

Event Summary - Communication Audit and Marketing Strategy

Type	Invitation to Bid	Number	02-PURS-ITB-0840
Organization	TAMU	Currency	US Dollar
Event Status	Awarded	Work Group	Procurement Services
Exported on	11/13/2018	Exported by	Patricia Winkler
For Requisition	109651059	Created Document	111010248
Estimated Value	43,150.00 USD	Payment Terms	-

Bid and Evaluation

Respond by Proxy	Allow	Use Panel Questionnaire	No
Sealed Bid	Yes	Auto Score	No
		Cost Analysis	No
Alternate Items	No		

Visibility and Communication

Visible to Public Yes

Enter a short description for this public event

Texas A&M University, The Real Estate Center seeks a vendor to audit and assess existing communications materials, processes, and programs and to provide key objectives and strategic recommendations.

Commodity Codes

None Added

Event Dates

Time Zone	CDT
Released	-
Open	10/17/2018 12:00 AM
Close	10/31/2018 2:00 PM
Sealed Until	10/31/2018 2:00 PM
	 Show Sealed Bid Open Date to Supplier
Q&A Close	10/31/2018 2:00 PM

Description

Texas A&M University, The Real Estate Center seeks a vendor to audit and assess existing communications materials, processes, and programs and to provide key objectives and strategic recommendations to help leverage REC resources for communicating more effectively and efficiently with target audiences.

Attention Bidders:

Texas A&M, Procurement Services is transitioning to an E-commerce system for all invitation for bids and purchase orders. We are asking all vendors to take a few moments and register as one of our vendors. This will allow you to respond to our bid invitations electronically as well as view other bid opportunities.

Please visit the following website to register:

<https://bids.sciquest.com/apps/Router/PublicEvent?CustomerOrg=TAMU>

If you have any questions in reference to registrations, please contact us at 979-845-2325.

All invitation for bid documents not submitted electronically via the AggieBid system will only be accepted via the following methods:

- Faxed to (979) 845-3800
- Express Mail (FedEx, UPS, etc.)
- US Postal Service
- Hand Delivered

At this time, no email responses are acceptable. If your response is received via email, your response may be disqualified.

All invitation for bid documents not submitted electronically via the AggieBid system must be returned on our form.

As a bidder responding to this invitation upon submission of your response, regardless of the format of your submission, you and the entity you represent are agreeing to the terms and conditions presented here as well as the TAMU terms and conditions located

at <http://purchasing.tamu.edu/media/123743/bidtamu.pdf>

Physical Address:

Texas A&M University
Procurement Services
Agronomy Road
College Station TX 77843-1477
Fax - 979-845-3800

NOTE: If responding manually, please submit with your bid response a W9. This will allow us to enter your company into our bid system and include your response on the electronic tabulation.

1 ★ Instructions To Supplier :

Please acknowledge that additional terms and conditions have been reviewed.

Prerequisite Content:

Note To Bidders

References:

Bidders shall provide at least three (3) references where services comparable in size and scope have been performed within the last two (2) years. Bidders shall provide the Company name, Contact Person, Company Address, phone and fax number and email for each reference.

Texas A&M University reserves the right to contact these references to verify bidder's ability to perform these services. A negative reference may be grounds for disqualification of your bid.

Award

The award shall be made based on the following "Best Value Criteria". Texas A&M reserves the right to consider the following and any other factor deemed necessary to evaluate the offer and determine the "Best Value" for the University.

- Vendor's ability to meet the minimum specifications;
- Delivery requirement;
- Experience/past experience with vendor;
- The quality, availability and adaptability of equipment offered to required application.
- Quality of performance of previous services;
- References;
- The acquisition price.

Texas A&M University reserves the right to accept or reject any or all bids, to waive informalities and technicalities, to accept the offer considered the most advantageous to the University

Certification

I certify that I have read and agree to the terms above.

Supplier Must Also Upload a File:

No

Buyer Attachments

Detailed Specifications	02-PURS-ITB-0840.doc	../Attachments/02-PURS-ITB-0840.doc
TAMU Standard Terms & Condition		c http://purchasing.tamu.edu/media/123743/bidtamu.pdf
Background Packet	Background Packet for 02-PURS-ITB-0840.docx	../Attachments/Background Packet for 02-PURS-ITB-0840.docx
Addendum 1	02-PURS-ITB-0840 Addendum 1.doc	../Attachments/02-PURS-ITB-0840 Addendum 1.doc

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Group 1

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- | | | |
|-------------|--|---|
| 1.1 | Payment Terms - Quote 100% Net 30 Upon Receipt and Acceptance. If quoting as specified, type "Agreed" in the required field. If quoting otherwise, indicate here-in
Text (Single Line) | ★ |
|
 | | |
| 1.2 | Delivery Terms: Indicate delivery time upon receipt of order. Are you able to meet the April deadline?
Text (Single Line) | ★ |
|
 | | |
| References: | | |
| 1.3 | Bidders shall provide at least three (3) references where services comparable in size and scope have been performed within the last two (2) years. Bidders shall provide the Company name, Contact Person, Company Address, phone and fax number and email for each reference.

Texas A&M University reserves the right to contact these references to verify bidder's ability to perform these services. A negative reference may be grounds for disqualification of your bid.
Text (Multi-Line) | ★ |
|
 | | |
| 1.4 | Vendor Contact: Provide contact information for the individual that will be servicing this account - Contact Name, Telephone & Fax Number and Email address.
Text (Multi-Line) | ★ |

★ Required Product Line Items

#	Item Name, Commodity Code, Description	Qty.	UOM	Target Price	Allow Alternates	Requested Delivery
P1.1	Communications Audit and Marketing Strategy ★	1	LO - Lot	-		-
	99900294 - Other Contracted Services - no specific comm code available 5670 / Communications Audit and Marketing Strategy for Center Communications and Products, as per the detailed specifications					

Service Line Items

There are no Items added to this event.