

The Purpose of this Addendum is to **provide responses to vendors' questions related to this RFP.**

1. Can you explain the UNSPSC_Codes?
Answer: Solicitation responses including a catalog or website pricing and a catalog discount of greater than zero, (e.g., of 5% discount) must include the embedded Excel file "UNSPSC_CODES" within the Punch Out form attached to this solicitation.
2. How does the UNSPC codes relate to the Punch-out Catalog?
Answer: Dallas ISO utilizes Supplier hosted Punch-out Catalogs to enable users to review and select goods included in awarded category codes for awarded vendors. Please refer to the Punch Out form attached to this solicitation.
3. Are the UNSPSC_Codes used for the Punch-out Catalog Set-up Request?
Answer: Yes
4. Can you give me step by step on how to find the Guide to Punchout in the iSupplier portal, I can not find it?
Answer: Please refer to the second page of the Punch-Out form attached to this solicitation.
5. In regards to RFP 197890 AV-207842 Decorative and Event Services, where do we upload our submission?
Answer: Please register with the iSupplier portal as soon as possible in order to avoid any issues with submitting before the deadline. No fax or email submissions will be accepted. Only one format is needed. The manual submission shall consist of one (1) original hard copy. The Offeror may submit a manual response by paper via mail/FedEx/UPS etc. before the cutoff date and time at the following address: Dallas ISD Procurement Services Attn: Staff Member and BID NUMBER, 9400 N Central Expwy, Ste 1510 Dallas, TX 75231.
6. Are there any sustainability goals or eco-friendly practices you would like to incorporate?
Answer: The scope and specifications of the RFP are as issued with no revisions.
7. Are there current trends in event design that you are particularly interested in?
Answer: RFP AV-207842 was issued on "an as-needed basis". Event design would be determined at the time of need by the requesting department or campus.
8. Will there be any entertainment or activities that we need to consider when planning the decor?
Answer: RFP AV-207842 was issued on "an as-needed basis". Entertainment or activities would be determined at the time of need by the requesting department or campus.
9. Are there specific elements you want to highlight during the event?
Answer: RFP AV-207842 was issued on "an as-needed basis". Elements would be determined at the time of need by the requesting department or campus.
10. What is the lead time after receipt of the purchase order?
Answer: 3-14 days ARO

11. From receipt of the Dallas ISD purchase order how quickly can a vendor provide the requested services?

Answer: 3-14 days ARO

12. Who should we contact to schedule a site visit for each event?

Answer: RFP AV-207842 was issued on "an as-needed basis". A site visit would be scheduled at the time of need by the requesting department or campus.

13. How early will the space be available and accessible ahead of the event date for preparation?

Answer: RFP AV-207842 was issued on "an as-needed basis". Information regarding space availability and accessibility would be available at the time of need by the requesting department or campus.

14. Considering the event size, are there guidelines for varying setups (e.g., centerpiece designs, floral arrangements, use of school colors or mascots)?

Answer: RFP AV-207842 was issued on "an as-needed basis". Guidelines for event setup would be available at the time of need by the requesting department or campus.

15. Are there any restrictions on size, color, or materials for the arrangements or decor (e.g., stage setup, high ceilings, layout)?

Answer: RFP AV-207842 was issued on "an as-needed basis". Information regarding restrictions on size, color, or materials would be available at the time of need by the requesting department or campus.

16. Will a drawing or sketch of the layout need to be submitted for approval?

Answer: RFP AV-207842 was issued on "an as-needed basis". Event layout information would be discussed at the time of need by the requesting department or campus.

The information in this Addendum is hereby incorporated and made part of any contract awarded pursuant to this solicitation.

Please sign this addendum and submit along with your copies of the proposal. ALL OTHER PROVISIONS, AND OTHER TERMS AND CONDITIONS REMAIN UNCHANGED. BIDDERS ARE REQUIRED TO ACKNOWLEDGE AND RETURN/SUBMIT A COPY OF THIS ADDENDUM WITH THEIR PROPOSAL.

Company Name: _____ Submitter's Name/Title: _____
Address: _____ City, State and Zip Code: _____
Email Address: _____
Submitter's Signature: _____ Telephone No. _____
Fax No. _____ 800 # (if available) _____
Date: _____

END OF ADDENDUM