scenario consists of a total order of 10,000 various diplomas in total. All 10,000 diplomas will need to be direct mailed to the recipients.

Item #	QTY.	UOM	DESCRIPTION	UNIT PRICE
1	8000	each	Undergraduate and Graduate Degree	\$ _____
2	1500	each	Graduate Certificate	\$ _____
3	250	each	Degree in Memoriam	\$ _____
4	250	each	Honorary Doctorate	\$ _____
5	10000	each	Direct Mailing Service	\$ _____
6			Setup Fee	\$ _____

Total Cost for Order \$ _____

A SIGNED COPY OF THIS ADDENDUM MUST BE INCLUDED WITH YOUR PROPOSAL

COMPANY NAME	DATE
PRINTED NAME	SIGNATURE