REQUEST FOR QUOTATION (RFP) NUMBER: US8455

FOR THE PROCUREMENT OF: FY25 Acquisition & New Donor Programs

ISSUE DATE: 6/20/2024

BIDDER QUESTIONS SUBMITTED TO CRS: 6/27/24

RESPONSE TO QUESTIONS TO BIDDERS: No Later than 7/3/24

CLOSING DATE: 7/10/2024

I. INTRODUCTION:

CRS is accepting quotations from suppliers for the provision of FY25 Acquisition & New Donor Programs

II. REQUIREMENTS & CONDITIONS:

A. Delivery Location: See Annex C
B. Delivery Dates: From October 1, 2024 to September 30, 2025 (see Annex B for details)
C. Bid Validity: Quote must be valid for 30 days from date of submission.
D. Payment Terms: N30 from receipt of final invoice
E. Currency: USD
F. Form of Contract: See Annex A
G. Exceptions or Requested Alternative Contract Provisions/Form (optional): See Annex B
H. Bid Stipulations: See Annex C
I. Project Specifications: See Annex C
J. Other: email questions to erin.metzler@crs.org

III. QUOTE SUBMISSION: Quotes are to be submitted by email to: erin.metzler@crs.org no later than the bid due date (extension requests must be received in advance of bid due date). Submissions must not exceed 10MB and should specify the RFP number in the message subject line. Quotes must be provided on bidders letterhead or formal quote document. See Annex C, section ii: Bid Requirements.

IV. EVALUATION: Received quotes will be evaluated using a 2-stage process:

A. Responsiveness [Pass/Fail]: Quotes must be complete and compliant. A quote will be deemed complete and compliant if the quote is signed, meets product and printing specifications, is valid for at least 30 days, clearly defines each print job price and postage pricing, and is substantively responsive to the terms and conditions of the RFP.
B. **Price & Postage Evaluation:** The quote that is responsive and offers the lowest total price for printing and postage total will be awarded the contract.

V. **Rejection of Award:**
   A. CRS may reject any quote that is not substantively responsive to the terms and conditions of the RFP.
   B. 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.
   C. 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.

VI. **Eligibility:**
Vendors must not be associated or have been associated in the past directly or indirectly with a firm or any of its affiliates which have been engaged by CRS to provide services for the preparation of the design, specifications, and other documents to be used for the procurement of the goods under this request for quotation.

Bidders, Suppliers and Service Providers, while conducting their activities, are expected to comply with the following policies and regulations:


VII. **Cost of Providing Quotes:**
Bidders shall bear all costs associated with the preparation and submission of the quote, and CRS will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the solicitation.

VIII. **Clarification and Amendments of Request for Quotation:**
To assist in the examination, evaluation and comparison of Quotes, CRS may, at its discretion, ask the Supplier/Vendor for clarification of its Quote. The request for clarification and the response shall be in writing and no change in price or substance of the Quote shall be sought, offered, or permitted. CRS may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective supplier/vendor, amend the Request for Quotation. To afford prospective suppliers/vendors reasonable time in which to take the amendments into account in preparing their offers, CRS may, at its discretion, extend the deadline for the submission of quotes. Any amendments will be published in the same manner as the present tender.
ANNEX A: EXAMPLE 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 B.

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 B with an explanation of the rational and/or any deviations from the standard CRS T&Cs.
MASTER SERVICE AGREEMENT
for
[Job Type Here]
for
[Job Title Here]

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 [Project Name Here] projects of Catholic Relief Services (“the Project”) is scheduled to print, assemble, and mail beginning [Date Here], and be completed by [Date Here], and

WHEREAS, CRS has issued a Request for Quote [RFP # Here] (“RFP”) dated [Date Here], 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 RFP, 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 ("RFP") identified above
3. The Terms and Conditions
4. Any "Work Order" issued pursuant to the RFP 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 [Date(s) Here]. The term of the contract shall commence with the issuance of the Agreement and terminate with the final performance of all the elements of the RFP 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 RFP 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.

