

Question and Answer Document

Please submit your questions in the form below by the date and time established in the RFP.

#	RESPONDENT'S QUESTION	STATE'S RESPONSE
1	Is the return address pre-printed in 4/C print or will it be inkjetted (black) with the mailing addresses?	A little of both. The Scholar auto-enroll will be 4/c. The senior Pre-Admin will be black inkjet.
2	What are the paper specs for items 1-4 & accompanying envelopes?	Paper: Letter - 8.5" x 11" (flat) 3.6" x 8.5" (final) - Standard office copy paper Envelope: Standard #10
3	Does the Ind. Pre-Admissions Initial letter print 1 side or 2?	1 side
4	Do the envelopes under item #'s 1 & 2 just print black on the face3 only?	Yes
5	Do the envelopes under item #'s 3 & 4 that print full color, print full color on the face only with no bleeds?	Full color, front only with bleeds
6	If we are the prime supplier and are a WBE, are also required to use a diverse subcontractor supplier?	No - points will be awarded since you are a WBE
7	Bid said to enter the "total" cost for the proposal. (1) Since we are quoting varied qty's of each item, please expand on how we show a total cost ie. if we quote 120k of 1, 23k of 1, 23k of 1 and 23k of the last one, do we add all of those up w/ the exception of postage? Then, for the next round of 140k of 1, 35k of 1 and so on, all of those qty costs up? Please expand on what you're expecting to see when you refer to a "total" since there are varied qty's of 4 different items.	Yes - Please provide estimates to print the minimum count for #1-4 (120K, 23K, 23K and 23K). Then, add those estimates up to provide the estimated total cost of printing. Same for the maximum counts (140K, 35K, 35K and 35K). If you could also do the same for postage as well with both the minimum and maximum counts.