

National Trust for Historic Preservation

RFP 2021-2

FAQ Responses

Ack-Fulfillment

Question	Answer	
Section 7A, i and ii regarding the signed statement of interest and signed statement on availability, are these part of the Execution of Offer on page 10, or separate? And if separate can these be incorporated within the proposal, and in what format?	Section 7A i and ii are part of the requirements for proposal and are separate from the Execution of Offer on page 10. They may be incorporated into the proposal in whatever format the respondent finds appropriate. There is no template prescribed for this section	
Section 8 A, clarify the "Error! Reference source not found". Is this a mistake?	There was a hyperlink that did not translate and has since been fixed. It should say "Section 9.Gii"	
Can the RFP be provided in word format?	No, unfortunately it cannot. Not all parts of the RFP are available as a Word document so it would be an incomplete file.	
Are the fulfillment materials being treated separately from the proposal?	The RFP is only asking if there is capacity to printing stock. Printing of fulfillment items are not included and not needed.	
Can you provide estimated weekly quantities for the packages in Exhibit C?	Separate document is provided with weekly postage by package report from the months of January 2021, December 2020, April 2020, January 2020, and January 2019 as examples of volume in heavy and slower months over this past year, as well as from the previous year for comparison. Please note, we have increased our acquisition efforts in the last two years and will be continuing to do so.	
	The packages in the referenced chart do not fully correlate to the packages in Exhibit C Matrix. See below translation of packages sent	
	Package 1	Forum New Individual, Student, Org Staff
	Package 2	Forum New Organization, Forum New Library
	Package 3A	Forum Renewal
	Package 3B	Forum Renewal, No Magazine
	Package 04	Sites Joint Membership
	Package 5A	New Joins, 1 card
		Individual
	Package 6A	New Joins, 2 cards
		Family
		Contributing
	Package 6B	New Family and Contributing Joins, No Tote
	Package 6C	New Sustaining
	Package 6D	New Sustaining (No Tote)
	Package 6E	New Steward
	Package 6F	New Steward (No Tote)
	Package 6G	New Guardian
	Package 6H	New Guardian (No Tote)
	Package 7A	Renewals, 1 card
	Package 7B	Renewals
	Package 8A	Renewals, 2 cards
	Package 8B	Renewals, 2 cards
		No Magazine
	Package 8C	Sustainer Renewals, 2 cards
		Magazine
	Package 8D	Sustainer Renewals, 2 cards
		No Magazine
	Package 9A	Renewals - Preservation Council
	Package 9B	Renewals - Preservation Council First Class Mail
	Package 9E	Renewals Guardian with Magazine
	Package 9F	Renewals Guardian No Magazine
	Package 10	Donations
	Package 11	Gift Recipient Individual
	Package 12	Gift Recipient Family

	Package 13	Comps
	Package 14	Magazine Backstarts
	Package 15	Preservation Partners
What fulfillment items need to be personalized, and does that include the Wallet Flap Envelope?	All acknowledgment letters, including the affixed membership cards (both 1 and 2 card), labels on poly bag envelopes for the larger packages will all require personalization. The Wallet Flap, Guest Passes, Steward and Guardian Gift Membership Forms will not require personalization and are standard for all packages.	
What are the sizes of the acknowledgment letterhead forms with 1 and 2 cards and are the cards affixed, embossed or have any other special qualities?	Both 1 and 2 Membership card forms are 8-1/2 x 14, with cards that are 3-3/8 x 2-1/8	
	Membership cards are affixed to the bottom of the forms and are clean-release, not embossed and get personalized with name, member number, expiration date, and membership level.	
Postage. How are the fulfillment items shipped - USPS as Stamps, Indicia, Smart Post?	Mail is metered, and sent via bulk when applicable for greatest discount, some packages are mailed first class.	

