

## ADDENDUM TWO

DATE: September 22, 2011

TO: All Vendors

FROM: Mary Lanning, Buyer  
 State Purchasing Bureau

RE: Questions and Answers for RFP Number 3747Z1  
 to be opened October 17, 2011 2 PM Central Time

Following are the questions submitted and answers provided for the above mentioned Request For Proposal. The questions and answers are to be considered as part of the Request For Proposal.

QUESTIONS	ANSWERS
<p><b>1.</b> We are a producer and mailer of identifications cards with locations in Georgia, Philadelphia, and Chicago. Are you accepting out of state bids for this project?</p>	<p>Yes.</p>
<p><b>2.</b> Attachment A the Record Layout appears to only contain the data to be imaged on the card holder (mailing name and address). Where does the data for the cards (Household members names, ID numbers, DOB's, etc...) come from? Is it in the same file and not accounted for in the record layout document or is there a separate file that will contain that data?</p>	<p>The card data is included in the file layout provided (Client Name position 20-87, Client DOB position 88-97, Client Med-Clm-Nbr position 98-108). Each client will have a record on the file and household members are tied together by the same card number and mail name.</p>
<p><b>3.</b> Is the text on the back of the card pre-printed or thermally images?</p>	<p>Currently, the text on the back of the card is preprinted and the variable information (names, etc.) is done using a thermal printer.</p>

QUESTIONS	ANSWERS
<p>4. For the instances that call for 4 or 6 cards to be sent, do the additional cards get affixed to the same card holder or are additional card holders to be produced and the additional cards affixed to those and inserted with the first carrier?</p>	<p>Currently, each additional set of cards (i.e. 4 or 6 card for larger households) gets affixed to a different card holder and they are all mailed together.</p> <p>It is possible for the text information that is contained on the card holder (<i>as shown in Attachment C to the RFP</i>) to be placed on a separate document from the document that holds the sets of cards. However, the information document and all cards to the household must be mailed together. Please provide a sample of the proposed packet when submitting the response to the RFP</p>
<p>5. The Card Carrier Form, shows the cards attached to the bottom 1/3 of the page. Can the form be set up for automation equipment to insert the cards into holes that are located in the middle 1/3 position of the page?</p>	<p>Yes, as long as the printed text appears on the bottom 1/3 of the front of that page and the text on the back is not affected by the holes. Please provide a sample of the card carrier form proposed when submitting the response to the RFP.</p>
<p>6. Can the vendor send 2 card sets and 4 card sets and 6 card sets all on the same form, to save you postage and form costs? That would be 2 card sets attached to one form and mailed in one envelope, also 4 card sets attached to one form and mailed in one envelope, also 6 card sets attached to one form and mailed in one envelope.</p>	<p>See response to Question #4.</p>
<p>7. Can the card carrier form be 32lb paper, rather than 20lb paper? The 32lb paper is required for automation insertion.</p>	<p>Yes. The RFP is amended to allow 32lb paper to be used for the card carrier.</p>
<p>8. The RFP states, "The postage for mailing will be at the lowest possible USPS First Class bulk rate". Is this actually USPS First Class Presorted rate?</p>	<p>Yes, the Postal Services uses the terms "bulk" and "presorted" interchangeably. The "lowest possible USPS First Class bulk rate" indicates the lowest rate your company will charge for First Class mail utilizing all available technology to achieve the lowest possible First Class rate.</p>