

Questions and Answers
For Printing and Mailing Services RFP

Deadline: 3:00 pm, November 30, 2022

Q. Is this a quantity of 3000 at a time or on an “as needed” basis?

A. It is on an “as needed” basis, usually between 500 – 2000 pieces per job.

Q. Do you provide the envelopes?

A. Yes.

Q. Is there typically one sheet per envelope?

A. Sometimes 2 pages or a page plus a flyer will be requested. In addition, at times there may be a need to send up to 10 pages in a folder. We would supply these folders.

Q. How many pages are for the “notices” and are they black and white?

A. The “notices” could be up to 2 pages and are treated similar to a letter. They are printed on letterhead, with the text in black and white; but the logo will have 3 colors.

Q. Can we use either our mailing permit or the RIH permit if needed?

A. RIHousing will supply vendor with a permit.

Q. Postage to be determined by the mailing – first class or standard?

A. Whichever is least expensive unless there is a special instruction by RIHousing to use first class.

Q. Is it just the mailing services you are inquiring about now?

A. No, the RFP is for printing of the documents to be mailed as well.

Q. Is it metered or bulk rate with an indicia?

A. Bulk rate, no indicia.

Q. What type of paper?

A. We require 20 lb. paper be used, unless otherwise instructed.

Q. Would letterhead be printed in black and white or color?

A. Color

Q. How many colors is the letterhead?

A. 3 colors; one of the colors is graduated.

Q. Single-sided or double-sided?

A. Primarily single sided; however, some products may be required to be double sided.