REQUEST FOR QUOTATION (RFQ) NUMBER: US5388

FOR THE PROCUREMENT OF: FY23 CHRISTMAS RENEWAL (ENGLISH/SPANISH)

CAMPAIGN CODE: R1MR01, R1MR02, R1MR03, R1MH01, R1MH02

ISSUE DATE: 9/8/22

CLOSING DATE: 9/16/22

I. INTRODUCTION:

CRS is accepting quotations from suppliers for the provision of FY23 CHRISTMAS RENEWAL

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]: All quotes must be complete and compliant. A quote will be deemed responsive 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 Evaluation: The quote that is responsive and offers the lowest total price for the shipment 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 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 Suppliers and Service Provider Code of Conduct: [https://www.crs.org/sites/default/files/supplier_code_of_conduct.pdf](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 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 [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."

RFQ#: US5388.FY23 CHRISTMAS RENEWAL
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

ITEMS I AND II APPLY TO ALL JOBS OUTLINED IN THIS QUOTE INVITATION

I. BID REQUIREMENTS

Bids must observe the following stipulations:

a) provide prices for each of the quantities indicated for each separate package.
b) provide price breakdowns by component with a price per thousand AND an extended total for each item.
c) provide names and contact information for all third-party vendors, regardless of the level of their involvement.
d) Do not substitute stock. If a requested stock is unavailable, offer a cost-effective alternative stock and identify it.
e) 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.
f) Reflect potential cost for stock increases for the entire project year in the estimate

g) 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.
h) list charges (including minimums for various test quantities) for the following items:

1) Data file conversion;
2) Data pre-sorting;
3) Laser sign-offs;
4) Plate changes
5) Minimum charge for AA's

II. OTHER PROJECT INFORMATION AND CONDITIONS

The Service Agreement 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. Each Work Order shall stipulate the precise quantities and other details.

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 Dropbox link. All art files will be sent in a compressed file containing Adobe In-Design 2022 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 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-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 samples of each package.

Job Name #1: FY23 Christmas Renewal English
Campaign Code: R1MR01
Art Ready: 9/30/22
Mail Date: 11/10/22

Printing Note: Component A and E will be overprinted and used in the R1MH01 English package.

RFQ#: US5388.FY23 CHRISTMAS RENEWAL
Artwork will be provided in InDesign Creative Cloud, if this is an issue please decline to bid.

A. Window Carrier with Indicia – print & convert

Note: This carrier will also be used for the R1MH01 English package

| Quantity | 282,500 (includes 2,500 for R1MH01) |
| Stock | 24# Bright White or ultra white smooth 60lb text stock |
| Size | 8 1/8” x 5 ½” (Window 4 1/8” x 1 ¼”) |
| Colors | 2/0 |
| Bleeds | No |
| Halftones | No |
| Art | ftp |

B. BRE (5 Plate changes)

| Quantity | 280 M |
| Stock | 20# White Wove |
| Size | 7.5 X 3.875 |
| Color | 1/0 |
| Halftones | None |
| Art | ftp |

C. Letter w/perfed reply on bottom – (5 different versions of form – CTR, TST, MLD/DDY, SUS, SOL)

Please Note – There will be no $ sign on gift arrays on replies or if on gift arrays in letter copy.

The SUS letter version will have a blank ask.

The MLD/DDY letter version will have front page letter copy w/Sean Callahan sig.

| Quantity | 280M |
| Stock | 60 # text |
| Size | 7 x 14 (Z fold will fold at 5.25 & 9.625 from top, non folding perf at 10.5) |
| Color | 2/2 |
| Screen Tints | Yes |
| Halftones | Yes |
| Art | Dropbox link |

D. Seals (Provided by outside vendor for indicated packages)

| Size | 6 5/8 X 4 ½ |
| Stock | Standard semi-gloss label stock with permanent adhesive |
| Color | 4/0 |