Postage by Package Report

Date		Package	Count	Mail Date	Daily Postage	Qualifies for Bulk?
3-Jan	2021	3B/7B/8B/8D/9B/9F/10/11/12	1,877	3-Feb	\$ 356.63	Yes
		1/2/3A/4/5A/6B/6D/6F/6H/7A/8A/8C/9A/9E (Magazine with Inserts)	561	3-Feb	\$ 442.66	Yes
		6A (Magazine with Tote)	18	3-Feb	\$ 102.90	No
		6C (Magazine with Tote)	2	3-Feb	\$ 12.05	No
		6E (Magazine with Tote)	1	3-Feb	\$ 6.55	No
		6G (Magazine with Tote)	1	3-Feb	\$ 6.75	No
Weekly Totals			2,460		\$ 927.54	
10-Jan		3B/7B/8B/8D/9B/9F/10/11/12	2,253	16-Feb	\$ 428.07	Yes
		1/2/4/6A/6B/6D/6F/6H/7A/8A/8C/9A/9E (Magazine with Inserts)	1,762	12-Feb	\$ 1,390.31	Yes
		8B International	2	16-Feb	\$ 2.40	No
		8D International	1	16-Feb	\$ 1.20	No
		6A (Magazine with Tote)	11	12-Feb	\$ 62.65	No
		6C (Magazine with Tote)	1	12-Feb	\$ 5.50	No
Weekly Totals			4,030		\$ 1,890.13	
17-Jan		3B/7B/8B/8D/9B/9F/10/11/12	1,710	26-Feb	\$ 324.90	Yes
		1/2/5A/6B/6D/6F/7A/8A/8C/9A/9E (Magazine with Inserts)	463	25-Feb	\$ 365.33	Yes
		10 International	1	26-Feb	\$ 1.20	No
		6A (Magazine with Tote)	29	24-Feb	\$ 172.55	No
		6C (Magazine with Tote)	2	24-Feb	\$ 11.90	No
Weekly Totals			2,205		\$ 875.88	
31-Jan		3B/7B/8B/8D/9B/9F/10/11/12	1,392	1-Mar	\$ 264.48	Yes
		1/2/3A/4/5A/6B/6D/6F/6H/7A/8A/8C/9A/9E (Magazine with Inserts)	443	1-Mar	\$ 349.55	Yes
		8D International	1	1-Mar	\$ 1.20	No
		6A (Magazine with Tote)	25	1-Mar	\$ 148.75	No
		6C (Magazine with Tote)	6	1-Mar	\$ 35.70	No
Weekly Totals			1,867		\$ 799.68	

Date		Package	Count	Mail Date	Daily Postage	Qualifies for Bulk?
6-Dec	2020	3B/7B/8B/8D/9B/9F/10/11/12	2,316	31-Dec	\$ 426.14	Yes
		1/2/4/5A/6B/6D/6F/6H/7A/8A/8C/9A/9E (Magazine with Inserts)	800	31-Dec	\$ 578.36	Yes
		Continued from above	1,049	4-Jan	\$ 758.37	Yes
		3B International	2	31-Dec	\$ 2.30	No
		8B International	2	31-Dec	\$ 2.30	No
		6A (Magazine with Tote)	17	31-Dec	\$ 92.40	No
		6C (Magazine with Tote)	6	31-Dec	\$ 35.75	No
Weekly Totals			4,192		\$ 1,895.62	
20-Dec		3B/7B/8B/8D/9B/9F/10/11/12	1,654	11-Jan	\$ 304.34	Yes
		1/3A/4/5A/6B/6D/6F/6H/7A/8A/8C/9A/9E/13 (Magazine with Inserts)	822	12-Jan	\$ 594.26	Yes
		8B International	6	11-Jan	\$ 7.20	No
		6A (Magazine with Tote)	20	11-Jan	\$ 112.00	No
		6C (Magazine with Tote)	3	11-Jan	\$ 18.05	No
Weekly Totals			2,505		\$ 1,035.85	
27-Dec		3B/7B/8B/8D/9B/9F/10/11/12	693	22-Jan	\$ 131.67	Yes
		1/2/3A/4/5A/6B/6D/6F/6H/7A/8A/8C/9A/9E (Magazine with Inserts)	238	22-Jan	\$ 172.06	Yes
		8B International	1	22-Jan	\$ 1.20	No
		10 International	1	22-Jan	\$ 1.20	No
		6A (Magazine with Tote)	5	22-Jan	\$ 28.00	No
Weekly Totals			938		\$ 334.13	