RFP#: US8455

Page 5 of 16
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 ("RFP") which stipulates the precise details of the Projects (the “Services”), the bid pricing submitted by the Contractor, the Work Order 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 RFP and/or Work 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 for print services. It is understood and agreed by the Contractor that the CRS payment terms shall be Immediate from the receipt of an invoice for postage.

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.

RFP#: US8455
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 RFP, 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: Job Specifications/Delivery/Requirements

I. SCOPE OF WORK

In Fiscal Year 2025, the Acquisition/Lapsed Program will consist of a minimum of eight (8) acquisition mailings and a minimum of five (5) lapsed mailings; quantity will range from approximately 600,000 to 2 million pieces per acquisition mailings and approximately 225,000 pieces per lapsed mailing, for a minimum total of approximately 11.3 million pieces over the course of the year. The vast majority of pieces for this program are currently scheduled to mail as control packages (packages #1 & #2 described below), with the remaining pieces being mailed as test packages. Most test packages will vary only slightly from the control packages and will therefore be presented to the winning bidder along with the control packages. We will request costs for test packages that vary significantly from the control packages on a case by case basis.

In Fiscal Year 2025, the New Donor Program will consist of twelve monthly mailings; quantity will range from approximately 1,000 to 10,000 pieces per mailing, for a total of approximately 75,000 to 100,000 pieces over the course of the year. All pieces for this program are currently scheduled to mail as package #3 described below. **Note:** In the event of a major global event mail quantities may be 5 to 10 times the normal average for two to three months after the event.

Additionally, production schedule for FY25 with specific dates and approximate monthly counts for all mailings will be provided to the winning bidder. **For reference only, the FY24 production schedule can be provided upon request.** Vendor will be expected to participate/meet in person on a quarterly basis, along with weekly video call check-ins.

II. BID REQUIREMENTS

Listed below are print specs for the four packages currently mailed in the Acquisition/Lapsed and New Donor Programs.

Bids must observe the following stipulations:

a) **Provide prices based on sliding scale per component starting with a minimum quantity of 750,000 and maximum quantity of 2 million pieces.** CRS does allow for printing ahead for some components to receive the best price per thousand component price.

b) Provide price breakdowns by component with a price per thousand AND an extended total for each item.

c) Provide postage estimate for the FY25 fiscal year for each package. CRS understands that postage is provided as an estimate and USPS regulates cost of postage. CRS does commingle when possible.

d) Provide names and contact information for all third-party vendors, regardless of the level of their involvement.

e) Do not substitute stock. If a requested stock is unavailable, offer a cost-effective alternative stock and identify it.

f) Overruns, calculated on the basis of each print-run, are **NOT** to exceed 10% on quantities up to 50,000; 5% on quantities of 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.

g) Reflect potential cost for stock increases for the entire project year in the estimate.

h) Include breakdowns **AND** extended totals for **ALL** additional charges (e.g., AAs, disk prep, film, seps, plate changes, sigs, dies, mattes 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, just different data.

i) List charges (including minimums for various test quantities) for the following items:
   1. Data file conversion.
   2. Data pre-sorting;
   3. Lasering/personalization (where the data is different, but in the same location on the reply as the control package);
   4. Laser sign-offs;
   5. Matte proofs;
   6. Mailshop (including Inserting)
   7. Plate changes – Flexo;
   8. Plate changes – Web;
   9. Minimum charge for AA's to printed copy;
  10. Minimum charge for AA's to laser copy.

III. OTHER PROJECT INFORMATION AND CONDITIONS

The contract will be awarded to the successful bidder will incorporate by reference the terms of this Request for Proposals and shall be subject to the Terms and Conditions on Attachment A of this Request for Proposals.

All bids based on the print specs below are for price comparison purposes ONLY. The components & packages for each mailing throughout the year may differ in quantity, size, paper, inks, inserts and/or general design from these bid specs. A Mail Plan initiated at the beginning of each mailing shall stipulate the precise quantities and other details. Additionally, please indicate how many versions, per printing, per component, will be covered by your pricing.

