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| U:\CRS_Logo.gif**REQUEST FOR QUOTATION (RFQ) NUMBER:** US3431**FOR THE PROCUREMENT OF:** Print and Mailshop Services for FY22 FOOTSTEPS IN FAITH (FIF) CAMPAIGN**UNDER:** Printing + Mailing & Postage**FUNDED BY:** Catholic Relief Services**ISSUE DATE:** October 20, 2021, 9:00 am EDT**CLOSING DATE:** October 27, 2021, 11:59 pm EDT |

1. **INTRODUCTION:**

CRS is accepting quotations for the provision of print and mailshop services for the FY22 FOOTSTEPS IN FAITH (FIF) CAMPAIGN on behalf of the Annual Giving department in Baltimore, MD/USA:

1. **REQUIREMENTS & CONDITIONS:**
	1. **Incoterms 2020:** N/A
	2. **Mode of Transport:** N/A
	3. **Delivery Location:** 228 W. Lexington St., Baltimore, MD 21201, **and** USPS
	4. **US Flag:** N/A
	5. **Latest Delivery Date(s):** See specifications
	6. **Bid Validity:** Bid must be valid for at least thirty (30) days from date of submission.
	7. **Payment Terms:** Net 30 days
	8. **Language:** All documentation shall be in English language.
	9. **Other:**  Email questions to CHRIS.STANLEY@CRS.ORG
	10. **Form of Contract:** See Annex A (page 4)
	11. **Exceptions or Requested Alternative Contract Provisions/Form (optional):** See Annex B (page 12)
	12. **CRS Supplier/Service Provider Code of Conduct for Suppliers:** See Annex C (page 13)
	13. **Specifications:** See Annex D (page 14)
	14. **Bids must observe the following stipulations:**
		* Provide prices for each of the quantities indicated for each separate package.
		* Provide price breakdowns by component with a price per thousand AND an extended total for each item.
		* Provide names and contact information for all third-party vendors, regardless of the level of their involvement.
		* Do not substitute stock. If a requested stock is unavailable, offer a cost-effective alternative stock and identify it.
		* Overruns, calculated on the basis of each print run, are NOT to exceed 10% on quantities up to 50,000; 5% on quantities on 50,001 to 100,000; 2% on quantities of 100,001 to 1 million; and 1% on quantities over 1 million, unless otherwise noted by CRS. Any quantity over these maximums must be calculated in your original pricing, as they will be at no additional charge to CRS.
		* Reflect potential cost for stock increases for the entire project year in the estimate.
		* Include breakdowns and extended totals for all additional charges (e.g., AAs, disk prep, film, seps, plate changes, sig, dies, matte proofs, bluelines, color proofs, etc.) to indicate a complete price for each package. This should include your minimum charges (if any) for smaller test packages (25M, 50M) that have the same components as the control package, but different data.
		* List charges (including minimums for various test quantities) for the following items:
			1. Data file conversion
			2. Data pre-sorting
			3. Laser signoffs
			4. Plate changes
			5. Minimum charge for AAs
	15. **Other Project Information and Conditions:**
		* **Art:** Vendor will be emailed a Dropbox link containing all art files. Collected files will contain all Adobe InDesign 2020 documents, all needed fonts, and all graphics produced in Photoshop and/or Illustrator, as well as LOW-REZ PDFs of each component for reference.
		* **Data:** Within two (2) business days of the data transfer, Contractor must provide a random sample of the data dumps for integrity of the data and counts.

After transmission of the data dumps to CRS, Contractor must supply two (2) separate sets of ten (10) laser signoffs for each package for each mailing. One- of these sets are “reply device” only and must be sent to CRS’ caging service provider, Merkle. The other set must be full “Letter/Reply” pieces sent to Keila Johnson at CRS. CRS also requires ten (10) finished samples of each package.