E. Prayer Card

Note: This prayer card will also be used for the R1MH01 English package

| Quantity | 282,500 (includes 2,500 for R1MH01 English) |
| Size | 3 ½ x 5 ½ |
| Stock | 65# Cover Smooth Natural |
| Color | 2/1 |
Christmas Renewal Package Components:

Package **WITH seals** – (CTR, TST, SUS, SOL)
- Window carrier
- Letter/w perfed reply (versions vary)
- BRE –refer to code sheet
- Seals
- Prayer Card
- 3rd class Indicia

Package **WITHOUT seals** - (MLD/DDY ONLY)
- Window carrier
- Letter/w perfed reply (MLD/DDY Version ONLY)
- BRE –refer to code sheet
- Prayer Card
- Presort 3rd Class indicia

**Data Processing for all Packages** –
**Quantity**: 280M

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**: 280M

Laser one side of letter with Georgia font. Also, laser side one of reply portion including: name, address, donor ID, scan line, check digit, gift array line and barcode.

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

**Lettershop** –
**Quantity**: 280M

**Package without seals** (MLD) 3 inserts – 7 x 14 letter with perfed reply, prayer card and appropriately coded BRE into window carrier.

**Packages with seals** (CTR, TST, SUS, SOL): 4 inserts – 7 x 14 letter with perfed reply, seals, prayer card and appropriately coded BRE into window carrier.

**Please Note**: Premium will be produced by an outside vendor and will be delivered to the letter shop on date that will be determined once job has been awarded.

**Postal rate**: ALL packages will receive third class indicia. (Please include postage costs in bid)

**Send 15 samples packages of each 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

Job Name #2: FY23 Hispanic Christmas Renewal  
Campaign Code: R1MH01 (Spanish)  
Art Ready: 9/30/22  
Mail Date: 11/10/21

Printing Note: See printing note above regarding component A and D.

A. Carrier with Indicia – print & convert (LITHO) only for Spanish  
Note: The English carrier from R1MR01 will also be used for the R1MH01 English package  
Quantity: 1500 Spanish  
Stock: 24# Bright White or ultra white smooth 60lb text stock  
Size: 8 1/8” x 5 ½” (Window 4 1/8” x 1 ¼”)  
Colors: 2/2  
Bleeds: Yes  
Halftones: Yes  
Art: Dropbox link

B. BRE (1 plate change) - (2 versions – 1 English version and 1 Spanish version)  
Quantity: 4,000  
Stock: 20# White Wove  
Size: 7.5 X 3.875  
Color: 1/1  
Halftones: None  
Art: Dropbox link

C. Letter w/perfed reply – (2 versions – 1 English version and 1 Spanish version)  
Quantity: 4,000  
Stock: 60 # text  
Size: 7 x 14  
(Z fold will fold at 5.25 & 9.625 from top, non folding perf at 10.5)  
Color: 2/2  
Screen Tints: Yes  
Halftones: Yes  
Art: Dropbox link

D. Spanish Prayer Card (Spanish version only)  
Note: The English prayer card from R1MR01 will also be used for the R1MH01 English package  
Quantity: 1500

RFQ: US5388.FY23 CHRISTMAS RENEWAL
E. Seals (Provided by outside vendor)

- Size: 6 5/8 X 4 1/2
- Stock: Standard semi-gloss label stock with permanent adhesive
- Color: 4/0

Hispanic English Christmas Renewal Package Components: (All components will be in English)

- Quantity: 2,500
  - Window Carrier (will use the same carrier as English Renewal R1MR01)
  - Letter/w perfed reply (English)
  - Prayer Card (English) (Will be same prayer card as R1LM01)
  - BRE
  - 3rd class indicia
  - Seals (provided by outside vendor)

Hispanic Christmas Renewal Package Components: (All components will be in Spanish)

- Quantity: 1,500
  - Window Carrier (Spanish)
  - Letter/w perfed reply (Spanish)
  - Prayer Card (Spanish)
  - BRE (Spanish)
  - 3rd class indicia
  - Seals (provided by outside vendor)

Data Processing for all Packages –

- Quantity: 4,000

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. Vendor to round gift arrays per CRS instructions.

