



**UNIVERSITY OF
BALTIMORE**

**Office of Procurement and
Materials Management**

Solicitation UB-26-AS-01 Diplomas and Certificate Printing Services

Solicitation Schedule

Issue Date: MONDAY, July 7, 2025

Deadline for Questions: MONDAY, July 14, 2025 by 2:00PM

Response to Questions: MONDAY, July 21, 2025 by 5:00PM

Bid Due Date: MONDAY, July 28, 2025 at 2:00PM

Procurement Issuing Office Primary Point of Contact: UNIVERSITY OF BALTIMORE
Office of Procurement
1420 N. Charles Street
Baltimore, MD 21201

Adrienne Smith, Contract Specialist
University of Baltimore
Office of Procurement
1420 N. Charles Street
Baltimore, Maryland 21201
410-837-1559
asmith@ubalt.edu

NOTICE: Prospective Proposers who have received this document from a source other than the Issuing Office are advised to contact the Issuing Office. This is a courtesy, the University does not take responsibility if any Prospective Proposer is not informed of communication issued under this Solicitation. It is the sole responsibility of any Prospective Proposer to visit the University's website for all documents relating to this RFP. Visit: [Current UBalt Solicitations](#)

SPECIAL ACCESS: Anyone requiring special assistance in obtaining a copy of the solicitation are invited to contact Adrienne Smith for assistance.

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Diplomas and Certificate Printing Services

SECTION I. SOLICITATION SUMMARY

A. SOLICITATION SUMMARY

The purpose of this solicitation is to obtain a qualified contractor to provide comprehensive printing and mailing services for graduation diplomas and certificates. These services will support the University of Baltimore's exclusive and joint programs as well as those of other institutions within the University System of Maryland (USM).

B. ISSUING OFFICE

Adrienne Smith, Contract Specialist
University of Baltimore
Office of Procurement
1420 N. Charles Street
Baltimore, Maryland 21201
410-837-1559
asmith@ubalt.edu

and

Beth Kirk, UBalt Procurement Officer
bvukirk@ubalt.edu

The sole point of contact at the University for purposes of this RFP is the issuing office. Any questions with regard to any aspect of this Request for Proposal must be directed to the Issuing Office in writing.

C. QUESTIONS

Questions, request for clarification, additional information and inquiries must be submitted in writing. All questions, requests, additional information and inquiries must be submitted at [Solicitation Questions](#) on or before **MONDAY, July 14, 2025, 2:00 p.m.** Inquiries will receive a written reply via an Addendum.

All Questions must be sent via a Word attachment to the Issuing Office. Should an Offeror find discrepancies in the Solicitation documents or be in doubt as to the meaning or intent of any part thereof, the Offeror must, prior to the question deadline listed in the Solicitation, request clarification in writing from the Issuing Office, who will issue a written Addendum to the Solicitation. Requests shall include the solicitation number and name.

Oral explanations or instructions will not be binding, only written Addenda will be binding. Any Addenda and all responses resulting from these requests will be sent via email to the initial receiver's email. The Offeror shall acknowledge the receipt of all addenda in the Acknowledgement of Receipt of Addenda Form using Attachment D. This acknowledgement of the receipt must be included with your response.

D. DELIVERY OF PROPOSALS

Proposals must be submitted to the Issuing Office electronically by the due date and time using the link provided by the Issuing Office. Only proposals received at [Proposal Submission](#) will be considered.

Proposal documents are to be submitted as an attachment in PDF format (no zipped files). By providing the proposal to the University electronically, the Offeror grants the University the unlimited right to generate additional electronic and/or paper copies for distribution for the purposes of review, evaluation and archive.

Late proposals will not be considered. The date and time of the submission is time stamped by email and shall be the official date and time of submission to Procurement.

E. TERM OF CONTRACT

The initial contract term will be for three (3) years, with four (4), one (1)-year renewal. The total contract value shall not exceed \$99,000, unless amended by the University. The contractor's rates must be guaranteed for a minimum of three (3) years (initial term).

