



11400 Robinwood Drive • Hagerstown, MD 21742-6514

RFP HCC25-004 Non-Credit Class Schedules

Addendum 1, posted on April 24, 2025, consists of questions received for this project.

Questions & Answers:

Q1: May the “Black + PMS” text ink specification be substituted with 4-color process?

A1: No, it has to be Black + PMS (no substitute).

Q2: Our press has a 21.5" cutoff, which limits us to a finished height of 10". Would HCC accept a trim size of 6.25" x 10"?

A2: The College does not want to change the size of the schedule listed in the RFP.

Q3: For page count, does the 56-page count include the 4-page cover, or is it 56 text pages plus cover?

A3: The total page count includes the 4 - page cover.

Q4: The RFP mentions “DDU entry from ZIP 21740,” but the mailing list includes addresses across multiple ZIP codes. Are you requesting that the entire mailing be entered at the Hagerstown (21740) post office, even if some addresses fall outside that ZIP? If so, only the local addresses would qualify for DDU rates, while the rest would likely be BMU rate. I just want to confirm that you’re not expecting each DDU to receive its own delivery, and that a single-entry point at 21740 is acceptable for the full mailing.

A4: The whole mailing goes to the Hagerstown Post Office.

Upcoming Deadlines:

The proposal closing is **May 2, 2025 at 10:00 AM**. Reference the RFP for submission details. Please pay careful attention to the requirement to be registered on Bid Locker in order to submit a proposal for this project.

Respectfully submitted,

A handwritten signature in black ink that reads "Alicia Cullop". The script is cursive and fluid, with the first name and last name clearly distinguishable.

Alicia Cullop
Director of Procurement Services