



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

July 10, 2023

### ADDENDUM ONE (1)

RE: RFP 735-2023-4378 Annual Fund Direct Print/Mailing Services

TO WHOM IT MAY CONCERN,

Please see the response to the question submitted below:

1. Project 1 – Since there is variable data on brochure and reply card, is this a mail merge? Meaning, the variable data on the reply card, would it be name specific?  
- Yes
2. Project 1 - Requested outer mail envelope is 6x9.5 showcase. These come standard at 6x9 and at that size the brochure and accompanying pieces would fit, could we substitute with this size instead?  
- Yes
3. Project 2 – 6.5x6.5 statement piece will be folding down to 3.25x6.5 Can the outer envelope #7 ¾ with window, be substituted with the readily available #7 ½ window which would fit all the pieces (these are at 3.9375x7.5 in size) vs. custom make envelopes of #7 ¾ window?  
- Yes
4. Project 5 – the inside card or reply card has no variable data? So only inkjet would be the addressee on A7 envelope?  
- This will have laser variable data.
5. Project 1 -What is the window size and position from bottom and left side?  
- This will be designed to be a showcase envelope meaning the front of the envelope (approx. 4X7) will be a big window where the recipient can see the brochure artwork. The reverse side (with the flap) will have the variable address and NP Indicia.
6. Project 1- On the brochure, is the variable on 1 side or throughout and does it print in black ink or in color?  
- Variable on one side and it is in color.
7. Project 1 - Reply card, is the variable in black ink or color?  
- Color
8. Project 1 - The NP indicia – is this your indicia or ours?  
- It will be ours.
9. Project 2 - The quantities listed is this per mailing or total of both mailings: If total of both what is the quantity per mailing: Is the variable in black ink or color?  
- It is per mailing. Variable is in black ink.
10. Project 2 - The #7-¾ window envelope, is this a standard window?

- Can be 7 ½ if needed.

11. Project 2 - The ink you state 2/0 – is this black + PMS or 2 PMS colors?  
- Black + PMS.
12. Project 3 - The quantity is this per mailing or both mailings total?  
- It will be per mailing.
13. Project 3 - The 8.5 x 14 size this is the flat size correct and then letter folds to 4.67 x 8.5?  
- Yes that is correct.
14. Project 3 - The variable is this in black ink or color?  
- Black ink.
15. Project 3 - Will we need to verify names and addresses on envelope and form?  
- Yes. Names and addresses should match before mailing.
16. Project 3 - On the #10 envelope you state 2/0 is this black + PMS or 2 PMS colors?  
- Black + PMS.
17. Project 4 - The 8.5 x 14 size this is the flat size correct and then letter folds to 4.67 x 8.5?  
- Yes, correct.
18. Project 4 - The variable is this in black ink or color?  
- Black ink.
19. Project 4 - Will we need to verify names and addresses on envelope and form?  
- Yes. Names and addresses should match before mailing.
20. Project 4 - On the #10 envelope you state 3/0 is this Black + 2 PMS or 3 PMS colors?  
- Black + 2 PMS.
21. Project 5 - On the A-7 envelope are the ink colors Black + PMS or 2 PMS colors?  
- Black + PMS
22. Project 5 - On the A-6 envelope is the ink black or PMS?  
- Black + PMS
23. On the last component (Project 5), is their variable data on both, card as well as reply card or only card?  
- Variable data on both
24. The variable data is that just in black or in color?  
- Color
25. Could we see samples of previous work on these to understand the variable data formatting please.  
- Variable data will be in the form of names, mailing address, 3-ask structure, gift designation, and appeal code which is printed on reply device. All artwork will include variable data fields for reference when printing.
26. Do we have to bid on all projects in order to be awarded? Yes, all project will need to be included.

Please remember to acknowledge this addendum on the Addenda Checklist.

Regards,

Joseph J. Mrugalski Jr.  
Purchasing/Contract Management