Date		Package	Count	Mail Date	Daily Postage	Qualifies for Bulk?
5-Apr	2020	7B/8B	729	29-Apr	\$ 134.14	Yes
12-Apr		10	353	29-Apr	\$ 64.95	Yes
		1/2/3A/4/5A/6B/6D/7A/8A/8C/9A (Magazine with Inserts)	115	29-Apr	\$ 83.14	Yes
		6A/6C/6E/6G (Magazine with Tote)	132	29-Apr	\$ 319.16	Yes
		3B	10	29-Apr	\$ 4.60	No
		8D	173	29-Apr	\$ 79.58	No
		9B	30	29-Apr	\$ 13.80	No
		9F	3	29-Apr	\$ 1.38	No
		12	1	29-Apr	\$ 0.46	No
Weekly Totals			1,546		\$ 701.21	
19-Apr		7B/8B	200	7-May	\$ 36.80	Yes
		1 (Magazine with Insert)	4	7-May	\$ 8.80	No
		2 (Magazine with Insert)	8	7-May	\$ 17.60	No
		3B	4	7-May	\$ 1.84	No
		5A (Magazine with Inserts)	23	7-May	\$ 55.20	No
		6A (Magazine with Tote)	40	7-May	\$ 260.00	No
		6B (Magazine with Inserts)	4	7-May	\$ 9.60	No
		6C (Magazine with Tote)	20	7-May	\$ 121.00	No
		6E (Magazine with Tote)	2	7-May	\$ 12.10	No
		7A (Magazine with Inserts)	3	7-May	\$ 7.20	No
		8A (Magazine with Inserts)	4	7-May	\$ 9.60	No
		8D	113	7-May	\$ 51.98	No
		9B	20	7-May	\$ 9.20	No
		9F	5	7-May	\$ 2.30	No
		10	176	7-May	\$ 80.96	No
		11	4	7-May	\$ 1.84	No
		12	3	7-May	\$ 1.38	No
Weekly Totals			633		\$ 687.40	
26-Apr		7B/8B	297	14-May	\$ 54.65	Yes
		10	288	14-May	\$ 52.99	Yes
		6A/6C/6E (Magazine with Tote)	135	14-May	\$ 326.41	Yes
		6A Reprint (Magazine with Tote)	1	14-May	\$ 5.95	No
		6E Reprint (Magazine with Tote)	1	14-May	\$ 5.95	No
		1 (Magazine with Insert)	1	14-May	\$ 2.20	No
		2 (Magazine with Insert)	10	14-May	\$ 22.00	No
		3A (Magazine with Insert)	2	14-May	\$ 4.40	No
		3B	2	14-May	\$ 0.92	No
		5A (Magazine with Insert)	40	14-May	\$ 96.00	No
		6B ((Magazine with Inserts)	11	14-May	\$ 26.40	No
		7A (Magazine with Inserts)	1	14-May	\$ 2.40	No
		8A (Magazine with Inserts)	4	14-May	\$ 9.60	No
		8C (Magazine with Inserts)	1	14-May	\$ 2.40	No
		8D	59	14-May	\$ 27.14	No
		9B	12	14-May	\$ 5.52	No
		9D	1	14-May	\$ 0.46	No
		9F	2	14-May	\$ 0.92	No
		11	5	14-May	\$ 2.30	No
		12	1	14-May	\$ 0.46	No
Weekly Totals			874		\$ 649.07	

