



Office of Purchasing/Contract Management
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

10/02/18

ADDENDUM ONE (1)

RE: RFP 735-18-4292 Commencement Photography Services

TO WHOM IT MAY CONCERN:

The following questions had been received prior to the last day for questions deadline and received the following responses:

- What are the graduation dates:

Graduation dates: Saturday, December 15, 2018 – 10:00 a.m. ceremony; and Saturday, May 11, 2019, 10 a.m. ceremony

- What are the expected number of graduates:

Approximately 450-500 could be photographed in December (August graduates are permitted to attend the ceremony as well). Last May we had 724 in the class, but only about 650 attended ceremony to be photographed.

- Is there only one ceremony each December and May:

For the current academic year, and expected for 2019-20 to continue to only have one ceremony at similar time frames.

- Does the University pay me directly or is the only payment I receive the 5x7, 8x10 and wallet orders from the individual students:

The University will not pay the vendor directly. The revenues collected by the vendor come from the income opportunity they obtain from selling photos to our graduating students.

- As far as the rebate/student; is that the kickback the university receives from each order purchased? I am not familiar with this practice.

The rebate per student is the compensation paid to the University for the opportunity to sell to the graduating students and has been customary to receive from recent commencement photography vendors.

At this point, no additional questions will be accepted.

Regards,

Joseph J. Mrugalski Jr.
Purchasing/Contract Management
Midwestern State University