



REQUEST FOR QUOTATION (RFQ) NUMBER: US5149

FOR THE PROCUREMENT OF: FY23 PLANNED GIVING DIRECT MAIL APPEALS – LEGACY’S ANNUITIES AND YEAR ON FILE CARDS

ISSUE DATE: 8/11/22

CLOSING DATE: 8/19/22

I. INTRODUCTION:

CRS is accepting quotations from suppliers for the provision of

II. REQUIREMENTS & CONDITIONS:

- A. **Delivery Location:** See Annex C
- B. **Latest Delivery Date:** See Annex C
- 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 michele.dockery@crs.org

III. QUOTE SUBMISSION: Quotes are to be submitted by email to: michele.dockery@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 RFQ 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 specifications, is valid for at least 30 days, and is substantively responsive to the terms and conditions of the RFQ.
- B. **Price & Lead Time Evaluation:** Responsive quotes will undergo Price & Lead Time Evaluation as follows:

V. Rejection of Award:

RFQ#: **US5149**

- A. CRS may reject any quote that is not substantively responsive to the terms and conditions of the RFQ.
- 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:

- CRS Terms and Conditions: <http://crs.org/vendor-terms/vendor-terms.pdf>
- CRS Suppliers and Service Provider Code of Conduct: https://www.crs.org/sites/default/files/supplier_code_of_conduct.pdf

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 rationale 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 **[RFQ # Here]** (“RFQ”) 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 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 **[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 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 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 RFQ 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 RFQ, 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.

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: Job Specifications/delivery/requirements

I. SCOPE OF WORK

This RFP is for three Planned Giving jobs that will mail during FY22. Please reference package specifications below.

II. BID REQUIREMENTS

Listed below are print specs. Bids must observe the following stipulations:

- a) provide price breakdowns by component with a price per thousand AND an extended total for each item.
- b) provide names and contact information for all third party vendors, regardless of the level of their involvement.
- c) do no substitute stock. If a requested stock is unavailable, offer a cost-effective alternative stock and identify it.
- d) overruns, calculated on the basis of each printrun, 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.
- e) include breakdowns AND extended totals for ALL additional charges (e.g., AAs, disk prep, film, seps, plate changes, sig, dies, mattes proofs, bluelines, color proofs, etc.) to indicate a COMPLETE pride 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.
- f) List charges (including minimums for various test quantities) for the following items:
 - 1) Data file conversion;
 - 2) Laser sign-offs;
 - 3) Plate changes
 - 4) Minimum charge for AA's

III. OTHER PROJECT INFORMATION AND CONDITIONS

- **The project 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 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 project to the successful bidder.**
 - **Art:** Vendor will be emailed a Dropbox link containing all art files. Collected files will contain all Adobe In-Design 2020 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 FTP site. Within two (2) business days of the data transfer, Contractor must provide a random sample of input data dumps for integrity of the data and counts.
 - **Dumps:** After transmission of the output data dumps to CRS, contractor must supply two (2) separate sets of 10 to 15 laser-sign offs 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 sample of each package.
 - **Invoicing:** Email an invoice to Cassandra.collier@crs.org. Invoices should include CRS P.O. Number, CRS Job Name, CRS Contact Name (Cass Collier) and Vendor Contact Name.
-

(Receipt of data file will confirm final count)

JOB #1: FY23 Planned Giving Annuity Renewal Mailing #1

Campaign Code: P1MPG7

Art Ready: 9/09/22

Mail Date: 10/14/22

Count: 1,500

A.	Closed Face Carrier	
	Quantity:	1,500
	Stock:	24# WW
	Size:	#10

RFQ#: **US5149**

Color: 1/0
Bleeds: No
Halftone: No

B. BRE (2 versions)

Quantity: 1,500
Stock: 20# Blue Wove
Size: 8 5/8" x 3 5/8"
Color: 1/1
Bleeds: No
Halftones: No
Screen Tints: No

C. Renewal Letter with perfed reply

Quantity: 1,000
Stock: 60# bright white
Size: 8 1/2 x 14 with perfed reply
Color: 2/1
Tints: Yes
Bleeds: No
Halftone: No

D. Inquiry Letter (no reply)

Quantity: 500
Stock: 60# bright white
Size: 8 1/2 x 11
Color: 1/1 Black
Tints: No
Bleeds: No
Halftone: No

E. Summary of Benefits Insert (Will include lasered drop ins)

Quantity: 1,500
Stock: 60# bright white
Size: 8 1/2 x 11
Color: 2/0
Tints: Yes
Bleeds: No
Halftone: No

Data Processing

Quantity: 1,500

Vendor to retrieve CRS data from FTP site and provide:

1. Presort to 3/5 level and maximum postal discounts. Please be advised that further discounts will be considered if cost savings is substantial.

