



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

June 3, 2021

ADDENDUM THREE (3)

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

TO WHOM IT MAY CONCERN,

The following question was submitted and received the following responses.

1.) When quoting the Price to implement BOTH Long & Short Flows (Printing) - Are we to use the figures provided in the Communication Flow Data for 2021 - 2022 that includes most postcard versions and quantities for each? **The comm flowcharts tells you when the long flow begins and ends and the show flow ends and begins. The long flow will be for the majority of the year then the short flow will kick in towards the middle of the spring semester. The vendors need to look at the flow charts at the top of each chart to see which postcards are included and which months to include in the pricing.**

If not, please provide version and quantities that are desired to be quote for each a Long and Short Flow.

2.) A postcard invitation is also mentioned in the last 2 sentences of the Scope of Work on Page 13 of 17. What are the specifications and quantity for this item? **President's message: 4 x 5.75 folded, (4.25 x 11.75 with bleed), half fold, 4C, #100 matte cover. With A6 envelopes.**

Do we include this cost in the Long & Short Lows (Printing Pricing)? **The communication flow chart answers this question for them. It is only included in the senior admit long flow**

3.) In the Communication Flow Charts, I noticed a "Parent Bi-fold" on the 2021-2022 HS Senior Admit Communication Long Flow Chart that is not listed on the Communication Flow Data. Is this a separate item or is it referencing the Parent Tri-Fold? If it is a separate piece - what are the specifications - Flat& finished size, paper, ink configuration, & quantity to be quoted ? Does it get added to the BOTH Long & Short Flows (Printing) pricing? **It is the same piece, just a typo. The flowchart answers this question. The trifold is only included in the long flow.**

4.) In the Communication Flow Charts, I noticed a "Housing" postcard that is not listed on the Communication Flow Data. Is this the same specifications as all over postcard versions - 4 x 6, 111# Gloss Cover 4/4? Also, what quantity do you wish for us to quote? Does it get added to the BOTH Long & Short Flows (Printing) pricing? **The housing postcard is the same size and paper weight as all of the other postcards. The Housing postcard is only included in the long flow per the flow chart. Not sure why it wasn't included in the Comm Flow Data; will get that you asap. Housing postcards should be 4857 total.**

5.) Sticker Postcard - If it is 6 x 8 per the Addendum, does it fold in half to 6 x 4? Do we quote a quantity of 2,500, as listed on the Communication Flow Data?

Will an A-6 Envelope work for this postcard? **Yes, the quantity is 2500. The sticker postcard is the same as the others 6x8, no folding. The sticker is held on with glue dots and should be fine to go in the mail as a postcard with no envelope, long as the sticker is glued on correctly.**

6.) Sticker - What stock do you wish for this to print on? Is it 4 Color Process? Do we quote 2,500 as listed on the Communication Flow Data? **2500 as listed on the data, same stock as the other postcards, 4C process**

7.) Postage - The Sample Set of zips is helpful, but all we can quote is a range of postage for Bulk mailing for - 4 x 6 postcards and your 2 envelope mailings - Sticker postcard with applied sticker in an A-6 envelope and Parent tri-fold in an A-6 envelope. We can only quote precise postage after processing an actual list for each of the three types of mailings. Will unit/per piece prices be acceptable? What quantities do we quote for each type of mailing? **I am fine with per piece**

Please remember to acknowledge this addendum on the Addenda Checklist.

The deadline for questions has now passed. No additional questions will be accepted at this time.

Regards,

Joseph J. Mrugalski Jr.
Purchasing/Contract Management