* + - **Invoicing:** The invoice must include:
			1. CRS Contract Purchase Agreement (CPA) Number,
			2. Job name, campaign code,
			3. CRS Contact Name (Keila Johnson), and
			4. Contractor’s contact name
				1. First, email a "pre-invoice" to Keila Johnson at KEILA.JOHNSON@CRS.ORG for review and approval.
				2. After approval is received from Keila Johnson, email the final invoice to BRENDA.LEE@CRS.ORG for payment processing.
1. **QUOTE SUBMISSION:**

Quotes are to be submitted by email to CHRIS.STANLEY@CRS.ORG no later than October 27, 2021. Submissions must not exceed 10MB and should specify the RFQ number and project name (US3431: Print and Mailshop Services for FY22 FOOTSTEPS IN FAITH (FIF) CAMPAIGN) in the message subject line.

1. **EVALUATION:**

Received quotes will be evaluated using a 2-stage process below:

* 1. **Responsiveness [Pass/Fail]:** All quotes must be complete and compliant. A quote will be deemed responsive if:
		+ Annex E, the *Quote Submission Form* (page 18), is complete, signed, dated, and submitted, **and/or**, quote is submitted on your company’s official quote document or letterhead with company stamp. All information requested on the Quote Submission Form must be included on your quote document to be considered valid.
			1. Quote meets product specifications,
			2. Quote is valid for at least thirty (30) days, and
			3. Quote is substantively responsive to the terms and conditions of this RFQ.
	2. **Price Evaluation**: The quote that is responsive and offers the lowest total price for the shipment will be awarded the contract.
1. **Rejection of Award:**
2. CRS may reject any quote that is not substantively responsive to the terms and conditions of the RFQ.
3. CRS is not bound to accept the lowest or any quote and reserves the right to accept any quote in whole or in part and to reject any or all quotes without assigning any reason therefore and to Contract on any of the terms offered or on different terms.
4. CRS will send a Notice of Award to the winning bidder. The winning bidder agrees to acknowledge the purchase order by email upon award within one (1) business day under the terms and conditions stated herein.
5. **Ineligible Services:** N/A

**ANNEX A: FORM OF CONTRACT**

This annex provides prospect bidders a specimen of the Master Service Agreement which CRS intends to issue to the successful bidder for the Project. It contains the Terms & Conditions (“T&Cs”) which CRS considers to be essential and relevant to the contractual relationship between the parties.

Bidders are expected to familiarize themselves with these T&Cs and be prepared to be governed by them in substantially the form presented here. In submitting a quote, a vendor who desires to request an exception to these T&Cs, or desires to propose an alternative approach to a particular provision should identify such provision(s) and explain the rationale for the exception or alternative on Annex C.

Additionally, if the Bidder desires to propose an alternative contract (e.g., the Bidders standard form contract) which has substantially the same provisions as the CRS T&Cs, it should be attached to Annex C with an explanation of the rational and/or any deviations from the standard CRS T&Cs.

**MASTER SERVICE AGREEMENT**

**for**

**Print and Mailshop Services**

**for**

**FY22 FOOTSTEPS IN FAITH (FIF) CAMPAIGN**

**November 2021 – June 2022**

 This Master Service Agreement (the “Agreement”), is entered into as of **[Date here]** (the “Effective Date”), by and between Catholic Relief Services – United States Conference of Catholic Bishops (“CRS”), a not-for-profit corporation organized under the laws of the District of Columbia, with its principal place of business at 228 West Lexington Street, Baltimore, MD 21201-3443, and **[Vendor name here]**, (“Contractor”), (collectively referred to herein as “Parties” or singularly as “Party”).

The complete legal name of the Contractor is **[Legal vendor name here]**

Contractor, as a legal entity, is organized/incorporated in the State of **[State here]**

Contractor’s type of legal entity (e.g., LLC, Corporation) is **[Type of legal entity here]**

Contractor’s Federal Employer I.D. Number or other TIN is **[Federal ID number here]**

Contractor’s principal place of business is located at **[Business address here]**

**I. RECITALS**

WHEREAS, the FY22 FOOTSTEPS IN FAITH (FIF) CAMPAIGN project of Catholic Relief Services (“the Project”) is scheduled to print, assemble, and mail beginning November 2021 and be completed by June 2022, and

