



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

March 19, 2024

ADDENDUM ONE (1)

RE: RFP 735-2024-4385 Admissions Communication Flow Services

TO WHOM IT MAY CONCERN,

Please see the response to the question submitted below:

1. Specs call for two different gloss cover paper. There is a price difference in the paper specs. Do we use the 111# Gloss Cover or the 14PT Gloss Cover for pricing? **We will use 111# Gloss Cover.**
2. Also, looks like the flow of cards came semi monthly and monthly. Are there cards also sent on a daily basis as well that it calls for mailing first class if not sufficient volume? **We will not be mailing on a daily basis. We will be mailing on a semi monthly basis. If the volume for that particular drop does not constitute enough for bulk mailing, we can send first class.**
3. How many approximate postcards each quarter? Or how many do you think per postcard? **Here is a breakdown of what we have sent so far for this academic year.**

Post Card Name	# sent from 9.13.23 to 3.13.24
Affordability	19,398.00
Campus Visit	29,147.00
Mustangs Rally Fall	43,893.00
Mustangs Rally Spring	72,668.00
Next Steps	5,509.00
MSU Brags	4,326.00
MSU Intro	4,276.00
Thank You	222.00
Housing	353.00
Scholarships	3,174.00
Parent Sources	19,253.00
President Msg.	4,690.00
Academic Rep.	3,975.00
MSU Reputation	4,546.00
Total	215,430.00

4. Is there a PDF file that can be filled out online or do I have to print and write it out? All bid documents associated with this solicitation can be found at the following link: <https://msutexas.edu/purchasing/> , under "Current Bid Opportunities."

Please remember to acknowledge this addendum on the Addenda Checklist.

Also, please note: The date for submitting questions has passed. **No additional questions will receive a response.**

Regards,

Joseph J. Mrugalski Jr.
Purchasing/Contract Management