



Office of Purchasing/Contract Management
3410 Taft Boulevard Wichita Falls, Texas 76308-2099

May 17, 2021

ADDENDUM ONE (1)

RE: RFP 735-21-4355 Admissions Communication Flow Services

TO WHOM IT MAY CONCERN,

The following question was submitted and received the following responses.

Do you have a sample data set (zip codes) for both long run and short run Flows? Without sample data it will be nearly impossible to provide postage estimates accurate for budgeting purposes. **Attached are two large sample sets (campus visit and MSU Intro) and a smaller short flow sample set (housing).**

Does MSU have it's own mailing permit.... or intend to use it's own mailing permit for the purpose of these mailings? **We do have our own mailing permit that can be used, if needed.**

I see a postcard description, but do not find a description for the Parent Tri-fold (note the flow chart says Bi-Fold in one rectangle) or the President's Message (on invitation stock).

- Would either the Parent Tri-fold/Bi-fold or the President's Message (on invitation stock) require an outer envelope for mailing? Absent an envelope they would need to be tabbed for mailing?
- Do you have specs for the sticker? listed in one of the rectangles of the flow chart? How would you want that sticker distributed to the recipients?

The parent trifold is a self mailer that would need to be tabbed. The President's message will require an invitation-style envelope. It is to be mailed to the students.

- Sticker postcard: 6x8, same size and stock as the others. (Is it 14 pt gloss?)
- Sticker needs to be 3.5 x 5.5. It is held down with the sticky glue dots. So it would require a non-window envelope for fulfillment with our return address and logo (we can provide)
- Parent trifold: 8.5 x 14 flat, (with bleeds 8.75 x 14.25) trifold, 4C, #80 gloss text
- Self mailing
- President's message: 4 x 5.75 folded, (4.25 x 11.75 with bleed), half fold, 4C, #100 matte cover
- With A6 envelopes with address printed on flap

Please confirm monthly quantity, or historical quantities if current is not available, and specs for tri-fold and president's message that include size, ink, paper type, etc. **Attached are two large sample sets (campus visit and MSU Intro) and a smaller short flow sample set (housing). The parent trifold is a self mailer that would need to be tabbed. The President's message will require an invitation-style envelope. It is to be mailed to the students.**

- Sticker postcard: 6x8, same size and stock as the others. (Is it 14 pt gloss?)
- Sticker needs to be 3.5 x 5.5. It is held down with the sticky glue dots. So it would require a non-window envelope for fulfillment with our return address and logo (we can provide)

- Parent trifold: 8.5 x 14 flat, (with bleeds 8.75 x 14.25) trifold, 4C, #80 gloss text
- Self mailing

- President's message: 4 x 5.75 folded, (4.25 x 11.75 with bleed), half fold, 4C, #100 matte cover
- With A6 envelopes with address printed on flap

Would previous samples be available to view via pictures sent at attachments? [Please see the attached sample Trifold.](#)

Please remember to acknowledge this addendum on the Addenda Checklist.

Regards,

Joseph J. Mrugalski Jr.
Purchasing/Contract Management