Personalization for all Packages –

- Quantity: 4,000

Laser one side of letter with Georgia font. Also, laser side one of reply portion including: name, address, donor ID, scan line, check digit, gift array line and barcode.

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

Lettershop –

- Quantity: 4,000

RFQ#: US5388.FY23 CHRISTMAS RENEWAL
All Package Inserts: 4 inserts – 7 x 14 letter with perfed reply, Prayer Card, Seals and BRE into window carrier.

**Please Note:** Premium will be produced by an outside vendor and will be delivered to the letter shop on date that will be determined once job has been awarded.

Postal rate: **Presort Third Class Indicia. (Please include postage costs in bid)**

Send 20 samples packages of each 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

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**Job Name #3: FY23 Year End Renewal English**  
**Campaign Code: R1MR02**  
**Art Ready: 10/21/22**  
**Mail Date: 11/23/22**

(Receipt of data file will confirm final counts)

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

A. **Letter w/perfed reply (3 printed versions – CTR, UKR, MLD/DDY)**

Quantity: 263M  
Stock: 60# Bright White  
Size: 8.5 x 14 (folds at 3.5”, 7”, folds/perfs at 10.5”)  
Color: 2/2  
Tints: Yes  
Half tones: Yes  
Bleeds: No

B. **BRE (2 plate changes)**

Quantity: 263M  
Stock: 20# White Wove  
Size: #9  
Color: 1/0 Black  
Bleeds: None  
Halftones: None  
Screen Tints: None

C. **Window Carrier with Indicia– print & convert (LITHO)**

Quantity: 263M  
Stock: 24# White Wove  
Size: #10 SLW
D. Year End Report Insert

<table>
<thead>
<tr>
<th>Quantity: 263M</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stock: 80# Dull Coated Stock</td>
</tr>
<tr>
<td>Size: 8.5” x 11” flat (folds in thirds)</td>
</tr>
<tr>
<td>Color: 2/2</td>
</tr>
<tr>
<td>Bleeds: Yes</td>
</tr>
<tr>
<td>Halftone: Yes</td>
</tr>
<tr>
<td>Screen Tints: Yes</td>
</tr>
</tbody>
</table>

Package Components:
- Window Carrier
- 8.5 x 14 Letter/Reply with perf
- Year End Report Insert
- BRE – refer to code sheet
- 3rd class indicia

Data Processing for all Packages – Quantity: 263,000

Vendor to receive CRS data from FTP files and provide:
4. 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.
5. Delivery Point Barcodes must appear in the address block.

Personalization for all Packages – Quantity: 263,000

All Packages: Laser one side of 8 ½ x 14 letter and reply portion including: name, address, donor ID, scan line, check digit, gift array line (and barcode).

Lettershop – Quantity: 263,000

All Packages: 3 inserts – 8 ½ X 14 letter with perfed reply, year end insert, and BRE in carrier.

Postal rate: All packages will receive third class indicia. (Please include postage costs in bid)

Send 20 samples of each package to CRS in a timely fashion to the attention of:

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

RFQ: US5388.FY23 CHRISTMAS RENEWAL
Job Name: FY23 Hispanic Year End Renewal (Spanish Language ONLY)
Campaign Code: R1MH02
Art Ready: 10/21/22
Mail Date: 11/23/22

(Receipt of data file will confirm final counts)

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

A. Letter w/perfed reply (1 versions – spanish)

| Quantity: | 1,000 |
| Stock:     | 60# Bright White |
| Size:      | 8.5 x 14 (folds at 3.5”, 7”, folds/perfs at 10.5”) |
| Color:     | 2/2 |
| Tints:     | Yes |
| Half tones:| Yes |
| Bleeds:    | No |

B. BRE (1 versions – spanish)

| Quantity: | 1,000 |
| Stock:     | 20# White Wove |
| Size:      | #9 |
| Color:     | 1/0 Black |
| Bleeds:    | None |
| Halftones: | None |
| Screen Tints: | None |