WHEREAS, CRS has issued a Request for Quote (“RFQ”) dated October 20, 2021, stipulating the nature of the services to be provided, the general specifications of the Project, and the Terms and Conditions under which a contract would be awarded, and

 WHEREAS, Contractor has submitted a bid quote (the “Bid”) dated **[Quote submission date here]** which responds to the RFQ, quotes prices for the Project specifications, and acknowledges the Terms and Conditions proposed by CRS, and

WHEREAS, CRS has selected the Contractor, using criteria established in its sole discretion, and desires to engage Contractor to provide services for the Project,

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties, intending to be legally bound, incorporate the Recitals as listed above and hereby agree as follows:

**II. AGREEMENT DOCUMENTS**

**A.** This Agreement consists of the documents identified in this Section II, all of which are an integral part of this Agreement as if fully set forth herein and collectively referred to as the Agreement:

1. This Agreement;

2. The Request for Quote ("RFQ") identified above

3. The Terms and Conditions

4. Any "Work Order" issued pursuant to the RFQ and Bid

5. The Contractor’s Bid identified above

**B. Inconsistencies.** To the extent that there are any inconsistencies between or among this Agreement and the Agreement documents listed above, the documents shall control in the order listed above in II.A.

**III. TERM OF CONTRACT**

The term of the contract shall be for valid until all components have been mailed during fiscal year 2022 (Oct. 2021 – Sept. 2022), commencing November 29, 2021, and extending through June 30, 2022. The term of the contract shall commence with the issuance of the Agreement and terminate with the final performance of all of the elements of the RFQ and CRS’ final acceptance of the work and services performed.

**IV. SERVICES PROVIDED BY CONTRACTOR**

Contractor agrees to provide the services called for in any Work Order issued by CRS pursuant to the terms of the RFQ at the prices specified in the Contractor’s Bid submission.

**V. PAYMENT TERMS**

CRS agrees to pay Contractor in United States Dollar (USD) currency for services performed in accordance with the Terms and Conditions incorporated into the Agreement.

**VI. MISCELLANEOUS PROVISIONS**

CRS and Contractor acknowledge and agree that all of the Terms and Conditions of this Agreement are incorporated herein.

The Parties agree that any amendment, modification or adjustment to this Agreement and its incorporated documents shall only be made and agreed to in a writing signed by the Parties.

**VII. TERMS & CONDITIONS**

**1. PARTIES TO THE AGREEMENT**

The Agreement governing the performance of the Project shall be awarded to the successful bidder (“the Contractor”) selected by CRS using criteria established in its sole discretion. The parties to the Agreement are the Contractor and Catholic Relief Services - United States Conference of Catholic Bishops (“CRS”), a District of Columbia non-profit corporation with its principal offices at 228 W. Lexington Street, Baltimore, MD 21201, each a "Party" and together "the Parties."

**2. COMPONENTS OF THE AGREEMENT**

The Agreement between the Parties incorporates by reference the terms of the Request for Quote ("RFQ") which stipulates the precise details of the Project (the “Services”), the bid pricing submitted by the Contractor, the Purchase Order (“P.O.”) issued by CRS, and any adjustments made and agreed to in writing by the Parties.

**3. CONTRACTOR'S SERVICES**

Contractor represents and warrants that all Services performed under this Agreement will be performed to the satisfaction of CRS in a skillful, professional, and workmanlike manner and will conform to the specifications set forth in the RFQ and/or Purchase Order. Contractor will promptly correct any nonconformities and will notify CRS in writing that any such nonconformities have been corrected.

**4. FAILURE TO PERFORM SATISFACTORILY**

It is agreed and understood that if the Contractor fails to perform the work as specified in the RFP, CRS may: (1) consent to accept such unsatisfactory service with an appropriate adjustment in contract pricing, based on established cost factors, or (2) have such required work done by another contractor or otherwise, and will have no obligation to the Contractor for any costs associated with the unsatisfactory work or service. In the alternative CRS may provide the Contractor notice in writing of the failure and/or unacceptable quality of the work/service performed and require the Contractor to “cure” such failure within ten (10) calendar days after receipt of such notice. Both the delay itself and any discrepancies and deficiencies in the work that remain uncorrected after the date set for correction will be the necessary justification for a billing adjustment.

