

Questions and Answers for RFP # MDHBE31045013 – Printing Services RFP

- 1) What are the quantities for each item that we need to quote? **See Price Proposal**
- 2) Full Color Brochures: Paper, should it be 80# Gloss Cover? **Yes, it should be 80#**
- 3) On Page 22 the first row just has colors and no description? **That goes with the row above it, Full Color Posters.**
- 4) Panel Cards, what are the colors? **Colors will vary; should quote full color**
- 5) Certificates, what are the colors and paper type?
- 6) Table Tents, there isn't a 20# cover paper, I'm thinking 100# or 120# cover would work good for this item. **Should be 100#**
- 7) Enrollment Application: paper, Standard off the shelf. Are you looking for 50# White offset text? **Yes.**
- 8) Booklet, Please confirm text weight paper, colors and what type of spiral binding? **Paper weight as stated: glossy 32# with 100# cover; plastic, colored spiral**

1) Some items on Attachment D are asterisked "Full Color items shall include the PMS colors (green, grey, blue, & black)." Does the term "Full Color" in the item description refer to 4 (CMYK) process colors PLUS the 3 PMS colors (7 total)? Or do the items require only those specific 3 PMS colors + black? If it is the second case (only 3 total PMS colors + black) then the PMS colors can be simulated with CMYK process colors – saving on ink/print expenses and allowing for one pass through our print press, saving a significant amount – Would simulating the 3 PMS colors with CMYK process be acceptable when quoting? **Yes, this can be a four-color build.**

2) Full Color Business Cards: The Estimated quantities for this item on Attachment D are listed as:

5,000
10,000
10,000*
15,000

The quantity of 10,000* is listed twice. Is this an error? Yes. Just remove second one.

3) Signage: For this item, does it have any color? If so, what are the print/ink specs? Is it 4/4? Yes

4) Full Color Brochures: This item does not have # of pages listed. I'm assuming it must be 6 pages. (Flat size 23.875"/Final size 8" = ~3 (number of panels). 3 panels = 6 pages.) Is 6 pages correct? The end result is a six-panel, 8x8" brochure.

This item also does not have an asterisk (*) listed by it, yet is titled 'Full Color'. Does that mean 4/4 CMYK or is it referring to the 3 PMS colors + Black, or both? 4-color build

5) Full Color Posters: This item says 'Full Color' yet has 3 PMS colors associated + black. Again, does this refer to full 4 color process (CMYK) + the 3 PMS colors listed or only those PMS colors? 4-color process.

6) Bookmarks: This item says its color, double-sided. How many colors? 4-color process

7) Panel Cards: Does this item have any color and if so, how many? 4-color process

8) Certificates: Does this item have any color and if so, how many?

9) Table Tents: This item says Flat Size 5.5" x 18". What is the finished/final size? Also, there is a Half-Circle Die Cut in the description of the item – what is the size of this half circle? Stock:

120# White Gloss Cover

Ink: 4 over 0 with bleeds

Size: 5.5 x 18" flat

Bindery: Die cut 1" slots on bottom panels and top half of circle emblem, score at 3" in from bottom edges and on either side of die cut half circle to create folded table tent with "locking" bottom and "stand up" center when folded and bottom married.

10) Application Overview Brochure: This item specifies the details that I was asking in the very first question I had above. Yes, four color.

It states 7/7 (seven colors, both sides). It specifies 4 colors process (CMYK) + 2 PMS colors + 1 Varnish, a total of 7 inks. My only question for this item is if we may substitute the Varnish option with an AQ coating – which would save significantly on ink/print costs. Aqueous (AQ) coating is similar to a Varnish coating, but is water based making it more environmentally friendly than Varnish coatings, as well as more scuff-resistant than varnishes. Aqueous Coatings can provide a similar effect as a Varnish, and it would be a less expensive option if we could quote it this way. Yes, that is acceptable.

11) Enrollment Application: This item says black and white and possibly some color. The price may be extensively variable whether or not it includes color. Should we quote it with color as a

safe-guard from quoting too low? **Yes.**

12) Booklet: Does this item include any color and if so, how many? **This is 4-color.**

13) Annual Report (Offset Production): This says 130 pages, does not specify if a cover is included or if it additional to the pages. Is the cover included with the 100 pages? **Yes, cover is included.**

14) Annual Report (Digital Production): This says 100 pages, but does not specify if a cover is included or it is additional to the pages. Is the cover included with the 100 pages? **Yes, cover is included.**