F. GENERAL INFORMATION

Proposals must be made in the official name of the firm or individual under whom business is conducted and must be signed by a duly authorized person.

Each offeror must furnish all information required by this solicitation. Please see response requirements below.

This solicitation creates no obligation on the part of UBalt to award the contract or to compensate Offeror for proposals preparation expenses.

UBalt reserves the right to award a contract based the upon the proposals received.

G. ACCEPTANCE OF TERMS AND CONDITIONS

By submitting a proposal in response to this solicitation, the firm accepts the terms and conditions set forth in this solicitation, Attachment S, Solicitation Terms and Conditions and Attachment C, Sample Contact.

END OF SECTION I

Diplomas and Certificate Printing Services

SECTION II. SCOPE OF WORK

A. BACKGROUND

The University of Baltimore provides innovative education in law, business, public affairs and the applied arts and sciences to serve the needs of a diverse population. A public university, the University of Baltimore (UBalt) offers excellent teaching and a supportive community for undergraduate, graduate and professional students in an environment distinguished by academic research and public service. The University:

- makes excellence accessible to traditional and nontraditional students motivated by professional advancement and civic awareness
- establishes a foundation for lifelong learning, personal development and social responsibility
- combines theory and practice to create meaningful, real-world solutions to 21st-century urban challenges
- is an integral partner in the culture, commerce and future of Baltimore and the region.

The University of Baltimore is one of 12 institutions that encompass the University System of Maryland, the nation's 12th largest university system. The University of Baltimore offers career-focused graduate, doctoral and undergraduate programs and certificates in law, business, public affairs and the applied arts and sciences. UBalt's institutional vision is to become a living-learning laboratory at the center of the Baltimore renaissance.

The University is located within Baltimore's cultural district, centered on Mt. Royal Avenue and Maryland Avenue, just two miles north of Baltimore's Inner Harbor. UBalt is located at the center of the city's transportation hub, with easy access to the Light Rail, train station and bus routes. For more information about UBalt, visit www.ubalt.edu/institutionalresearch.

B. MINIMUM QUALIFICATIONS

The Contractor must provide proof of the following:

- The Contractor shall have five (5) or more years of experience in providing printing and mailing services of diplomas and certificates to a higher education institution.

C. SCOPE OF WORK

Contractor Responsibilities

The Contractor shall:

- Adhere to the specifications outlined in the Printing Specifications provided in this Solicitation or as amended by UBalt at a later date.

- Upon request, provide Certified Electronic Diploma with the ability to be shared on social media sites such as LinkedIn, Facebook, and Twitter.
- Provide a direct mailing service to students within ten (10) days of the order, mailing all diplomas ordered to students, with return address listed as the University's address.
- Provide tracking information for domestic and international shipments.
- Handle all aspects of mailing or otherwise delivering diplomas and certificates, including the purchase of postage as necessary. The cost of postage should be added to the invoice as a separate line item, without mark-up.
- Mail all diplomas and certificates in a pre-printed, non-bendable, cardboard mailer or cardboard tube with the University's return address.
- Process and mail all emergency orders within a twenty-four (24) hour turnaround time.
- Provide the same turnaround time for replacement orders as diploma and certificate orders.
- Upon request, provide an unspecified number of diplomas and certificate for students who are moving and/or unable to furnish a mailing address. These items must be mailed directly to UBalt to an address provided at a later date.
- Provide a Customer Service/Sales Representative for the University.
- Use a thermographic and lithographic printer.
- Accept the University's Purchase Credit Card and University Purchase Order/s. Orders at or under \$5,000 may be paid via the University's Credit Card. Orders over \$ 5,000.00 will be paid via the University's Purchase Order (PO), which will be issued to the Contractor at the time that the order is placed from the UBalt Procurement Office. Contractor shall provide an invoice.
- No additional service charges to the fee for the products/supplies/services
- If the issue is determined to be an error on the contractor's part, a replacement will be provided at no additional cost.