**5. CANCELLATION FOR CAUSE**

Whenever in the reasonable opinion of CRS the Contractor's Services are not satisfactory or timely, the Contractor shall be advised of the reasons in writing. If the Contractor fails to correct unsatisfactory conditions to CRS' satisfaction, CRS in its sole discretion, may declare the contract terminated, and will so advise the Contractor in writing. In such circumstances, CRS only obligation to the Contractor shall be to pay for any satisfactory Services provided by the Contractor prior to the contract termination.

**6. PAYMENT**

Itemized "Pre-invoices" for work performed under the Work Order will be provided to CRS by the Contractor for review and approval prior to the issuance of the invoice for payment (the "Final Invoice."). Any adjustments and/or corrections negotiated by the Parties shall be reflected in the Final Invoice. No partial payments will be made, and payment will only be scheduled upon acceptance by CRS of the Final Invoice.

It is understood and agreed by the Contractor that the CRS' payment terms shall be net 30 calendar days from the receipt of a Final Invoice.

**7. WAREHOUSE**

If applicable, the Contractor is required to warehouse all materials at no cost to CRS.

**8. CRS PROPERTY**

In the event that CRS has provided to Contractor any property for the Contractor’s performance under a Work Order, the property of CRS shall remain the property of CRS and shall be safely stored in a manner to protect such property. Contractor shall assume all risk of loss of CRS property and shall indemnify CRS against any and all liability for damages to property, and/or injury to or death of any person, which may arise from, be incidental to the presence of, or involve the use of CRS property, whether such damage, injury or death is caused by defects in the property, negligence in its use of or otherwise. In the event of damages to CRS property, Contractor will replace the property with an equivalent item or reimburse to CRS the value of the property, at the discretion of CRS.

**9. FORCE MAJEURE**

If performance by Contractor is prevented, restricted, interfered with or delayed by reason of Force Majeure, such as acts of God, pandemics, epidemics, war, terrorism or riots, the Contractor shall not be liable for any delays with respect to the Contract due to causes beyond its reasonable control, provided that the Contractor shall use its reasonable efforts to avoid or remove such causes of nonperformance and shall continue performance whenever such causes are removed. Additionally, the Contractor shall promptly notify CRS of the existence of such condition, its effect on the ability to perform, and its anticipated duration. In CRS’ sole discretion, in the event that Contractor is unable to perform the services required under the Purchase Order when due, CRS may, upon five (5) days written notice, cancel the Purchase Order and shall not be liable to the Contractor for any services not already performed.

**10. USE OF CRS' NAME & LOGO**

Contractor may not use CRS’ name, logo, or other trademark without CRS’s prior written permission.

**11. NO LEGAL PARTNERSHIP**

Nothing in this Agreement is intended or shall be construed to create any agency, legal partnership, employment, or joint venture relationship between the Parties.

**12. INDEMNIFICATION**

Contractor shall indemnify, defend, and hold harmless CRS and its Board, officers, agents, employees, and volunteers from and against all claims, damages, losses, and expenses including reasonable attorney fees arising out of the performance of the work under this Agreement, caused in whole or in part by any negligent act or omission of Contractor, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable.

**13. WAIVER AND SEVERABILITY**

The failure by CRS to invoke or enforce any provision of the RFQ, Purchase Order, or this Agreement shall in no way be considered a waiver of such provisions or in any way affect the validity and future enforceability of same.

Any provision that is prohibited or unenforceable shall be ineffective to the extent of such prohibition or unenforceability without invalidating the remaining provisions hereof

**14. DISPUTE RESOLUTION**

In the event that any claim, controversy, or dispute arises among the Parties, the dispute shall first be decided by good faith negotiations among the Parties’ senior management within twenty (20) business days of receipt of notice of a dispute. In the event such dispute cannot be resolved by the Parties’ senior management, the Parties agree to refer the matter to a third-party mediator for resolution. If the mediator is unable to resolve the dispute to the Parties’ satisfaction within 30 calendar days of selection of a mediator or within such other time period as agreed to by the Parties, then the dispute may be heard by any court of competent jurisdiction.

