

BB003623 ADDENDUM 1: ALUMNI LETTER - QUESTIONS AND ANSWERS:

1. CCRI bid calls for a remittance envelope #9 bre envelope. A remittance envelope has a coupon flap approx 3-3/4 wide. A standard #9 has a commercial flap 1-5/8 wide. Confirm with size flap you need on these envelopes. **FLAP 3-3/4 wide**
2. Please confirm what changes on the 4 versions on these letters. **Student, faculty and alumni program quotes-General, business, STEM, health sciences.**
3. Does the 4/color copy change or just the black ink? If the black ink is the change just the address area or the entire letter? **Just the black ink.**
4. Is the change on the front and back of the letters for each version? **As of now, just the front.**
5. Is the quantity 11,500 for each version? If not please provide the quantity per version if possible. *
6. Can parts of this project be subcontracted (ie envelope printing)? **No**
7. Is the letter personalized, thus, is there matching letter to envelope? It indicates there is address printing on envelope, thus a closed-faced envelope. **Yes, personalized**
8. What are the quantity breaks among the 4 different variations of the 46,000 Letters?*
9. Please confirm whether the letter is static (no personalized information of the recipient) or if it will be personalized with a be a 2-way match with the outer Envelope? **(Same as question 7) Personalized**
10. Are you sure you would like to use 80# uncoated Text for the letter? That is fairly thick for a letter ... 60# or 70# would be a suitable alternative **We use 80# because we are using photos.**

***Answer to question's 5 and 8 (which are the same): These numbers are estimated only and are subject to change per quantity/program break.**

**17,000 – General
13,000 – Business
4,000 - STEM
12,000 – Health**