Printing Specifications:

Contractor shall provide as follows: Two (2) types of diplomas and certificates:

- University of Baltimore exclusive degree programs (UBalt seal only)
- University of Baltimore joint programs (UB seal and either Towson or Coppin Seal)
 - Diploma Size: 12" x 15"
 - Certificate Size: 12" x 15"
 - Stock: Archival Quality/Acid-free diploma paper, cream
 -
 - Diploma and Certificate text to be printed in as follows:
 - Body text & Date line- Font: Mariage, 25 pt
 - Signature titles & Reissue line- Font: Mariage, 12 pt
 - College Name & Student Name- Font: ATOldEnglish, 30 pt
 - Degree- Font: ATOldEnglish, 35 pt
 - Major & Honors- Font: ATOldEnglish, 18 pt
 - Joint diplomas and certificates text to be printed as follows:
 - Joint Towson diploma:
 - Body text & Date line- Font: Embassy BT, 31 pt
 - Signature titles- Font: Embassy BT, 17 pt
 - Reissue Line- Font: Embassy BT, 12 pt

- Name & Degree- Font: ATOldEnglish, 32 pt
- Major- Font: ATOldEnglish, 26 pt
- Honor- Font: ATOldEnglish, 20 pt
- Joint Coppin diploma:
 - Body text & Date line- Font: Old English Text MT, 19 pt
 - Signature titles & Reissue line- Font: Mariage, 12 pt
 - Name- Font: ATOldEnglish, 30 pt
 - Degree, Major & Honors- Font: ATOldEnglish, 26 pt
- Two (2) different undergraduate degrees:
 - Bachelor of Arts
 - Bachelor of Science
- Eight (8) different graduate/ professional degrees:
 - Master of Fine Arts
 - Master of Science
 - Master of Arts
 - Master of Public Administration
 - Doctor of Public Administration
 - Doctor of Communication Design
 - Juris Doctorate
 - Masters of Law

NOTE: During the period of the awarded contract, the University may need to add or drop degree programs offered.

- Date of graduation: UBalt awards degrees in May, August, and December
- Signatures: Each diploma has at least four (4) signatures:
 - Chair of the Board of Regents of the University System of Maryland
 - Chancellor of the University System of Maryland
 - President of UBalt
 - Dean of Arts and Sciences, or Dean of the College of Public Affairs, or Dean of the School of Law, or the Dean of the Merrick School of Business, depending on the degree earned.

University Responsibilities:

The University shall:

- Provide the University's mailing address for all graduating students.
- Provide signatures for diplomas and certificates. The University reserves the right to change signatures and titles of officers during the period of the contract.
- Provide exact graduation dates with the corresponding schedule for printing and mailing services.

D. RESPONSE REQUIREMENTS

1. **Adherence to Services Statement.** Provide a statement within your proposal your firm shall adhere to requirements of the Scope of Work to include the printing specifications, order fulfillment, and UBalt various payment methods and all requirements provided in this Solicitation
2. **Company Profile and Experience/References.** Provide documentation your firm meets the minimum qualifications of five year's experience in printing and mailing diplomas and certifications for higher education, by completing Attachment A Also complete Attachment B, by including at least three (3) references from either current or recent higher education clients, including institution name, contact person and number, and project details. Additionally, identify the assigned Customer Service/Account Representative/Manager, including name, title, contact information, and hours of availability. This individual shall be assigned to UBalt as our primary point-of-contact. If your firm offers a customer service number, also include this information within your Attachment A.
 - a. Company Profile – Attachment A.
 - b. Contractor Experience and Reference Form - Attachment B
3. **Pricing Form – Attachment C.** Complete Pricing Submission Form: Attachment C
4. **Samples – Attachment D (provided under a separate cover).** Contractors must submit digital pdf samples for each of the Campus wide diplomas via email as Attachment D. Provide a minimum of eleven (11) samples. Samples must be formatted as specified in the Printing Specifications outlined in Section II – Scope of Work of this Solicitation. Samples must be able to confirm, without reservation, the contractor's ability to perform as mandated in this solicitation.
5. **Schedule.** Provide a schedule of when services will be provided to meet the completion dated provided in this solicitation. If your firm is unable to meet the project start date and completion date, your firm may provide a proposed start and completion date within your proposal and must explain the circumstances/assumptions for proposing new dates.
6. **Certificate of Insurance.** Provide a copy of your Certificate of Insurance. Awarded Contractor must meet the Insurance and Insurance Requirements provided below.