Date		Package	Count	Mail Date	Daily Postage	Qualifies for Bulk?
5-Jan	2020	7B/8B	1812	23-Jan	\$333.41	Yes
		8D	705	23-Jan	\$129.72	Yes
		10	771	23-Jan	\$141.86	Yes
		4/5A/6B/6D/7A/8A/8C (Magazine with Inserts)	268	23-Jan	\$184.53	Yes
		6A/6C (Magazine with Tote)	793	23-Jan	\$1,850.32	Yes
		8B International	4	23-Jan	\$4.60	No
		1 (Magazine with Inserts)	4	23-Jan	\$7.60	No
		2 (Magazine with Inserts)	10	23-Jan	\$19.00	No
		3A (Magazine with Inserts)	3	23-Jan	\$5.70	No
		3B	28	23-Jan	\$12.85	No
		6E (Magazine with Tote)	41	23-Jan	\$257.07	No
		6G (Magazine with Tote)	9	23-Jan	\$56.43	No
		9A (Magazine with Inserts)	3	23-Jan	\$6.15	No
		9B	143	23-Jan	\$65.64	No
		9D	5	23-Jan	\$2.30	No
		9D International	1	23-Jan	\$1.15	No
		9E (Magazine with Inserts)	4	23-Jan	\$8.20	No
		9F	42	23-Jan	\$19.28	No
		11	20	23-Jan	\$9.18	No
		12	22	23-Jan	\$10.10	No
		Reprints	9	23-Jan	\$4.13	No
Weekly Totals			4,697		\$ 3,129.22	
12-Jan		7B/8B	1542	28-Jan	\$283.73	Yes
		8D	506	28-Jan	\$93.10	Yes
		10	401	28-Jan	\$73.78	Yes
		5A/6B/6D/7A/8A/8C (Magazine with Inserts)	273	28-Jan	\$197.36	Yes
		6A/6C (Magazine with Tote)	358	28-Jan	\$865.59	Yes
		8B International	1	28-Jan	\$1.20	No
		1 (Magazine with Inserts)	8	28-Jan	\$17.60	No
		2 (Magazine with Inserts)	10	28-Jan	\$22.00	No
		3A (Magazine with Inserts)	4	28-Jan	\$8.80	No
		3B	22	28-Jan	\$10.12	No
		6E (Magazine with Tote)	17	28-Jan	\$104.15	No
		6F (Magazine with Inserts)	1	28-Jan	\$2.40	No
		6G (Magazine with Tote)	6	28-Jan	\$36.90	No
		9A (Magazine with Inserts)	2	28-Jan	\$4.80	No
		9B	91	28-Jan	\$41.86	No
		9D	1	28-Jan	\$0.46	No
		9E (Magazine with Inserts)	1	28-Jan	\$2.40	No
		9F	16	28-Jan	\$7.36	No
		11	7	28-Jan	\$3.22	No
		12	7	28-Jan	\$3.22	No
Weekly Totals			3,274		\$ 1,780.05	
19-Jan		7B/8B	610	4-Feb	\$112.24	Yes
		4/5A/6B/6D/7A/8A/8C (Magazine with Inserts)	465	4-Feb	\$336.17	Yes
		14 (Magazine Only)	2087	4-Feb	\$1,498.86	Yes
		8B REPRINT	1	4-Feb	\$0.46	No
		1 (Magazine with Inserts)	2	4-Feb	\$4.40	No
		3A (Magazine with Inserts)	4	4-Feb	\$8.80	No
		3B	30	4-Feb	\$13.80	No
		6E (Magazine with Tote)	3	4-Feb	\$18.30	No
		6G (Magazine with Tote)	2	4-Feb	\$11.95	No
		8D	158	4-Feb	\$72.68	No
		9B	27	4-Feb	\$12.42	No
		9E (Magazine with Inserts)	2	4-Feb	\$4.80	No
		9F	5	4-Feb	\$2.30	No
		10	69	4-Feb	\$31.74	No

		11	4	4-Feb	\$1.84	No
		12	3	4-Feb	\$1.38	No
Weekly Totals			3,472		\$ 2,132.14	
26-Jan		7B/8B	467	5-Feb	\$85.93	Yes
		1 (Magazine with Inserts)	1	6-Feb	\$2.20	No
		2 (Magazine with Inserts)	10	6-Feb	\$22.00	No
		3A (Magazine with Inserts)	3	6-Feb	\$6.60	No
		3B	16	6-Feb	\$7.36	No
		5A (Magazine with Inserts)	51	6-Feb	\$122.40	No
		6B (Magazine with Inserts)	10	6-Feb	\$24.00	No
		6D (Magazine with Inserts)	2	6-Feb	\$4.80	No
		6E (Magazine with Tote)	1	6-Feb	\$5.95	No
		6F (Magazine with Inserts)	1	6-Feb	\$2.40	No
		7A (Magazine with Inserts)	4	6-Feb	\$9.60	No
		8A (Magazine with Inserts)	7	6-Feb	\$16.80	No
		8D	120	6-Feb	\$55.20	No
		9B (Magazine with Inserts)	21	6-Feb	\$9.66	No
		9F	7	6-Feb	\$3.22	No
		10	67	6-Feb	\$30.82	No
		11	2	6-Feb	\$0.92	No
		12	3	6-Feb	\$1.38	No
Weekly Totals			793		\$ 411.24	