**15. GOVERNING LAW**

This Agreement shall be governed by, and construed under, the laws of the State of Maryland, USA without reference to the conflicts of laws rules thereof. The Parties also agree that venue for any legal dispute arising out of or in relation to this Agreement shall be any court of competent jurisdiction in the State of Maryland.

IN WITNESS WHEREOF, CRS and Contractor have caused this Agreement to be signed and delivered by their duly authorized representatives.

ON BEHALF OF CONTRACTOR:

By: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

ON BEHALF OF

CATHOLIC RELIEF SERVICES - UNITED STATES CONFERENCE OF CATHOLIC BISHOPS:

By: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Name: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Title: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ANNEX B:**

**EXCEPTIONS or REQUESTED ALTERNATIVE CONTRACT PROVISIONS/FORM (optional)**

**ANNEX C: CRS SUPPLIER/SERVICE PROVIDER CODE OF CONDUCT FOR SUPPLIERS**

CRS’ code of conduct: The Supplier or Service Provider agrees to adhere to the requirements laid out in the Supplier and Service Provider Code of Conduct: <https://www.crs.org/sites/default/files/supplier_code_of_conduct.pdf>

**ANNEX D: SPECIFICATIONS**

**Job Name:** Print and Mailshop Services for FY22 FOOTSTEPS IN FAITH (FIF) CAMPAIGN

**Job #1: FY22 FIF #1 and FOLLOW-UP #1**

Campaign Code:

 R1LF01

Art Ready: November 29, 2021

Mail Date: December 28, 2021, and January 11, 2022 (Follow-up)

Count: 215M and 206M (Follow-up)

Test Note: This job will have a test package that will include the Donor Testimonial Insert instead of the Planned Giving Insert.

FIF #1 Packages:

* Package A: Invite Control (PG Insert)
* Package B: Invite Test (Testimonial Insert)
* Package C: Lapsed Sustainers (PG Insert)

Follow-up #1 Packages:

* Package D: Follow-up Control (No Insert)
* Package E: Follow-up Test (Testimonial Insert)
* Package F: Lapsed Sustainers (No Insert)

**Job #2: FY22 SURVEY PACKAGE #1**

Campaign Code:

 R1LDV1

Art Ready: November 28, 2021

Mail Date: January 18, 2022

Count: 92M

**Job #3: FY22 SURVEY PACKAGE #2**

Campaign Code:

 R1LDV2

Art Ready: May 10, 2022

Mail Date: June 16, 2022

Count: 75M

**Job #4: FY22 FIF #2 INVITE and FOLLOW-UP #2**

Campaign Code:

 R1LF02

Art Ready: May 10, 2022

Mail Date: June 16, 2022, and June 30, 2022 (Follow-up)

Count: 215M and 206M (Follow-up)

1. **SCOPE OF WORK**

Please reference package specifications below.

1. **COMPONENTS**

**Job #1: FY22 FIF #1 and FOLLOW-UP #1**

1. **WINDOW CARRIER/INDICIA (2 versions)**

Quantity: 421M

Stock: 28# White Wove

Size: #11 SLW

Colors: 4cp Litho Convert (3/2 option will also be considered depending on pricing)

Bleeds: Yes

1. **BRE (4 versions)**

Quantity: 421M

Stock: 20# White Wove

Size: #9 Regular Flap

Color: 1/0 (Black), prints front and flap

1. **LETTER/REPLY FORM (4 versions)**

Quantity: 421M

Stock: 60# White Offset

Size: 8-1/2” x 14”

Color: 2/2 (PMS + Black/ PMS + Black)

Bleed: No

Halftones: Front and Back

Bindery: Slit and nest reply piece

1. **PLANNED GIVING INSERT (in FIF #1, Packages A and C only)**

Quantity: 120M

Stock: 60# White Offset

Size: 3-1/2” x 8-1/2”