Personalization

Quantity: 1,000/500

Inkjet Name/Address, barcode on closed Face Carrier as well as summary of benefits insert. This package will be a **three-way match, Renewal letter, Summary of Benefits Insert to personalized carrier. Barcode to be moved down and to the right of the name/address block on carrier.** Summary of Benefits Insert will include lasered drop ins that will be provided in separate data file.

Inkjet Name/Address, barcode on closed Face Carrier as well as summary of benefits insert. This package will be a **three-way match, Inquiry letter, Summary of Benefits Insert to personalized carrier. Barcode to be moved down and to the right of the name/address block on carrier.** Summary of Benefits Insert will include lasered drop ins that will be provided in separate data file.

Lettershop -2 packages

Quantity: 1,000/.500

3 inserts: 8 ½ x 14 Renewal letter w/perfed reply, Appropriate BRE, Summary of Benefits Insert

4 inserts: 8 ½ x 11 Inquiry letter (no reply on letter), Application, Appropriate BRE, Summary of Benefits Insert

Postage

Quantity: 1,500

Please provide an estimated postage cost for job. Packages will mail with **first class live stamp.**

Send 15 samples of packages to CRS after mailing to the attention of:

ATTN: Cass Collier
Catholic Relief Services
6th Floor – Annual Giving
228 West Lexington Street
Baltimore, MD 21201 – 3443

JOB #2: FY23 Planned Giving Annuity Renewal Mailing #2

Campaign Code: PILPG8

Art Ready: 2/10/23

Mail Date: 3/24/23

Count: 1,000

- A. Closed Face Carrier**
 - Quantity: 1,000
 - Stock: 24# WW
 - Size: #10
 - Color: 1/0
 - Bleeds: No
 - Halftone: No

- B. BRE**
 - Quantity: 1,000
 - Stock: 20# Blue Wove
 - Size: 8 5/8" x 3 5/8"
 - Color: 1/1
 - Bleeds: No
 - Halftones: No
 - Screen Tints: No

- C. Renewal Letter with perfed reply**

RFQ#: **US5149**

Quantity: 1,000
Stock: 60# bright white
Size: 8 ½ x 14 with perfed reply
Color: 2/1
Tints: Yes
Bleeds: No
Halftone: No

D. Summary of Benefits Insert (Will include lasered drop ins)

Quantity: 1,000
Stock: 60# bright white
Size: 8 ½ x 11
Color: 2/0
Tints: Yes
Bleeds: No
Halftone: No

Data Processing

Quantity: 1,00

Vendor to retrieve CRS data from FTP site and provide:

1. Presort to 3/5 level and maximum postal discounts. Please be advised that further discounts will be considered if cost savings is substantial.

Personalization

Quantity: 1,000

Inkjet Name/Address, barcode on closed Face Carrier as well as summary of benefits insert. This package will be a **three-way match, letter, Summary of Benefits Insert to personalized carrier. Barcode to be moved down and to the right of the name/address block on carrier.** Summary of Benefits Insert will include lasered drop ins that will be provided in separate data file.

Lettershop

Quantity: 1,000

3 inserts: 8 ½ x 14 letter w/perfed reply, BRE, Summary of Benefits Insert

Postage

Quantity: 1,000

Please provide an estimated postage cost for job. Package will mail with **first class live stamp.**

Send 15 samples of package to CRS after mailing to the attention of:

ATTN: Cass Collier
Catholic Relief Services
6th Floor – Annual Giving
228 West Lexington Street
Baltimore, MD 21201 – 3443

JOB #3: FY23 Planned Giving Year on File Mailing -(Data file will confirm counts)

Campaign Code: P1MPG9

RFQ#: **US5149**

Art Ready: 4/25/23

Mail Date: 6/2/23

Count: 15,000

A. Greeting Cards (8 versions)

Quantity: **15,000**

Stock: 12 pt cardstock, coated one side

Size: 9.25" x 6.25" Flat; folds to a final size of 4.625" x 6.25"

Finish: Folds, score to create final piece that is 4.625" x 6.25"

Ink: 4/4 (4cp/4cp)

Bleeds: Yes

B. Close Face Carriers

Quantity: **15,000**

Stock: White Woven

Size: A6 -4.75" x 6.5"

Ink: 1/1 PMS 287 Blue

There are eight different versions of the card, 4 of which have different art, copy and signatures. Four versions are signatureless versions with Mark Melia the Executive VP printed on them. These four versions with personalized carriers to match the cards to be returned to CRS to be signed by hand by Mark Melia. These are the Major Gift versions and are only a count of less than 60 or so in total of all 4.

