

Anne Schulte and company

Strategic Marketing
Creative Development
Graphic Design

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March 30, 2021

Erin Rauch, CPPB, VCO, CUPO
Assistant Director | Purchasing
erauch@gmu.edu

SUBJECT: RFP GMU-1692-21, Creative & Marketing Services

Dear Ms. Rauch:

We are so happy to hear back from you and look forward to discussing the details of working with you and George Mason University. Regarding negotiations/clarifications as provided for in Section XIII, B of the subject RFP, below are our responses:

1. Mason is an educational institution and entity of the Commonwealth of Virginia. As such, we are obligated to ensure that all pricing and contractual elements meet our institution's needs. Can you provide a reduced hourly rate for services?

Yes, I am willing to accommodate lower pricing. Can you provide details that would include an example of an assignment with hours, rates and any expenses that have proven acceptable in the past?

2. Do you have any minimum hourly requirements for jobs? For example, a 4-hour minimum per project.

We have no minimum hourly requirements for assignments.

3. If awarded a contract, do you acknowledge, agree and understand George Mason University cannot guarantee a minimum amount of business?

Yes, we are very flexible and look forward to the opportunity of doing business with GMU on an "as needed" basis as stated in the RFP. It is our hope that Anne Schulte and Co. be utilized as a high-quality, trusted partner and that we are first call for any and all marketing assignments to which we are qualified.

4. Do you agree to sign Mason's Standard Contract (RFP Attachment B - Sample Contract) if awarded a contract?

Anne Schulte and Co. is a small S-Corp and does not carry the level of insurance stated in the RFP Attachment B - Sample Contract. If the precise stated level of insurance(s) is flexible, I will gladly sign the contract. We do, however, carry standard business (for a home office) and auto insurance.

Thank you and I look forward to working together!



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