END OF SECTION II

ATTACHMENT A
COMPANY PROFILE

COMPANY NAME: _____

ADDRESS OF COMPANY: _____

DATE OF INCORPORATION: _____ STATE OF INCORPORATION: _____

PHONE NUMBER: _____ TOLL FREE PHONE NUMBER: _____

FAX NUMBER: _____ EMAIL ADDRESS: _____

LOCATION OF BRANCH OFFICE(S) WHICH WILL SERVICE UNIVERSITY: _____

TYPE AND SIZE OF CUSTOMERS SERVICED: _____

TYPE OF SERVICES PROVIDED: _____

OF YEARS IN BUSINESS: _____

OF YEARS IN BUSINESS UNDER PRESENT NAME: _____

OTHER OR FORMER NAMES UNDER WHICH YOUR ORGANIZATION HAS OPERATED:

TYPE OF ORGANIZATION (I.E: CORPORATION, PARTNERSHIP, INDIVIDUAL, JOINT VENTURE):

NAME OF PRINCIPAL(S) AND TITLE(S):

BRIEF HISTORY OF COMPANY: _____

ACCOUNT MANAGEMENT:

- Name of Customer Service/Account Manager that shall be assigned to UBalt's Account:
- Title:
- Phone:
- Email:
- Hours of Operations:

END OF FORM

ATTACHMENT B:
Contractor Experience and Reference Form

Offerors shall provide at LEAST three (3) clients the Offeror provided similar services as this Solicitation. Provide the Name of the contract, description of services, Contact name, address, phone number and email address. Indicate the contract term and contract value. UBalt may call provided references or other clients the Offerors provided services for.

1.

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract (include dates): _____ Value of Contract:

Firm's Assigned Account Manager: _____

Description of Services:

2.

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract (include dates): _____ Value of Contract:

Firm's Assigned Account Manager: _____

Description of Services:

3.

Contract Name: _____ Contact Name: _____

Address: _____ Phone: _____

Email address: _____

Term of Contract (include dates): _____ Value of Contract:

Firm's Assigned Account Manager: _____

Description of Services:

END OF FORM

ATTACHMENT C
Pricing Submission Form



Pricing/Fees

<p>Issued By:</p> <p>University of Baltimore</p> <p>Department of Procurement</p> <p>1420 North Charles Street</p> <p>Baltimore, MD 21201</p> <p>Attn: Adrienne Smith</p> <p>Telephone: 410-837-5715</p> <p>e-mail: asmith@ubalt.edu</p>	<p>Solicitation Number: UB-26-AS-01</p> <p>Date Issued: June 30, 2025</p> <p>Proposal Due Date and Time: July 28, 2025 2:00pm EST</p>
<p>Offeror's POC Information (Firm's name and address, POC Name and title, phone number and email address:</p>	<p>Period of Performance: The initial contract term will be for three (3) years, with four (4), one (1)-year renewal. The total contract value shall not exceed \$99,000, unless amended by the University. The contractor's rates must be guaranteed for a minimum of three (3) years (initial term).</p>

Please enter your fees for the items specified below. The University shall not pay any expenses incurred in the preparation or submission of any solicitation/response documents. The University reserves the right to accept any or all items of any proposal, in whole or in part, and to reject any or all proposal/s. The Offeror shall provide a fully loaded fee for all the services required to complete the supply/service. The Offeror may also include other fees that may be charged that is not included in the Unit Price/Fee, by adding additional rows to the bottom of the form.

Contractor shall Provide Pricing Per the current UBalt diploma samples referenced below. See Exhibit A for all Samples referenced below.

