



## REQUEST FOR QUOTES

### GRAPHIC DESIGN SERVICES

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Below are questions VRE received as of March 19, 2026, with responses. Whenever possible, questions are presented as originally asked. Otherwise, the questions or inquiries are presented to capture the main thrust or idea.

1. Section 3A Minimum Qualifications: Does VRE allow flexibility in the ten (10) years of experience requirement for non-key staff supporting graphic design and copywriting services, provided all key personnel and task leads satisfy the minimum education and experience requirements?

VRE does not allow flexibility in the ten (10) years of experience requirement for non-key staff supporting graphic design and copywriting services.

This standard ensures consistent quality across all deliverables, as non-key staff still contribute directly to the final product. Maintaining this requirement reduces risk, limits rework, and ensures all team members can perform independently and meet VRE's brand and performance expectations.

2. Section 3A Minimum Qualifications: Should Offerors submit a portfolio or qualifications package with their quotes?

Offerors shall not submit a portfolio nor qualifications for this Request for Quotes as neither are evaluation factors for this small purchase award.

3. Section 4B General Provisions: Will VRE consider proposed modifications to the general provisions?

This solicitation precludes the submission of exceptions, conditions, qualifications, or exclusions as part of the Quote. The Quoter must respond to the solicitation as presented by VRE without alteration or exception, including to the general provisions, unless otherwise allowed elsewhere in the solicitation.