

ADDENDUM # 2 - Specifications

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TO: ALL PROSPECTIVE BIDDERS

FROM: Dianne M. Coxson
Purchasing Agent

DATE: October 5, 2023

SUBJECT: NCSU Request for Quote **#63-DMP968381**

As a result of questions asked on this RFQ, NCSU offers the following Addendum.

**THIS ADDENDUM IS CONSIDERED PART OF THE REQUEST FOR QUOTE (RFQ) AND
IT MUST BE RETURNED AS PART OF YOUR QUOTE RESPONSE.
FAILURE TO RETURN THIS ADDENDUM WILL RESULT IN REJECTION OF YOUR QUOTE.**

(In cases of conflict between specifications in the RFQ and this Addendum, this Addendum will take precedence.)

Please sign, date and return this addendum with your quote response.

ADDENDUM ACKNOWLEDGED BY:

COMPANY: _____

NAME: _____ TITLE: _____

SIGNATURE: _____ DATE: _____

The specifications for this RFQ were inadvertently left out in eVP. Please see them attached here.

Also, the full bid document with specifications and examples included is located in Bonfire at:

<https://ncsu.bonfirehub.com/opportunities/108788>

Specifications

Mailings – all must be first class postage, included in vendor's costs

1. 1st mailing:
 - a. Approximately January 3, 2024
 - b. Personalized letter, on letterhead (see pages 5 and 1 of examples)
 - c. Mailed in #10 envelope (letterhead) (see page 2 of examples)
 - d. Will include an incentive
 - Either ISA (NC State Department of Institutional Strategy & Analysis) or vendor can provide the incentive - 3.5x3.5 lightweight pulpboard coaster (see page 4 of examples)
 - e. Estimated **N=14,500**
2. 2nd mailing:
 - a. Approximately February 1, 2024
 - b. Postcard (see pages 3 and 6 of examples)
 - c. Estimated **N=13,000**
3. 3rd mailing
 - a. Approximately February 28, 2024
 - b. Personalized letter, on letterhead (see pages 5 and 1 of examples)
 - c. Mailed in letterhead 6x9 envelope (see page 2 of examples)
 - d. Estimated **N=12,500**

Note:

ISA will provide a new electronic file with content and contact information for each separate mailing. Vendor will be responsible for all printing, assembly, and mailing.

Materials:

Note: Examples provided are not the final materials to be used. Sizes/text are different.

1. Letterhead Stationary (for 1st and 3rd mailings)
 - a. Quantity: 27,000 (estimate)
 - b. Size: 8.5 x 11
 - c. Paper: 24/60# Offset Smooth, white stock
 - d. Color: 1-color header (red, HEX #CC0000, RGB 204 0 0, CMYK 0 100 81 4, PMS 186 C), black variable printing
 - e. See example
2. Letterhead Envelopes
 - a. 1st mailing
 - 1) Quantity: 14,500 (estimate)
 - 2) Size: #10 Envelope – **4.125x9.5**
 - 3) Paper: 24/60# Offset Smooth, white
 - 4) Color: 1-color header (red, HEX #CC0000, RGB 204 0 0, CMYK 0 100 81 4, PMS 186 C), black variable printing
 - 5) See example

- b. 3rd mailing
 - 1) Quantity: 12,500 (estimate)
 - 2) Size: **6x9** envelope
 - 3) Color: 1-color header (red, HEX #CC000, RGB 204 0 0, CMYK 0 100 81 4, PMS 186 C), black variable printing
 - 4) See example
- 3. Postcard
 - a. Quantity: 13,000 (estimate)
 - b. Size: 6X9
 - c. Paper: 100# silk
 - d. Color: Full color
 - e. Message on one side, addresses on other
 - f. See example
- 4. Incentive
 - a. Quantity: 14,500 (estimate)
 - b. 40 point pulp board coaster
 - c. Size: 3.5 inch round
 - d. Printed 2-sided
 - e. 1 color
 - f. See example

