

## RFP 4136 – Diploma Covers and Inserts

### Vendor Questions/Inquiries and Responses

1: Can this RFP be signed via DocuSign?

**RESPONSE:** Yes

2: Will this RFP have the option for additional terms to the agreement? ( This would determine Herff Jones pricing)

**RESPONSE:** Yes, this will be negotiated in the contract

3: Can you please provide a picture of the seals and diploma covers you currently have?

**RESPONSE:** Sample pictures are posted on the [MMSD Doing Business](#) website.

4: Is it requiring a custom sample for each of 4 high schools, but 7 schools are listed? I'm having trouble interpreting what is expected in regards to the samples. We have pre-made samples that showcase all of the options a school can utilize. I have read it a few times and can't tell if our sample is acceptable or if you want custom ones for your schools submitted with the bid.

**RESPONSE:** Pre-made samples for the 4 comprehensive high schools (East, La Follette, Memorial, and West) will suffice. Currently the other 3 schools (Capital High, Shabazz, and Innovative High) do not do the same diploma covers but we wanted the RFP to include the option for them to opt in if they chose to in the future.

5: Do those 4 samples need to be custom for each school? Or does our sample kit that shows all of the customization options in a generic format work?

**RESPONSE:** A sample kit that shows all the customization options would work.

6: Herff Jones: We are wondering about possible additional services in future like caps and gowns?

**RESPONSE:** Will be a separate RFP in Spring 2026 for caps, gowns, tassels, stoles, and yearbooks in addition to diploma covers and inserts. There was a change in vendor availability after this school year which is why this is a one-off RFP.

7: Herff Jones: We have a question about length in term of this contract. Usually for this detailed it's longer so wondering why it's this length?

**RESPONSE:** This is 1 year only but goal for next is multiyear contract length TBD. Last RFP was 3 years with 2 year contract extension option. Will not be determined until next year.