Data Processing for all packages –

Quantity: 15,000

CRS will post data to vendor FTP site. Vendor to provide the following:

1. Assign zip + 4
2. 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.
3. Delivery Point Barcodes must appear in the address block.

Personalization for all Packages –

Quantity: 15,000

Two-way Match: Personalize inside of card with salutation and message. Also, laser outer envelope with name/address block.

Lettershop:

Quantity: 15,000

Insert into carrier – one card each.

Postage:

Quantity: 15,000

Please provide an estimated postage cost for job. All segments will receive Presort Nonprofit Live Stamp.

Send 10 sample packages of each version of package to CRS after mailing to the attention of:

RFQ#: **US5149**

ATTN: Cass Collier
Catholic Relief Services
6th Floor – Annual Giving
228 West Lexington Street
Baltimore, MD 21201-3443

JOB #4: FY 23 Planned Giving Donor Legacy #1 Mailing (Data file will confirm counts)

Campaign Code: P1MLD1

Art Ready: 3/24/23

Mail Date: 5/5/23

Count: 122,000

A. Closed Face Carrier
Quantity: **122M**
Stock: 24# Bright White
Size: 6" x 9.5"
Colors: 2/1
Bleeds: No
Halftones: No

B. Letter – 2 page/2 sided

Quantity: **122M**
Stock: 60# text
Size: **17 X 11 form converted to 8 x 11**
Color: 2/2
Screen Tints: Yes
Halftones: Yes

C. BRE- 2 versions
Quantity: **122M**
Stock: 20# Blue wove
Size: #9
Color: 1/0
Bleeds: No
Screen Tints: No
Halftones: No

D. Insert – 2 versions
Quantity: 122M
Stock: 70# dull text
Size: 3.5 x 6.75
Color: 2/2
Screen Tints: Yes
Halftones: Yes

FY23 Donor Legacy Series Package #1 Components:

- Quantity: **122M**
- Closed face carrier
 - Letter
 - **Insert -2 versions General and Sustainer**

RFQ#: **US5149**

- BRE – Appropriate codes

Data Processing for all Packages –

Quantity: 122M

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.

Personalization for all Packages –

Quantity: 122M

Laser one side of letter with **Emily’s hand and other 3 pages will be printed.** Vendor to produce Matte proofs for letter copy to insure match of lasered front and printed side two in font, size and style.

NOTE: Address font will match letter font. Name/Address, barcode on OSEs. **Package is closed face and will be a two-way match with personalized letter. Barcode to be moved down and to the right of the name/address block.**

Lettershop –

Quantity: 122M

All Packages – 3 inserts – 2 paged/2 sided 8 x 11 letter folded in half, Insert (General or Sustainer) and Appropriate BRE into closed face carrier.

Postal rate: All packages will be mailed third class live stamp.

Job# 5: FY 23 Planned Giving Donor Legacy #2 Mailing (Data file will confirm counts)

Campaign Code: P1MLD2

Art Ready: 3/24/23

Mail Date: 5/26/23

Count: 115,000

A. Closed Face Carrier

Quantity: 115M
Stock: 24# Bright White
Size: #10
Colors: 2/1
Bleeds: No
Halftones: No

B. Letter with perfed reply

Quantity: **115M**
Stock: 60# text
Size: 8 ½ x 14
Color: 2/2
Screen Tints: Yes
Halftones: Yes

C. BRE

Quantity: **115M**
Size: 8.875 x 3.875
Stock: 20# blue wove
Color: 1/0
Bleeds: No
Screen Tints: No
Halftone: No

FY23 Donor Legacy #2 Mailing Components:

Quantity: 115M

- Closed face carrier
 - Letter/reply
 - BRE
-

Data Processing for all Packages –

Quantity: 115M

Vendor to provide:

3. 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.
4. Delivery Point Barcodes must appear in the address block.

Personalization for Package–

Quantity: 115M

Laser one side of letter. Vendor to produce Matte proofs for letter copy to insure match of lasered front and printed side two in font, size and style.

NOTE: Address font on closed face ITC New Baskerville Roman. Inkjet Name/Address, barcode on OSEs. Package is closed face and will be a two-way match with personalized letter.

Lettershop –

Quantity: 115M

Package – 2 inserts –letter and BRE into closed face carrier.

Postal rate: Package will be mailed third class indicia.

Send 15 samples of package to CRS in a timely fashion to the attention of:

ATTN: Cass Collier

Catholic Relief Services

6th Floor- Annual Giving

228 West Lexington Street

Baltimore, MD 21201-3443