Preparation:

- 1. Mailing 1
 - a. Print personalized letters on letterhead (black ink)
 - 1) ISA provides electronic files
 - 2) See example
 - b. Trifold, insert into #10 letterhead envelope
 - c. Insert incentive (pulpboard coaster)
 - d. Address
 - e. Seal
 - f. 1st class stamp
 - g. Prep in trays/USPS paperwork as needed
 - h. Mail
- 2. Mailing 2 (postcard)
 - a. Print one-sided "message"
 - b. Prepare and affix personalized "to" and "from" address information
 - 1) ISA provides electronic file for labels (addresses and return addresses with personalized LOGINID and PASSWORD)
 - 2) See example
 - c. 1st class stamp or indicia/meter if possible to do first class – no bulk mailing
 - d. Prep in trays/USPS paperwork as needed
 - e. Mail
- 3. Mailing 3

- a. Print personalized letters on letterhead (black ink)
 - 1) ISA provides electronic files
- b. bifold, insert into 6x9 envelope
- c. Address
- d. Seal
- e. 1st class stamp or indicia/meter if possible to do first class – no bulk mailing
- f. Prep in trays/USPS paper work as needed
- g. Mail

Other requirements:

1. **In-house production:** All work must be done in-house (i.e., printing, stuffing, stamping, mailing). The exception is that the printing of the pulpboard coaster can be contracted out, but ISA must receive and approve an electronic proof before the coaster is printed.
2. **QC/QA:** ISA must be provided with **electronic proofs** and approve all materials before printing. ISA must be provided the opportunity to visit on site to spot check final products (e.g., envelopes for personalized letters are correctly labeled, incentives are included) for 1st and 3rd mailings. If no final proof or spot check is approved by a University representative, the job is subject to reprint at no cost. The printer will cover expenses for one representative of NC State University to travel to the printing plant for a spot check for 1st and 3rd mailings. Such expenses would include but not be limited to: hourly rates for representatives, mileage, airfare, rental car and/or other transportation, lodging and meals. A 48-hour notice is required for spot check. Local representative will also be responsible for driving the representative to the spot check location.
3. **Security:** Vendor must provide a security plan (e.g, building security, data security, disaster recovery) with their bid.
4. **Experience:** Vendor must have prior experience in doing large-scale personalized mailings, and provide samples of such work-see below for sample instructions. Vendor must have experience in working with sensitive data. Vendor must provide references of similar type/size/scope of work.
5. **Deadlines:** Vendor must be able to meet all deadlines. Vendor must be able to receive electronic files from ISA (i.e., letters/addresses for mailings 1 and 3, and addresses for mailing 2 and have materials printed and mailed **within 5 business days of receiving the electronic file(s).**
Vendor can meet deadlines: Yes ____ No ____

6. **Vendor must deliver any/all unused materials to ISA**

Address to:

N. Whelchel

10 Watauga Club Drive
 Peele Hall Suite 300
 NC State University
 Raleigh, NC 27607

Vendor understands and agrees to the above requirements: Yes _____ No _____

Preferred Experience:

- Prior experience in working with NC State

- Prior experience in preparing and distributing materials for a push-to-web survey

Samples Required:

Print Samples Required: Vendor must send samples of work with similar specifications. Samples will be considered part of the evaluation criteria for award and are subject to the customer's approval. All samples must be labeled with the quote number, vendor's name, and item # they represent. Failure to send the required samples to be received on or before the quote due date will be cause for rejection of the quotation.

Samples can be mailed or delivered to:

NC STATE UNIVERSITY – Procurement Department

Mailing Address (US Postal only): Campus Box 7212, Raleigh, NC 27695-7212

Physical Address: Admin. I, 2721 Sullivan Drive, Suite 1100, Raleigh, NC 27607

Failure to provide all samples as required will be cause for rejection of your quotation.