## RFP QUESTIONS AND ANSWERS

<table>
<thead>
<tr>
<th>RFP Q&amp;A Number:</th>
<th>755177-RFP-1 Q and A</th>
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<tbody>
<tr>
<td><strong>Project Title:</strong></td>
<td>Institute for Healthy Childhood Weight: Printing and Fulfillment Services</td>
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<tr>
<td><strong>Application Deadline 11:59 pm CST:</strong></td>
<td>May 25, 2018</td>
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<tr>
<td><strong>Proposals must be emailed to:</strong></td>
<td><a href="mailto:390rfp@aap.org">390rfp@aap.org</a></td>
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<tr>
<td><strong>Questions about this RFP must be submitted to the application email address above and will be accepted until:</strong></td>
<td>May 11, 2018</td>
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<tr>
<td><strong>Responses to questions will post on:</strong></td>
<td>May 18, 2018</td>
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### QUESTIONS AND ANSWERS

**Question 1.** What is the paper stock for the cover letter?
**Answer 1.** 60#

**Question 2.** Is the cover letter personalized or static copy for all?
**Answer 2.** Static copy for all.

**Question 3:** What are the specifics for the mailing labels?
**Answer 3:** Mailing labels should include Institute for Healthy Childhood Weight logo, AAP return mailing address and address of recipient. All in black ink.

**Question 4.** Would the entire quantity be mailed at one time?
**Answer 4:** Yes, this is grant funded project and thus all inventory must be shipped no later than June 25, 2018.

**Question 5.** What are the ink specs for all printed pieces?
**Answer 5.** 4 color process

**Question 6.** On the tube packaging options, do you have a tube size you want used?
**Answer 6.** We are open to size recommended by printer/fulfillment vendor. The tube must be large enough to fit five rolled posters (dimensions shared in RFP) plus 1 cover letter sheet.

**Question 7.** On the flat packaging options, are these being folded or is the flat size truly 38”?
**Answer 7.** For the flat packaging options, the posters are to be folded. We understand this will result in creases in the poster.

**Question 8.** Are we addressing and mailing, or do these ship bulk to another location?
**Answer 8.** Addressing and mailing to individual locations.

**Question 9.** There is no shipping information provided. In order to give shipping costs, we would need that information.
**Answer 9.** We do have a list of delivery addresses yet. Though when we had our mailroom price it out, they noted that because the parcel (cardboard tube, 5 posters and cover letter) were less than 13 ounces then we could use a flat rate for shipping.
Question 10. For shipping service, are you looking for US Postal or FedEx with Tracking?
Answer 10. US Postal (tracking is not needed).

Question 11. What size is the flat rate shipping boxes?
Answer 11. We are open to size recommended by printer/fulfillment vendor. We are okay with the posters being folded so that they can fit into a smaller flat envelop for shipping.