

Addendum #1

Diplomas and Diploma Covers – 5 Year Contract (FY22-FY26)

Issue Date: March 12, 2021

Bids Due: March 24, 2021 at 1:00PM

1. Are all of the cover specifications the same for all schools? If not, please provide the breakdown of each different school’s annual quantity requirements for each. (we assume that due to the school name and location being printed in gold that this will be the case)

Below is an approximate breakdown by School

School	diplomas/diplomas covers
Providence Career & Technical Academy	160
360 High School	60
Dr. Jorge Alvarez High School	170
Classical high School	260
Central High school	300
E-Cubed Academy	80
Hope High School	200
Juanita Sanchez Educational Complex	125
Mt Pleasant High School	235

2. Are all of the diplomas the same for all schools with the exception of the variable data, names, degrees, dates, signatures and titles. Specifically, is the masthead and the seal the same for all?

Masthead and seal are the same on all diplomas. The variable data on the diplomas are: School name, student names, degrees, dates, signatures and titles.

3. While it seems that all orders will be placed by the purchasing department, will all bills go to the same place and do they have to be separated by school?

Invoices are to be submitted to Controllers Office, 797 Westminster Street, Providence, RI 02903 and will need to be separated by school.

4. What color are the corner pocket on the interior of the cover, the ribbons that hold the documents?

Interior & ribbon are white on the diploma covers

5. How does the cover open? Like a book or a tent?

The diploma cover opens like a tent

6. What color is the cover? What is the texture?

The diplomas cover is black with gold print on it.

7. Is there a blind border on the front or the back of the cover?

Yes, there is a blind border on the front of the diploma

8. Based on item 3. Under scope of work, are you requiring the diplomas to be inserted into the covers?

Yes, that is correct. Diplomas are to be inserted into covers.

9. What color is the masthead? How is it being produced? Is it flat or raised?

Color of masthead is black and the print on the diploma is raised.

10. What color is the seal? How is the seal being produced? Foil, Foil embossed, Engraved?

The seal color is gold.

11. Is there only 1 seal? If not, questions above would apply for all seals.

There is only one seal.

12. Is there a seal on the diplomas and is it foil or engraved?

Yes, there is a seal (gold)stamped flat under the black raised print.

13. Is the text thermographed (raised printed)?

Yes, the print is raised in black.

14. Is it possible to see a sample of a previous diploma and diploma cover?

