

**The following questions were submitted by 1 potential bidder regarding ITB 24000000600, Printing of the RSA Advisor Newsletter for The Retirement Systems of Alabama.**

**1. QUESTION:**

*Please clarify what kind of art will be furnished for the Retirement Systems of Alabama "RSA Advisor" Newsletter. Will the RSA provide print-ready art which might need a tweak or two by the printer, or is the printer expected to perform paste-up and design from scratch each month?*

**ANSWER:**

The following items will be sent to the printer at the beginning of the contract:

- The header graphic for the Advisor and PEEHIP Advisor will be given as PDFs and Tiffs
- The member discount QR code and X logo on the back page of the Advisor will be provided

The following items will be sent to the printer monthly:

- Articles are sent as Word or PDF files
- Pictures are sent as jpg, tiff, and png files
- Charts will be sent in either Excel or Word format but might also be sent as an image file or hard copy that would need to be recreated by the printer
- Occasional clip art will be requested and will be the responsibility of the printer to provide as hoc

Printer will be responsible for taking the information and inserting into a newsletter template. Layout and design for the Advisor are handled by the printer.

**2. QUESTION:**

*When there is a PEEHIP Advisor included with a portion of the Advisor, can the PEEHIP Advisor be nested within the Advisor and folded together with it, or must the PEEHIP Advisor be folded separately and then inserted within the already-folded Advisor?*

**ANSWER:**

It does not matter if the Advisor and PEEHIP Advisor are folded together or separately as long as the end result has the PEEHIP Advisor inserted within the Advisor before mailing.