



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

July 18, 2023

ADDENDUM TWO (2)

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

TO WHOM IT MAY CONCERN,

Please note the following **update** to **Question 6 on Addendum 1**:

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.~~ **Variable on one side of the brochure with black variable data.**

Please see the response to the question submitted below:

1. Will these documents be mailed to the vendor for getting them scanned or will this be on site? **Bid documents regarding this RFP can be downloaded from: <https://msutexas.edu/purchasing/index.php>. It is the responsibility of interested vendors to check this page for any possible updates or addenda regarded posted bids.**
2. The output would be what format? **Electronic bid submissions should be in PDF format. See Section 4.1 of the RFP with regards to mailed or hand delivered responses. Samples should be forwarded per Section 4.5 and 6.2 of the RFP.**
3. Would the output files be uploaded somewhere? **<https://msutexas.edu/purchasing/index.php>**
4. Would each scan mean a single file? **Yes.**
5. Would you guys explain the folder structure? **The Request for Proposal (RFP) will be the first file. The following files will reference additional files that correspond to the RFP (e.g., "Sample Contract", "ADDENDUM 1", etc.)**
6. The text inside the scanned document would not have to be searchable right? (put through OCR) **Bid submissions do not have to be searchable, but should follow ALL instructions noted in the RFP**
7. What does the time line for completion of the service look like ? **See Section 1.4 for the RFP for Deadline for Offers. See Section 1.5 of the RFP for Services Commencement Dates.**
8. For other Projects, is the variable data in color also? Especially Project 1, brochure, could we have a sample preview as the best way to run those qtys would be on offset and then inkjet on our inkjet machines. But if it is in color, then we will run entire job on our digital presses to incorporate color variable data. **- Brochure is in color and variable data is black on all .**

Please note: The date for submitting questions has passed. [No additional questions will receive a response.](#)

Please remember to acknowledge this addendum on the Addenda Checklist.
Regards,

Joseph J. Mrugalski Jr.
Purchasing/Contract Management