

IFB26-001 Bulk Printing and Print to Mail Services

Questions:

- 1. All the items that are 2 sided variable, is the variable all Black? Can Color Shells be printed and variable imprint Black?**
 - a. Yes, Treasury anticipates that variable data will be printed in black. Yes, color shells may be printed and variable imprint may be black.*

- 2. Regarding the PA Bulk Printing and Print to Mail Services, you have provided the drop date for mailings; can you please also provide the file transmission date so we can better understand the full processing timeline?**
 - a. Treasury provided the latest acceptable in-home dates, not mailing drop dates. PA Treasury anticipates that final artwork files and mailing lists would be available approximately four (4) weeks before an agreed upon mailing drop dates to achieve the latest acceptable in-home dates.*

- 3. Is paper cover or text?**
 - a. Project 1 - cover*
 - b. Project 2 - cover*
 - c. Projects 3 through 5 - cover*
 - d. Project 6 - text*
 - e. Project 7 - text*

- 4. What is the file format for all resources?**
 - a. Treasury anticipates providing mailing list files in Microsoft Excel format (.xls, .xlsx, or .csv). Treasury anticipates artwork files will be Adobe Portable Document Format (.pdf), though it is possible artwork files may be Adobe Illustrator (.ai), Adobe InDesign (.indd). Other file formats may be considered if mutually agreed upon.*

- 5. When will files be received for each project to meet each in home date?**
 - a. Treasury provided the latest acceptable in-home dates, not mailing drop dates. PA Treasury anticipates that final artwork files and mailing lists would be available approximately four (4) weeks before an agreed upon mailing drop dates to achieve the latest acceptable in-home dates.*

- 6. Is fugitive glue an acceptable substitute for wafer seal requirements?**
 - a. Treasury will accept fugitive glue or another suitable alternative that meets the functional needs and quality of the wafer seal requirements.*

- 7. The price grid asks for two price points, neither of which align to Appendix B, nor Section 2 Services Requested. And, the quantities in Section 2 do not always align with Appendix B. What volumes are we pricing?**
 - a. Project quantities are variable. Please complete the Cost Tabulation Tables as presented utilizing the minimum and maximum range.*
 - b. Treasury anticipates requesting individual quote(s) for individual Projects and will use the Cost Tabulation Tables in selecting a vendor.*

- 8. Is the variable data text reversed out or black?**
 - a. Treasury anticipates the variable data could potentially be either.*

- 9. Is there any stitching involved in Project 6?**
 - a. Treasury does not anticipate stitching is needed for Project 6.*

- 10. What is the Class of Mail?**
 - a. Project 1 – Treasury anticipates using First Class postage*
 - b. Project 2 – Treasury anticipates using First Class postage*
 - c. Projects 3 through 5 – Treasury anticipates using Standard Rate postage*
 - d. Project 6 – Treasury anticipates using First Class postage*
 - e. Project 7 – N/A*