Date		Package	Count	Mail Date	Daily Postage	Qualifies for Bulk?
2-Jan	2019	5A/6A (Magazine with Tote)	109	4-Jan	\$249.94	Yes
		7B/8B (Letters)	626	14-Jan	\$115.81	Yes
		8D (Letters)	223	31-Dec	\$41.26	Yes
		10 (Letters)	635	10-Jan	\$117.48	Yes
		2 (Magazine with Inserts)	5	7-Jan	\$12.35	No
		3A (Magazine with Inserts)	9	7-Jan	\$22.23	No
		4 (Magazine with Inserts)	27	7-Jan	\$72.36	No
		6B (Magazine with Inserts)	5	7-Jan	\$13.40	No
		6C (Magazine with Tote)	28	7-Jan	\$154.00	No
		6D (Magazine with Inserts)	2	7-Jan	\$5.36	No
		6E (Magazine with Tote)	11	7-Jan	\$60.50	No
		7A (Magazine with Inserts)	4	7-Jan	\$10.72	No
		8A (Magazine with Inserts)	22	7-Jan	\$58.96	No
		8A (Magazine with Inserts) International	1	7-Jan	\$10.31	No
		8C (Magazine with Inserts)	13	7-Jan	\$34.84	No
		9A (Magazine with Inserts)	1	7-Jan	\$2.68	No
Weekly Totals			1,721		\$ 982.20	
9-Jan		4 (Magazine with Inserts)	286	9-Jan	\$193.28	Yes
		5A/6A (Magazine with Tote)	182	9-Jan	\$417.33	Yes
		1 (Magazine with Inserts)	1	16-Jan	\$2.47	No
		2 (Magazine with Inserts)	2	16-Jan	\$4.94	No
		3A (Magazine with Inserts)	4	16-Jan	\$9.88	No
		5B (Magazine with Inserts)	2	16-Jan	\$4.94	No
		6B (Magazine with Inserts)	4	16-Jan	\$9.88	No
		6C (Magazine with Tote)	35	16-Jan	\$180.25	No
		6D (Magazine with Inserts)	1	16-Jan	\$2.68	No
		6E (Magazine with Tote)	2	16-Jan	\$10.30	No
		6G (Magazine with Tote)	1	16-Jan	\$5.15	No
		7A (Magazine with Inserts)	6	16-Jan	\$30.90	No
		8A (Magazine with Inserts)	24	16-Jan	\$59.28	No
		8C (Magazine with Inserts)	10	16-Jan	\$26.80	No
Weekly Totals			560		\$ 958.08	
23-Jan		5A/6A (Magazine with Tote)	120	24-Jan	\$275.16	Yes
		7B/8B	4585	30-Jan	\$843.64	Yes
		9D	286	30-Jan	\$52.62	Yes
		10	1124	30-Jan	\$206.82	Yes
		1 (Magazine with Inserts)	6	31-Jan	\$12.30	No
		2 (Magazine with Inserts)	6	31-Jan	\$12.30	No
		3A (Magazine with Inserts)	9	31-Jan	\$18.45	No
		3B	79	4-Feb	\$36.26	No
		4 (Magazine with Inserts)	66	31-Jan	\$135.30	No
		5B (Magazine with Inserts)	9	31-Jan	\$18.45	No
		6B (Magazine with Inserts)	30	31-Jan	\$66.00	No
		6D (Magazine with Inserts)	8	31-Jan	\$17.60	No
		8A (Magazine with Inserts)	64	31-Jan	\$132.85	No
		9A (Magazine with Inserts)	6	31-Jan	\$13.20	No
		9C (Magazine with Inserts)	1	31-Jan	\$2.20	No
		9D	5	4-Feb	\$2.30	No
		9E (Magazine with Inserts)	2	31-Jan	\$4.40	No
		9F	81	4-Feb	\$37.18	No
		11	204	4-Feb	\$93.64	No

		12	95	4-Feb	\$43.61	No
Weekly Totals			6,786		\$ 2,024.28	