C. Window Carrier with Indicia– print & convert (LITHO) (1 version – 1 Spanish)

| Quantity: | 1,000 (Spanish version) |
| Stock:     | 24# White Wove |
| Size:      | #10 SLW |
| (Window 4.5 x 1.125 positioned .875 from left and 2.375” down from top fold) |
| Color:     | 2/0 |
| Bleeds:    | Yes |
| Halftone:  | Yes |
| Screen Tints: | Yes |

D. Year End Report Insert (1 versions Spanish)

| Quantity: | 1,000 (Spanish version) |
| Stock:     | 80# Dull Coated Stock |
| Size:      | 8.5” x 11” flat (folds in thirds) |
| Color:     | 2/2 |
| Bleeds:    | Yes |
Spanish Language Package Components: (All components in Spanish)
- Window Carrier
- 8.5 x 14 Letter/Reply with perf
- Year End Report Insert
- BRE – refer to code sheet
- 3rd class indicia

Data Processing for all Packages –
Quantity: 1,000

Vendor to receive CRS data from FTP files and provide:
6. 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.
7. Delivery Point Barcodes must appear in the address block.

Personalization for all Packages –
Quantity: 1,000

Packages: Laser one side of 8 ½ x 14 letter and reply portion including: name, address, donor ID, scan line, check digit, gift array line (and barcode).

Lettershop –
Quantity: 1,000

All Packages: 3 inserts – 8 ½ X 14 letter with perfed reply, year end insert, and BRE in control carrier.

Postal rate: All packages will receive third class indicia. (Please include postage costs in bid)

Send 20 samples of each package to CRS in a timely fashion to the attention of:

ATTN: Keila Johnson
Catholic Relief Services
6th Floor- Annual Giving
228 West Lexington Street

Job Name #5: FY23 January Renewal
Campaign Code: R1MR03
Art Ready: 12/13/22
Mail Date: 1/27/23

(Receipt of data file will confirm final counts)

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

A. Window Carrier (meters) – print & convert (LITHO)

Quantity: 186M
Stock: Manila/Kraft envelope (Brown Kraft)
Size: #10 Envelope with SLW
Colors: 2/0, PMS TBD

RFQ: US5388.FY23 CHRISTMAS RENEWAL
B. BRE

Quantity: 186M  
Paper: 20# White Wove  
Size: #9 regular flap (8.875” x 3.875”)  
Color: 1/0, PMS 287 Blue  
Bleeds: None  
Halftones: None  
Screen Tints: none  
Art: Dropbox link

C. Letter - 2 page 2-sided letter (tabloid)

Quantity: 186M  
Flat Size: 17” x 11”, folds in half to 8.5” X 11”, which will roll fold into thirds  
Stock: Evergreen 60# offset or equivalent  
Color: 5/5 PMS 287 + 4-CP  
Bleeds: none  
Halftones: Yes  
Screen Tints: Yes  
Bindery: letter front page 8.5” x 11”, opens to 17” X 11”

D. Reply Form (Will be personalized)

Quantity: 186M  
Size: 8.5”x 3.5”  
Stock: Bright White 60# Text  
Color: 2/2, PMS 287 TBD  
Bleeds: none  
Halftones: Yes  
Screen Tints: Yes  
Art: Dropbox link

Package Components:

- Window #10 OSE  
- 2 paged/2 sided Letter  
- Reply Form  
- Coded BRE

Data Processing for Package–

Quantity: 186M  
Vendor to retrieve CRS data from FTP site and provide: 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.
Personalization for Package –
Quantity: 186M

Package
Laser one side of letter including personalized salutation and address block. Laser side one of reply form including: name, address, donor ID, scan line, check digit and gift array line and circle. Vendor to produce Matte proofs for letter copy to insure match of lasered front and printed sides in font, size and style.

Two-way match of personalized letter and reply form, letter drives package.

Lettershop –
Quantity: 186M

Package (#10 Window) - 3 Inserts: 2 page/2-sided letter (tabloid), matching reply piece and coded BRE.

Postage: Metered postage – Please include postage cost in with bid.

Send 20 samples packages 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