All price quotes and estimates submitted by bidders in response to this Request for Proposals shall be valid for thirty (30) days and are binding thereafter upon award of the contract to the successful bidder.

All art will be sent via FTP transfer. All art files will be sent in a compressed file containing Adobe In-Design CS5 documents, all needed fonts, and all graphics produced in Photo-Shop and/or Illustrator, as well as low-rez PDFs of each component for reference.

Data files are transferred electronically either from the CRS FTP site or transmitted to the Contractor's FTPS site. 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 15 to 20 laser-signoffs for each Package for each mailing. One of these sets are “reply device” only and must be sent to CRS’ caging service – Merkle. The other set must be full “Letter/Reply” pieces sent to Cass Collier at CRS. CRS also requires 10 to 15 finished samples of each package.

Artwork will be provided in InDesign Creative Cloud, if this is an issue please decline to bid.

(Receipt of data file will confirm final counts)
IV. PROJECT SPECIFICATIONS

PACKAGE #1 RED EMERGENCY ANGEL TOKEN / INDICIA

Components:

A. #10 Window Carrier / INDICIA
Quantities: 9.8 million
Size: #10 SLW
Stock: 24# White Wove
Color: 3/2 (PMS + PMS + Black / PMS + Black) Prints on the front, flap, and back of the envelope
Bleeds: None
Duotones: One 2” duotone of CRS Angel Token on front in Black & PMS 132 Yellow

B. BRE (with 1 plate change for lapsed segment)
Quantities: 9.8 Million
Size: #9 Regular Flap
Stock: 20# White Wove
Color: 1/0 (Black / Black) Prints on the front, flap.
Bleeds: None
Plate Changes: One (1) small area on the front of the BRE

C. Two-Panel Reply (Double-buck with 2 plate changes for lapsed segment)
Quantities: 9.8 Million
Size: 8 3/8” x 7” (Finished Size: 8 3/8” x 3½”); drives package through carrier window
Stock: 60 # offset white house sheet
Color: 2/2 (PMS + Black / PMS + Black)
Bleeds: Full PMS Screen on front of reply (bleeds left, right, and top)
Bindery: Trims to 8 3/8” wide, full horizontal perf 3½” from bottom, folds in half along perf to 8 3/8” x 3½”
Plate Changes: Address blocks on the front and back of reply piece – black plate only

D. Prayer Request Insert
Quantities: 9.8 Million
Size: 2 ¾” x 8 ½”
Stock: 60# offset white house sheet
Color: 4-CP/1 (4-Color Process / PMS)
Bleeds: None

E. Token Card
Quantities: 9.8 Million
Size: 3½” x 6”
Stock: 75# high bulk white house sheet
Color: 2/0 (Black + PMS / 0) / NO Bleeds / NO Tints
Tokens: Vendor to affix a 1” round Angel Token with NON-permanent glue to front of the card.

F. Angel Tokens (1” round Angel Tokens are supplied by CRS vendor to affix to Token Card)
Quantities: Delivered to Contractor in approximately 100,000 token truckloads 4-6 times per year (skid amounts vary -
cost should include any charges for secure storage until all tokens are used)
Data Processing
Quantities: 9.8 Million

Contractor to receive CRS data via FTP 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. All files will be provided NCOA and CASS Certified with applicable paperwork.

Personalization:
Quantities: 9.8 Million

Unless entire piece is digitally printed, contractor to laser one side of reply including: name, address, scan line (including donor ID & check digit.). Reply piece drives package through carrier window.

Lettershop:
Quantities: 9.8 Million

Burst Two-Panel Reply and fold in half (on perf) to 8-3/8” x 3-1/2” final size
FOUR (4) inserts (from BACK of OSE):
   1.) Prayer Request Insert
   2.) #9 BRE
   3.) Token Card [with Token affixed]
   4.) Personalized Two-Panel Reply
Mail: Sort, tray, and deliver to USPS.

