



777 W Cherokee St
Catoosa, OK 74015

Request for Proposal

Date: November 8, 2017

Description: Hard Rock NYE Invitations

Envelopes

Stardream Metallic Gold **Euro Flap** A9

Print 1/0 (K only), no bleed – 1 version

Qty. 17,000

Invitations

100 lb. Silk Cover (white)

Print 5/4 (4/C process 2 sides plus PMS 871 C, 1 side), full bleeds – trim flat to 5.25" X 8.25"

4 versions

V1 qty. 4,500

V2 qty. 2,000

V3 qty. 7,500

V4 qty. 2,500

Mail processing

Import 4 mail files (csv format)

CASS, NCOA, DPV and Presort First Class (CNE permit imprint-indicia)

Inkjet recipient name, address and IMBC to A9 envelope

CNE will indicate a TTF font style. Vendor will be responsible for providing the inkjet font.

Insert (1) invitation into envelope *Hand inserting is recommended but not required.*

Flap, moisture seal, sort tie tray and deliver to Tulsa OK BMEU

- All mailing lists will be USPS CASS Certified and processed through full, 4-year 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 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)

--Output and invalid address files must include CASS-DPV return codes--

- The vendor will provide for download by CNE a full set of inkjet proofs - one for each version 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.

- After addressing and mail processing is completed, the vendor will provide for download by CNE live mail proofs (scanned production proofs) - one for each version. UNDER NO CIRCUMSTANCE IS THE VENDOR TO DROP ANY MAILING WITHOUT DOCUMENTED APPROVAL OF THE FINAL PRODUCTION PROOFS BY CNE.

Terms and conditions

- 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 PREPRESS PROOFS AS DAY ONE, AND DELIVERY TO THE TULSA BMEU AS THE DAY OF COMPLETION.

ALL ELEMENTS OF THE SCOPE OF WORK, EXCEPT POSTAGE, SHOULD BE INCLUDED IN THE COST PER PIECE.