



777 W Cherokee St  
Catoosa, OK 74015

## Request for Proposal

Date: October 23, 2014

Description: Holiday Invitations

Eight (8) versions. Estimated quantities:

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1. 20,000
  2. 10,000
  3. 4,500
  4. 4,000
  5. 3,000
  6. 2,500
  7. 2,000
  8. 1,000
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Print specs:

FLAT SIZE: 10.32" X 6.875"

FOLDED SIZE: 4.935" X 6.875"

PAPER: #2 (or better) WHITE MATTE, 100# COVER

PRINTING: 4/4

BLEED: 0.125" ON ALL SIDES

SPECIAL FINISHING: Duplex spot-coat 3D UV (Scodix) + **SIMPLEX (OUTSIDE ONLY)** clear glitter foil + die-cut

SEE LO-RES PDF FOR SAMPLE

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Mail specs:

Import 8 address files – presort – inkjet furnished A7 insertable envelope – insert (1) invitation.

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- All mail vendors will have a secure ftp site for posting data files. CNE will zip and encrypt the mail files and each vendor will have their own password with which to open the files. All files will be removed from the ftp site by the vendor within 2 days of processing.
  - After the data file is posted on the mail vendor’s ftp site, CNE will e-mail the vendor to notify them that the file has been uploaded and the number of records in the file. The vendor should confirm receipt and readability of the data file via e-mail within 24 hours.
  - All mailing lists will be USPS CASS Certified and processed through National Change Of Address (NCOA). No invalid addresses are to be output for mailing. Any addresses that generate a USPS CASS return code value less than 31 or greater than 39, and/or a DPV return code value other than Y, S or D - after NCOA processing – are to be excluded from the final mail output file.
  - After CASS and NCOA, the following reports and files will be provided for download by CNE from the vendor’s secure ftp site (preferred) or by e-mail within a password-protected zip file (acceptable):
    1. USPS CASS report (PS Form 3553)
    2. Postage Statement (PS Form 3602-R for Standard Class mail, or PS Form 3600-R for First Class mail)
    3. NCOA Processing Certificate (to document NCOA processing)
    4. NCOA Audit Report (detailing all NCOA “hits”)
    5. Final “good” mailing list (mail output file)
    6. Final “bad” address list (invalid address records that failed CASS-DPV after NCOA)
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--Output and invalid address files must include CASS-DPV return codes--

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- The vendor will e-mail the required postage amount and final mail count immediately after data processing is complete.
- The vendor will provide for download by CNE (or e-mail a password-protected zip file containing) a pdf of a live sample mail proof (or “programming proof”) for CNE to approve, PRIOR TO PROCESSING. CNE must approve the sample(s) before actual addressing/processing is initiated. Any mailers that are addressed without CNE’s documented approval will be reprinted at the vendor’s expense. For simple mail-pieces with no variable offers or messages, CNE needs to see 1 proof with live data. In cases where

variable offers or variable static messages exist, CNE needs to see 1 live proof for each of the variable offers or messages.

- Once the mail vendor has received approval of the programming proofs from Greg they should proceed with processing.
  - After addressing and mail processing is completed, the vendor will provide for download by CNE (or e-mail a password-protected zip file containing) 3 live mail proofs (or “production proofs”) - one each from the beginning, middle and end of the mailing list - for mailers with no variable offers or messages. In cases where variable offers or variable static messages exist, the vendor should provide 3 live mail proofs of each variable offer or message from the beginning, middle and end of the mailing list. (Example: If the mailing consists of two variable offers, CNE will need to see six production proofs.) UNDER NO CIRCUMSTANCE IS THE VENDOR TO DROP ANY MAILING WITHOUT DOCUMENTED APPROVAL OF THE FINAL PRODUCTION PROOFS BY CNE.
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#### Terms and conditions

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- All work must be performed within a 50-mile radius of Hard Rock Hotel & Casino Tulsa.
- Mail must be entered at the Tulsa OK Business Mail Entry Unit (BMEU).
- Vendor will be responsible for all transportation costs.
- Vendor will provide the opportunity for CNE to press-check printing and special finishing.
- Vendor must provide to CNE the company name, contact information and address of any sub-contracted vendor if any portion of the work is performed outside their facility. This information must be provided with the vendor’s bid.
- The vendor shall be licensed by the Cherokee Nation Gaming Commission (CNGC).

QUANTITIES ARE ESTIMATED AND SUBJECT TO CHANGE. *BIDS MUST BE SUBMITTED AS A SIMPLE COST PER UNIT.*

VENDOR MUST SUBMIT A GUARANTEED TURN TIME WITH THEIR BID. TURN TIME WILL BE BASED ON APPROVAL OF PRESS PROOFS AS DAY ONE, AND DELIVERY OF MAIL TO THE TULSA BMEU AS THE DAY OF COMPLETION.

*ALL ELEMENTS OF THE SCOPE OF WORK AS DESCRIBED ABOVE SHOULD BE FACTORED INTO THE COST PER PIECE.*