PACKAGE #2 “MONITORED MAIL” Package (NO Angel Token) / INDICIA

Components:

A. #10 Window Carrier / INDICIA
   Quantities: 1.6 Million
   Size: #10, standard left placement poly window
   Stock: 24# White Wove
   Color: 2/0 (PMS + Black) Prints on the front and flap
   Bleeds: None

B. BRE (Same BRE as Package #1)
   Quantities: Pricing already covered in Component “B” of Package #1 (above)

C. ONE-Panel Reply
   Quantities: 1.6 Million
   Size: 8½” x 3½”; drives package through carrier window
   Stock: 60 # offset white house sheet
   Color: 2/2 (PMS + Black / PMS + Black)
   Bleeds: None
   Bindery: Trims to 8½” x 3½”

RFP#: US8455
Data Processing:
Quantities: 1.6 Million

Contractor to receive CRS data via FTP 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. File will run through NCOA and CASS Certification prior to posting.

Personalization:
Quantities: 1.6 Million

Unless entire piece is digitally printed, contractor to laser one side of reply including: name, address, scan line (including donor ID & check digit.) Reply piece drives package through carrier window.

Lettershop:
Quantities: 1.6 Million (SEE MONTHLY QUANTITY ESTIMATE)

Burst One-Panel Reply Form to 8-1/2”x3-1/2” final size
TWO (2) inserts (from BACK of OSE):
   1.) #9 BRE
   2.) Personalized One-Panel Reply
Mail: Sort, tray, and deliver to USPS.

NOTE: The Contractor is required to warehouse all unused Acquisition/Lapsed print inventory AND supply an updated inventory after each mailing during the length of the contract.

Package #3: NEW DONOR SURVEY Package / INDICIA

Components:

A. #10 Window Carrier / INDICIA
   Quantities: 10,000 / 25,000 / 50,000 / 100,000 (to cover more than one mailing)
   Size: #10, standard left placement poly window
   Stock: 24# White wove
   Colors: 1/1 (PMS colors being updated for FY25) Prints on the front, flap, and back of the envelope.
   Bleeds / Tints: No bleeds at edges, but line art on side 1 prints very close to poly window.

B. BRE
   Quantities: 10,000 / 25,000 / 50,000 / 100,000
   Size: #9 Regular Flap
   Stock: 20# White Wove
   Color: 1/1 (PMS colors being updated for FY25) Prints on the front.
   Bleeds / Halftones: None
C. Letter with Survey Reply
Quantities: 10,000 / 25,000 / 50,000 / 100,000
Size: 11” x 17” (8½” x 11” each); slit/nest personalized reply piece drives package through carrier window
Stock: 60 # offset white house sheet
Colors: 2/2 (PMS colors being updated for FY25)
Tints / Halftones / Bleeds: Tints and halftones on front and back / NO bleeds
Bindery: slit/nest; FOLD: Folds in thirds, with bottom panel (personalized reply) facing out to show through carrier window.

D. Additional Insert (Footsteps in Faith monthly giving program)
Quantities: 10,000 / 25,000 / 50,000 / 100,000
Size: 3-1/2” x 8-1/2”
Stock: 60# White Offset House Sheet
Color: 2/1
Bleeds: Yes

NOTE: The contractor is required to warehouse all unused New Donor print inventory AND supply an updated inventory for each month during the length of the contract.

Data Processing:
Quantities: 1,000 to 10,000 each month (occasionally more or less)

Contractor to receive CRS data via FTP 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. File will run through NCOA and CASS Certification prior to posting.

Personalization:
Quantities: 1,000 to 10,000 each month (occasionally more or less)

Contractor to laser one side of reply including: name, address, scan line (including donor ID & check digit.) Reply piece drives package through carrier window.

Lettershop:
Quantities: 1,000 to 10,000 each month (occasionally more or less)

FOUR (4) inserts (from BACK of OSE): 1.) Donor Feedback Insert; 2.) #9 BRE; 3/4.) Personalized Letter-Reply. Mail: Sort, tray, and deliver to USPS. (INDICIA)