RFP 26-004 Question and Answer Addendum 1

A.1 Viewbook:
Will that be mailed at one time or multiple mailings?

One time, but could be multiple mailings.

A.3 Poster:
Can you confirm how it folds?

The fold is not set. It can be modified to however you see best to keep costs down and mail.

A.4 Applicant Postcard:
Will that be mailed at one time or multiple mailings?

Multiple mailings, most likely.

A.6 Student Involvement Guide:
Do you have a die-line or something to show the die-cut?
Also I wanted to confirm the page count for the text section with the gate fold center. Does the 20 text pages include the center spread gatefold as 8 pages leaving 12 others? Sometimes organizations do not count the extra pages of the gatefold the text page count.

Template below.

A.7 Variable Admi Box
What is the overall & finished size?
Template below

1. On the applicant postcard, it's mentioned that the front image selection and the messaging is variable with 5 options. Are there 5 images that will coincide with the messaging or will the image and messaging vary as well?

The images would coincide with the messaging. For example, Image 2 would coincide with Messaging 2.

2. For items with variable printing, will the variable information be provided up front before the full production run?

We will provide an Excel file with variable information at the beginning of each project, but also if there are multiple runs, we would supply a new Excel file per run.

3. When pricing, should we assume the full quantity will be produced at one time?

Yes and no. Sometimes we get a quote for the full quantity, but then it will be fulfilled in several runs.

4. Will there be additional items produced to be kitted into the box for fulfillment?

Yes. We are currently providing a custom bandana and a vinyl sticker, but this can change.

Item #A.5 Waterfold Information Books

1. For the stair step waterfall cutouts: are they straight cuts, or will this require diecutting shapes on the edges?
    a. If there are diecut shapes, is there an example/ image/ drawing of these shapes?

These are straight cuts

Item #A.6 Student Involvement Guide with Gatefold

1. Is there an example/ image/ drawing of the gatefold?
    a. We're assuming that this is a 6 page gatefold, but any additional information would be helpful and appreciated.

Photos attached

Item #A.7 Variable Admin Box

1. Are there dimensions available?
    a. Flat size
    b. Finished size

Template below

2. Is there a specific closure that you have in mind?

Tear off zip closure

3. Will these be shipping out to a packer, so we would send them out to be kitted FLAT/ no assembly?

The expectation is that the print company would print and kit all at the same facility, then ship directly to a provided mailing list.

Overall Project:

The only thing that we don't see in the RFP is if we should include fulfillment of any sort for this project. Please let us know if this is something that you'd like to include, or if this portion of the pricing process is only for the components.

Yes. The expectation is that everything can be handled by your facility - printing, assembling, packaging, and mailing (sometimes direct to ATU, but often to a mailing list).