

**RFP #20240620**  
**Attachment 2A Scope of Work**

**ISU Albion Center Printing and Mailing Postcards Fall 2024**  
**Evaluated**

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| <p>1) Describe how you will obtain the list of teacher names and addresses required in #1 of the Specifications (Attachment 1).</p>   |  |
| <p>2) Explain how you will ensure the accuracy of your address list. 95% accuracy required.</p>   |  |
| <p>3) Describe how you will fulfill #3 in Attachment 1, Specifications.</p> <ul style="list-style-type: none"><li>- Deliver to the USPS.</li><li>- Must be delivered in lots no larger than 300,000 postcards.</li><li>- Must be delivered at most 2 days per week, with three days between each mailing, to ensure the USPS is not overburdened.</li></ul> |  |

**Proposer Company Name:** \_\_\_\_\_

**Completed by (name and title):**

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