

QUESTIONS AND ANSWERS

Question #1: Are the Pro Bono Forms 1 color or 2? The RFP says two, the sample looks like 1/1.

Answer #1: The Pro Bono Form is one (1) color; the Notices are two (2) colors.

Question #2: What is the stock used for the Pro Bono forms?

Answer #2: The stock used for the Pro Bono Forms is the same as for the Notices, i.e. Shell/roll Paper 60# Cascade Roll and Opaque Recycled Text – 50% Post Consumer.

Question #3: Can we substitute and equivalent stock?

Answer #3: No. The stock described in these bid specifications is standard. OCA will not allow any substitute or equivalent stock.

Question #4: How often does the text on the envelopes change? This will help us determine how many to keep in inventory.

Answer #4: The text on the envelopes have not changed so far. Changes are at the discretion of the Courts.

Question #5: How often does the text change on the notices?

Question #6: How often does the text change on the Pro Bono forms?

Answers #5 and #6: Changes are at the discretion of the Courts and do not follow a regular schedule.

Question #7: Which line item includes the folding and inserting of the Notices?

Answer #7: Pricing per thousand for the category “Notices: Printing of Data on Notices” must include folding and inserting.

Question #8: Which line item includes the inserting of two envelopes? (you list printing and additional inserts (supplied))

Answer #8: Pricing per thousand for the category “Envelopes: supplying and Printing” must include inserting.

Question #9: Would the Unified Court System entertain this [printing and mailing of Notice] to be done electronically?

Answer #9: We already do this electronically – including electronic notices – in-house. RFB# OCA/AS-227 is for the attorneys who prefer to receive and submit paper notices.

QUESTIONS AND ANSWERS

Question #10: Is it possible to attend the pre-bid conference vi tele-conference or is an in-person attendance required?

Answer #10: Bidders may attend the mandatory pre-bid by tele-conference. Because the pre-bid conference is mandatory, OCA will record bidders' attendance. Please see "mandatory Pre-Bid Conference" on p.9 of the RFB specifications.

A MeetingPlace conference has been scheduled. Please join the meeting 15 minutes before or after the scheduled start time. Meeting will automatically cancel if there are no participants after 15 minutes.

Date: December 21, 2016, 11:00 AM

Length: 180

Frequency: once

Meeting ID: 7664

Phone Numbers:

1-646-386-3535 (Free for IP Phones)

1-888-795-5787 (US Toll-free/ For non IP Phones)

Question #11: In section V, part F, number 5a on page 19 of the RFB, the requirement is to use POSTNET bar codes for addresses. As the US Postal Service has phased out this barcode method and replaced it with the Intelligent Mail Barcode (IMB) for automation discount rates, please confirm IMB qualifies as one of the OCS's accepted equivalent bar codes.

Answer #11: Yes, the Intelligent Mail Barcode (IMB) is acceptable.

Question #12: On the same page in the same section V, part F, number 5b, it states the requirement for a tracking bar code. Can you please elaborate as to what type of bar code this is? (e.g. 3 of 9, code 128, etc.)

Answer #12: This will be open for discussion with the awarded vendor.

Question #13: Will the qualified vendor be able to add bar codes to the mail components to drive automation in the mail insertion stage of production?

Answer #13: Yes

QUESTIONS AND ANSWERS

Question #14: Are returned forms scanned in? If so, are there any specific print requirement to match up to the scanning requirement?

Answer #14: No, there aren't any specific print requirement to match up to the scanning requirement.

Amended Pricing Sheet

Please note that the Pricing Sheet for RFB # OCA/AS-227, third column, is amended to show "Initial 3-year quantities divided by 1,000." All other items and lines remain the same. Bidders must submit only the Amended Bid Response Form with their bid response.

The Amended Pricing Sheet is attached to the Q&A.

AMENDED PRICING SHEET (3 pages)

The Pricing Sheet for RFB # OCA/AS-227, third column, is amended to show "Initial 3-year quantities divided by 1,000." All other items and lines remain the same. Bidders must submit only the Amended Bid Response Form with their bid response.

Note: Bidders must enter all pricing required by the specifications on this form. In case of bidders' miscalculation, unit price will prevail. No pricing for postal reimbursements is required.

Please note that all numbers are rounded and are estimated quantities

| | Unit price: | | |
|---|---------------------------|---|----------------------------|
| NOTICES: | Price per thousand | X Initial 3-year quantities divided by 1,000 | = Total 3-Year Cost |
| PRINTING OF BLANK NOTICES ("SHELLS") | \$ _____ | 423.33 | \$ _____ |
| NOTICES: | | | |
| PRINTING OF DATA ON NOTICES | | | |
| Registration Notices | \$ _____ | 291.2 | \$ _____ |
| Second notices | \$ _____ | 62 | \$ _____ |
| Final Notices | \$ _____ | 30.5 | \$ _____ |
| Delinquency Notices | \$ _____ | 30.2 | \$ _____ |
| Special Notices | \$ _____ | 1.63 | \$ _____ |
| Replacement Notices (approx. 50 per week) | \$ _____ | 7.8 | \$ _____ |
| Total Notices printed and inserted – 3 years | | 423,330 | |
| Total 3-Year Cost | | | \$ _____ |

OCA/AS-227
 PRINTING & MAILING OF ATTORNEY
 REGISTRATION NOTICES

BID OPENING: Wednesday, January 4, 2017
 3:00 PM

| | Price per thousand | X Initial 3-year quantities divided by 1,000 | = Total 3-Year Cost |
|--|--------------------|--|---------------------|
| PRINTING PRO BONO FORMS (No data) Total PB forms printed and mailed | \$ _____ | 423.33 | \$ _____ |
| ENVELOPES: SUPPLYING AND PRINTING | | | |
| #10 Window envelope with OCA return address printed in upper left corner | \$ _____ | 423.33 | \$ _____ |
| #9 White reply envelopes with return Address1 | \$ _____ | 423.33 | \$ _____ |
| #9 Blue reply envelopes with return Address2 | \$ _____ | 423.33 | \$ _____ |
| Total 3-Year Cost | | | \$ _____ |
| ADDITIONAL INSERTS: | | | |
| 2 pre-printed inserts provided by UCS | \$ _____ | 846.66 | \$ _____ |
| Pro Bono forms | \$ _____ | 423.33 | \$ _____ |
| Total 3-Year Cost | | | \$ _____ |
| MISCELLANEOUS | | | |
| Fixed text modifications per hour editing cost | \$ _____/hour | X 60 hours | = \$ _____ |
| GRAND TOTAL, 3-YEAR COST | | | \$ _____ |

OCA/AS-227
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BID OPENING: Wednesday, January 4, 2017
3:00 PM

PRICING SHEET (Cont.)

Name of Firm

Authorized Signature

Date

Name in print

Title