RFP803620 Q&A 1

Questions:
1) Quarterly Mass Mailings:
   a. Are the outer envelope, reply envelope and statement/reply form the same for all 4 mailings and available to preprint / store prior to the 1st mailing? Or are there separate versions for each of the 4 mailings?
      Unique art and copy for each quarter for carrier and statement/reply form. The reply envelopes are all same art file and can be printed and stored for duration of campaign.
   b. Statement/reply form: is there VDP on this piece or is it static? If it has VDP, is variable 1-sided or 2-sided?
      Variable data on side 1, static text on side 2
   c. Please specify 3/2 ink colors on the statement/reply form
      Side 1 PMS 567/PMS 368/black, Side 2 PMS 567/black

2) College Campaign Mailing
   a. Is the VDP letter (after preprint in 2/color) in 1/c black or is the variable print in color? Does the VDP print 1/side or 2/sides?
      It is 1 sided VDP in black
   This question is for all 14 versions of the letter(s)
   b. Does the reply card have any VDP? If yes, is VDP all 1/c black? Does VDP print 1/side or 2/sides?
      VDP on side 1, text in black. Side 2 is static no VDP
   c. Question on #10 2/color closed window envelope and #9 1/c reply envelopes:
      1. Please specify ink colors on #10: black + PMS 567?
         Correct
      2. Please specify ink color on #9: black or PMS?
         PMS 567
      3. IMPORTANT question: is this #10 and #9 the same that is used on items 2, 3, 5, & 6 in this RFQ?
         #10 is unique for each mailing. Same #9 is used for projects 2, 3 and 6. 5 uses unique art for #9.

3) This question is for specs in parts 7 & 8 in the RFQ:
   a. Please specify the size of the showcase window; this eliminates the possibility of an estimating error
      4x7
   b. Does the personalized card print 1/side or 2/sides, and is the variable on 1/side or 2/sides
      Prints 2 sided: side 1 VDP, side 2 static
   c. Does the magnet host card print 1/side or 2/sides
      1 sided static
   d. Generic diecut picture frame magnet --- does vendor need to be approved to provide this printing service or is the PO adequate?
      PO is adequate

Respectfully, it would seem once a vendor is selected, a PO for the purchase of non-profit stamps could be generated so postage stamps can be pre-billed. Your thoughts on this, please.

That's acceptable, as long as the status of the mailing isn't delayed. MSU's payments sometimes take longer than 8 days provided as acceptable for mailing timeline – so company would likely still be paying for the postage to stay on schedule, receiving payment of postage post mailing even if pre-billed.

First, regarding postage—the request indicates that the printer must front the postage, but MSU has their own account for postage. Is there a reason we would need to front the postage rather than using MSU's account like we typically do?

That's acceptable, if the status of the mailing isn't delayed. If approval is needed prior to mailing through MSU's accounts, then no – the postage must be fronted and reimbursed by MSU post mailing.

Also, "vendor must be able to mail a project within 8 working days of receiving our final data…"—is this line referring to ALL files, including print files, or would we receive some of the print files in advance? For example, could we pre-print the envelopes that will need to be converted?

We can provide art, especially converted envelope art, up to 15 days prior, but would prefer to run on tighter deadlines to ensure timeliness of mailings and data provided.

Lastly, can you confirm if the "closed face" envelopes are just regular, non-window envelopes?

Correct