Color: 2/1 (PMS + Black)

Bleeds: No

1. **TESTIMONIAL INSERT (Packages B and E only)**

Quantity: 185.5M

Stock: 60# White Offset

Size: 3-1/2” x 8-1/2”

Color: 2/1 (PMS + Black)

Bleeds: No

1. **PREMIUM POST-IT (12 sheets/pad with backer) (December 28, 2021, drop only)**

Quantity: 215M

Stock: 60# White Offset house sheet with 10 pt. backer

Size: 3” x 3”

Color: 1/0 (PMS)

Bleeds: No

1. **DATA PROCESSING**

Quantity: 421M

Vendor to retrieve CRS data from FTP site and provide:

1. Presort to 3/5 level and maximum postal discounts – not to include more than standard barcode. Please be advised that further discounts will be considered if cost savings is substantial.
2. Delivery Point Barcodes must appear in the address block
3. **PERSONALIZATION**

Quantity: 421M

Laser front side of letter/reply form including: name, address, donor ID, scan line, check digit, gift array line. There are FOUR VERSIONS of Letter/Reply forms in this job.

1. **LETTERSHOP**

Quantity: 421M

**FIF #1 Inserts:** IRA Insert or Testimonial insert; note pad, #9 BRE, Letter/Reply Form slit and nest folded to fly window.

**FIF #1 Follow Up Inserts** (from BACK of OE): Testimonial insert (Pkg E ONLY), #9 BRE, Letter/Reply Form slit and nest folded to fly window.

1. **POSTAGE**

Quantity: 421M

Class: Third-Class Nonprofit stamp

1. **FREIGHT**

Ship 10 sample packages of each package to:

 Catholic Relief Services

 Attn: KEILA JOHNSON

 228 W. Lexington St.

 Baltimore, MD 21201-3443

**Job #2: FY22 SURVEY PACKAGE #1**

1. **WINDOW CARRIER/INDICIA**

Quantity: 92M

Stock: 28# White Wove

Size: #11 Window Carrier

Colors: 1/0

Bleeds: No

1. **BRE (1 version)**

Quantity: 92M

Stock: 20# White Wove

Size: #9 Regular Flap

Color: 1/0 (Black), prints front and flap

1. **LETTER (4 versions)**

Quantity: 92M

Stock: 60# White Offset

Size: 8-1/2” x 11”, folds in thirds

Color: 2/0

Bleed: No

1. **SURVEY (3 versions)**

Quantity: 92M

Stock: 60# White Offset

Size: 8-1/2” x 11”

Color: 2/0

Bleeds: No

1. **DATA PROCESSING**

Quantity: 92M

Vendor to retrieve CRS data from FTP site and provide:

1. Presort to 3/5 level and maximum postal discounts – not to include more than standard barcode. Please be advised that further discounts will be considered if cost savings is substantial.
2. Delivery Point Barcodes must appear in the address block.
3. **PERSONALIZATION**

Quantity: 92M

Laser front side of letter AND survey form including: name, address, donor ID, scan line, check digit. There are four versions of the letter three versions of the survey form in this job.

1. **LETTERSHOP**

Quantity: 92M

**All Panels Inserts:** Survey, #9 BRE, Letter folded to fly window

The survey and letter are both personalized, so will need to be matched.

1. **POSTAGE**

Quantity: 92M

Class: Third-Class Nonprofit stamp

1. **FREIGHT**

Ship 10 sample packages of each package to:

 Catholic Relief Services

 Attn: KEILA JOHNSON

 228 W. Lexington St.

 Baltimore, MD 21201-3443

**Job #3: FY22 SURVEY PACKAGE #2**

1. **WINDOW CARRIER/INDICIA**

Quantity: 75M

Stock: 28# White Wove

Size: #11 Window Carrier

Colors: 1/0

Bleeds: No

1. **BRE (1 version)**

Quantity: 75M

Stock: 20# White Wove

Size: #9 Regular Flap

Color: 1/0 (Black), prints front and flap

1. **LETTER (4 versions)**

Quantity: 75M

Stock: 60# White Offset

Size: 8-1/2” x 11”, folds in thirds

Color: 2/0

Bleed: No

1. **SURVEY (3 versions)**

Quantity: 75M

Stock: 60# White Offset

Size: 8-1/2” x 11”

