



## Written Questions and Answers

Annual Giving Printing, Mailing, & Fulfillment Services

RFP UK-2431-24

Closing Date: 4/19/24

Today's Date: 4/4/24

No.	Question	Answer
1	Who is currently providing you with these services?	MCR – Marketing Communication Resource
2	<p>Can you please clarify if this is a requirement to respond and will be scored in a responder's proposal or is this something that is in all of the University of Kentucky's RFPs to encourage DBE's and Kentucky businesses to respond? Do we have to qualify as one of these categories in order to respond and have an opportunity to win the business?</p> <p>a. The University of Kentucky is committed to serving as an advocate for diverse businesses and Kentucky located businesses. Diverse Business Enterprises (DBE) consist of minority, women, disabled, veteran and disabled veteran owned business firms that are at least fifty-one percent owned and operated by an individual(s) of the aforementioned categories. Also included in this category are disabled business enterprises and non-profit work centers for the blind and severely disabled. To be deemed a Kentucky located Business a company must have a physical facility located in the Commonwealth of Kentucky that is engaged in on-going business operations.</p>	It is not a requirement to respond. This is in all of UK's RFP's. You do not have to qualify as one of these categories to respond.
3	Is the University interested in small changes to size that would provide savings? Or are we to quote exactly as spec'd?	We are willing to consider those changes in size that could provide savings.

4	Are the envelopes window? Or are they personalized? 2-way match to card/letter?	The envelopes are personalized 2-way and 3-way match with card and/or letter.
5	Are the cards on text or cover stock?	Cards are printed on cover stock.
6	Is any of the inventory for multiple jobs able to be printed together? Campaign print? If so, which use common pieces? Quantities by piece?	<p>The only jobs that have inventory that can be printed early and then be personalized later are the President's Club mail series and the monthly anniversary's.</p> <p>Presidents Club would pre-print inventory of approximately 25,000 pieces. Then personalized and sent in September as 8,000; November as 5,000; May as 5,000; then monthly quantities of around 750 pieces on average.</p> <p>Anniversary mailers would pre-print around 2,000 then mailed in monthly batches of about 200</p>