EBCE Request for Proposal for Printing and Mailing Services 2023
Questions and Answers

Question Received	Answer
For the Direct Mail Envelope project it appears that envelope is a #10 Window envelope. Is that correct?	Yes
I assume you want a glassine or poly window on these envelopes, is that too correct?	We usually use open window envelopes but are open to alternatives if the use case and cost make sense.
Since you are a Non-Profit entity do you have a Non-Profit Authorization Number from the United States Postal Service that allows you to process your mail at the Non-Profit Rate?	EBCE is a not-for-profit Joint Powers Authority, not a non-profit organization. We do not have a Non-profit Authorization Number.
In this listing of costs items, I don't see the 8000 monthly postcard customer notices noted earlier in the RFP, should they be included?	No
In the listing of costs items in this section, are these quantities total annual quantities for these items?	Annual quantities are uncertain. We are using this as indicative pricing.
Can you state how many production cycles/quantity are expect for each item if there are multiple production cycles.	For the larger mailing volumes, our Call Center requests that we spread the mailing drops. So, for example, we would likely drop a 100,000 piece mailing over the course of a week.
On the Direct mail item (letter and envelope) is the letter and the envelope both personalized?	We use a window envelope, so the letter will be personalized and the address will show through the window.
We print, but we have an ongoing relationship with ▮▮▮▮▮ for mailing services for our mailing clients. If they sign an NDA as well would it be ok for us to handle the mailing services for you and still use them for actual mailing services as outlined in section 3.3? Would we just list them as a subconsultant?	Yes, that approach sounds workable.

For the letters that go into 24# white wove envelopes, are BOTH the letters and envelopes personalized then matched? Or are just the envelopes personalized? Or are the letters personalized and then inserted into window envelopes?	The letters are personalized and then inserted into window envelopes. Matching is not required.
Are the envelopes (other than the addresses) the same from mailing to mailing? I'm wondering if we can preprint approximately a years worth and then warehouse them until use at which point we'd just address. That would save money.	We do generally use the same envelope design. However, EBCE is considering a re-brand that would likely go into effect during the coming fiscal year, and it is also possible that EBCE's office address will change during that time. If you wish, you can provide pricing for individual runs vs preprinting.
Personalization can be quite extensive so I'd like to understand the degree of personalization on the postcards and letters. Is it limited to mailing panel only? (names and addresses?). This will help us determine if we should print the entire job digitally or print them offset and then personalize with mailing information at mailing.	For the two projects described in the Costs section, the personalization would be names and addresses only. We have done other projects that required more personalization, but we do not need pricing on those projects at this time.
For the weekly 150,000 qty job what would the schedule be with regards to when we receive artwork, mailing lists and deadline to be at the post office be?	We will work with the selected vendor(s) on project schedules to ensure that deadlines can be met. These are projects that we're aware of long in advance.
Likewise for the monthly 8000 notifications and 250,000 half postcard/half letter jobs as well as annual mailers, what would your expected turn time be between time we get art and mailing lists to when you want it at the post office?	We will work with the selected vendor(s) on project schedules to ensure that deadlines can be met. These are projects that we're aware of long in advance; for a typical project, from time the file is supplied to mail drop is generally 5 to 7days. This includes time to print, review proofs, and to review live proofs.
For the weekly job, what is the size of the postcard? Is it 11x6?	Probably
For all the letters, would the CMYK part be the same on all the letters from mailing to mailing and just the black ink vary? or does the entire art change? We could save money by preprinting the letterhead and imprinting black from mailing to mailing if that's the case.	In past notices, we have used some CMYK in section heading text, in addition to letterhead. But the only personalization in those letters is the recipient name and address. We don't tend to use plate changes for DM.