Color: 2/0

Bleeds: No

1. **DATA PROCESSING**

Quantity: 75M

Vendor to retrieve CRS data from FTP site and provide:

1. Presort to 3/5 level and maximum postal discounts – not to include more than standard barcode. Please be advised that further discounts will be considered if cost savings is substantial.
2. Delivery Point Barcodes must appear in the address block.
3. **PERSONALIZATION**

Quantity: 75M

Laser front side of letter AND survey form including: name, address, donor ID, scan line, check digit. There are four versions of letter and three versions of the survey form in this job.

1. **LETTERSHOP**

Quantity: 75M

**All Panels Inserts:** Survey, #9 BRE, Letter folded to fly window

The survey and letter are both personalized, so will need to be matched.

1. **POSTAGE**

Quantity: 75M

Class: Third-Class Nonprofit stamp

1. **FREIGHT**

Ship 10 sample packages of each package to:

 Catholic Relief Services

 Attn: KEILA JOHNSON

 228 W. Lexington St.

 Baltimore, MD 21201-3443

**Job #4: FY22 FIF #2 INVITE and FOLLOW-UP #2**

1. **WINDOW CARRIER/INDICIA (2 versions)**

Quantity: 421M

Stock: 28# White Wove

Size: #11 SLW

Colors: 4cp Litho Convert (3/2 option will also be considered depending on pricing)

Bleeds: Yes

1. **BRE (4 version)**

Quantity: 421M

Stock: 20# White Wove

Size: #9 Regular Flap

Color: 1/0 (Black), prints front and flap

1. **LETTER/REPLY FORM (4 versions)**

Quantity: 421M

Stock: 60# White Offset

Size: 8-1/2” x 14

Color: 2/2 (PMS + Black/ PMS + Black)

Bleed: No

Halftones: Front and Back

Bindery: Slit and nest reply piece

1. **PLANNED GIVING INSERT (June 16, 2021 drop only)**

Quantity: 215M

Stock: 60# White Offset

Size: 3-1/2” x 8-1/2”

Color: 2/1 (PMS + Black)

Bleeds: No

1. **PREMIUM POST-IT (12 sheets/pad with backer) (June 16, 2021 drop only)**

Quantity: 215M

Stock: 60# White Offset house sheet with 10 pt. backer

Size: 3” x 3”

Color: 1/0 (PMS)

Bleeds: No

1. **DATA PROCESSING**

Quantity: 421M

Vendor to retrieve CRS data from FTP site and provide:

1. Presort to 3/5 level and maximum postal discounts – not to include more than standard barcode. Please be advised that further discounts will be considered if cost savings is substantial.
2. Delivery Point Barcodes must appear in the address block.
3. **PERSONALIZATION**

Quantity: 421M

Laser front side of letter/reply form including: name, address, donor ID, scan line, check digit, gift array line. There are FOUR VERSIONS of Letter/Reply forms in this job.

1. **LETTERSHOP**

Quantity: 421M

**FIF #2 Inserts:** IRA Insert; note pad, #9 BRE, Letter/Reply Form slit and nest folded to fly window

**FIF #2 Follow Up Inserts** (from BACK of OE): #9 BRE, Letter/Reply Form slit and nest folded to fly window

1. **POSTAGE**

Quantity: 421M

Class: Third-Class Nonprofit stamp

1. **FREIGHT**

Ship 10 sample packages of each package to:

