

Economic Growth Region 6 Workforce Investment Board

*Providing oversight to Eastern Indiana WorkOne offices serving
Blackford, Delaware, Fayette, Henry, Jay, Randolph, Rush, Union and Wayne Counties*

Printing, Graphic Design and/or Layout & Production Request for Proposal (RFP)

Questions & Answers

- **Question:** How many colors besides the 2 color logo for your calendars? Coil binding is more cost effective and work better for calendars than gbc comb binding?
Answer: Our WorkOne calendar project consists of 3 printed panels. The top panel is printed 4 color process. The middle and bottom panels are printed in 2 colors; reflex blue and black.

Please submit quotes on the project as presented in the RFP.

- **Question:** Do you need booklet open side or catalog open on the short end for your 10x13 envelopes ?
Answer: Catalog
- **Question:** I assume the calendar letter is 8.5x11? Is one of the 3 colors black or all pms colors?
Answer: All PMS
- **Question:** Any idea of how many sets of business cards will be need and would you like us to set up an online ordering template for your cards?
Answer: Please submit quotes on the project and quantity of the project as presented in the RFP and on the quote sheet.
- **Question:** I assume the yellow form is just 1 part and prints black on just 1 side?
Answer: Correct.
- **Question:** The letterhead prints just 2 pms colors and no black?
Answer: Correct
- **Question:** The envelopes will print just 2 pms colors and no black for address?
Answer: Correct
- **Question:** Posters print how many colors and any bleeds?
Answer: Posters can be 2 color or 4 color, some bleed and some do not. If you have different pricing for each of these scenarios, please submit them on your Quote Sheet.
- **Question:** The Flyers print 4 color on 1 side only?
Answer: Correct
- **Question:** How many colors on Job Seeker Handbook?
Answer: 2 colors: PMS and black

- **Question:** Can I bid on just one of the items on the quote sheet?
Answer: Vendors may quote on design only, layout/production only, printing only, one or more projects only or a combination.
- **Question:** What quantity do I quote for the posters?
Answer: one poster
- **Question:** Calendars:
 - Is it 11" across the top, or 8.5" across the top?
 - 11" across the top
 - Are the calendar pages color or black and white?
 - Black and white
 - Do the calendar pages have bleeds?
 - no
 - Does the cover have bleeds?
 - no
 - Does the cover print on both sides or just the calendar side?
 - Just the calendar side
- **Question:** Calendar Envelope: Should they be catalog (opens on the top) or booklet (opens on the side)?
Answer: catalog
- **Question:** Calendar Letter: Is this one-sided or two-sided? Does it have bleeds?
Answer: one-sided, no bleeds
- **Question:** Business Cards: Are these one-sided or two-sided? Does it have bleeds?
Answer: one-sided, no bleeds
- **Question:** Forms: Are these one-sided or two-sided? Does it have bleeds?
Answer: one-sided, no bleeds
- **Question:** Letterhead: Is this one-sided or two-sided? Does it have bleeds?
Answer: one-sided, no bleeds
- **Question:** Note Cards: Do they have bleeds?
Answer: one-sided, no bleeds
- **Question:** Note Card Envelopes: Do they have two-color printing?
Answer: yes, two colors
- **Question:** Posters: Do you have a specific quantity in mind?
Answer: please quote one poster
- **Question:** Postcards: Do they have bleeds?
Answer: no
- **Question:** Flyers: Are these one-sided or two-sided? Does it have bleeds?
Answer: one-sided, no bleeds

- **Question:** Brochures: Do they have bleeds?
Answer: [yes](#)
- **Question:** Handbook: Is this 16 pages plus the cover, or 16 pages including the cover?
Answer: [including cover](#)
- **Question:** Will you supply us with photography, will we be purchasing stock photography, or will we conduct a photo shoot?
Answer: [In most cases you will be supplied the photography or access to royalty-free images.](#)
- **Question:** If we send the RFP electronically, does this fulfill the 4 copy requirement?
Answer: [yes](#)