 Catholic Relief Services

 Attn: KEILA JOHNSON

 228 W. Lexington St.

 Baltimore, MD 21201-3443

**ANNEX E: QUOTE SUBMISSION FORM**

**RFQ#:** US3431, FY22 FOOTSTEPS IN FAITH (FIF) CAMPAIGN

**ISSUE DATE:** October 20, 2021, 9:00 am EDT

**CLOSING DATE:** October 27, 2021, 11:59 pm EDT

***NOTE:*** *Quotes may be submitted by utilizing the below quote document and/or may be submitted on your company’s official quote document or letterhead with company stamp. All information requested above must be included on your quote.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Component** | **Description** | **Quantity** | **Price/Thousand** | **Extended Price** |
| **Job #1: FY22 FIF #1 and FOLLOW-UP #1** |
| **A** | WINDOW CARRIER/INDICIA (2 versions) | 421M | $ | $ |
| **B** | BRE (4 versions) | $ | $ |
| **C** | LETTER/REPLY FORM (4 versions) | $ | $ |
| **D** | PLANNED GIVING INSERT | 120M | $ | $ |
| **E** | TESTIMONIAL INSERT | 185.5M | $ | $ |
| **F** | PREMIUM POST-IT (12 sheets/pad with backer) | 215M | $ | $ |
| **G** | DATA PROCESSING | 421M | $ | $ |
| **H** | PERSONALIZATION | $ | $ |
| **I** | LETTERSHOP | $ | $ |
| **J** | POSTAGE (Third-Class Nonprofit) | $ | $ |
| **K** | FREIGHT | 1 |  | $ |
| **Job #2: FY22 SURVEY PACKAGE #1** |
| **L** | WINDOW CARRIER/INDICIA | 92M | $ | $ |
| **M** | BRE (1 version) | $ | $ |
| **N** | LETTER (4 versions) | $ | $ |
| **O** | SURVEY (3 versions) | $ | $ |
| **P** | DATA PROCESSING | $ | $ |
| **Q** | PERSONALIZATION | $ | $ |
| **R** | LETTERSHOP | $ | $ |
| **S** | POSTAGE (Third-Class Nonprofit) | $ | $ |
| **T** | FREIGHT | 1 |  | $ |
| **Job #3: FY22 SURVEY PACKAGE #2** |
| **U** | WINDOW CARRIER/INDICIA | 75M | $ | $ |
| **V** | BRE (1 version) | $ | $ |
| **W** | LETTER (4 versions) | $ | $ |
| **X** | SURVEY (3 versions) | $ | $ |
| **Y** | DATA PROCESSING | $ | $ |
| **Z** | PERSONALIZATION | $ | $ |
| **AA** | LETTERSHOP | 75M | $ | $ |
| **BB** | POSTAGE (Third-Class Nonprofit) | $ | $ |
| **CC** | FREIGHT | 1 |  | $ |
| **Job #4: FY22 FIF #2 INVITE and FOLLOW-UP #2** |
| **DD** | WINDOW CARRIER/INDICIA (2 versions) | 421M | $ | $ |
| **EE** | BRE (4 versions) | $ | $ |
| **FF** | LETTER/REPLY FORM (4 versions) | $ | $ |
| **GG** | PLANNED GIVING INSERT | $ | $ |
| **HH** | PREMIUM POST-IT (12 sheets/pad with backer) | 215M | $ | $ |
| **II** | DATA PROCESSING | 421M | $ | $ |
| **JJ** | PERSONALIZATION | $ | $ |
| **KK** | LETTERSHOP | $ | $ |
| **LL** | POSTAGE (Third-Class Nonprofit) | $ | $ |
| **MM** | FREIGHT | 1 |  | $ |

**List ALL third-party vendors you may employ:**

* [Enter third-party vendor here]

**List charges for the following items and any additional charges not listed:**

* A full set of Catalog Color Proofs for CRS to keep: [Enter charge here]
* Plate Changes (if needed): [Enter charge here]
* AA’s (if needed): [Enter charge here]
* Total estimated charges on overnight packages: [Enter charge here]

|  |  |  |  |
| --- | --- | --- | --- |
| QUOTE VALIDITY (in days) | [# of days] | **TOTAL PRICE (USD) to be paid by CRS** | $ |

|  |  |
| --- | --- |
| *Date:* |  |
| *Company:* |  |
| *Name & Title:* |  |
| *Signature:* |  |