

ADDENDUM ONE

Date: March 30, 2012

To: All Bidders

From: Betty Johnson
Nebraska Department of Motor Vehicles

RE: Questions and Answers for Request for Information Number 032012DMV
to be opened April 6, 2012

Following are the questions submitted and answers provided for the above mentioned Request for Information. The questions and answers are to be considered as part of the Request for Information. **Please note that this is a Request for Information not a request for bid. No financial information shall be provided as part of the responses.**

| Questions | Answers |
|---|---|
| 1. Will you accept out of state bid responses for this RFI? | Yes, out of state responses will be accepted. |
| 2. Can the State please confirm what the contract term will be (i.e. 60 months)? | Not at this time. This is a request for information not an offer for contract. Contract terms would be determined if a follow up RFP is released. |
| 3. Are the 'specific' instructions to which you refer on page 6, item 2 (Renewal Notice Format), number "d", variable data, i.e. different on some or all of the renewal notices? | Not present on some and different on the rest (i.e. may be that "Proof of HVUT required" or "Presentation of Amateur Radio license is required", etc.). |
| 4. What rate of postage are those two offices paying that are mailing postcards? | 91 offices are mailing postcards – most are paying 32¢ each. |
| 5. What is the average postage per envelope at the remaining offices that mail in 8 ½ x 11 format? | 34¢ |

| Questions | Answers |
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| 6. Can you provide a sample of a postcard renewal notice with an individual owner's information filled in? | See Attachment A |
| 7. Is specific, variable messaging capability particularly important to the NDMV, or is cost savings the number 1 priority? | Variable data messaging is critical. |
| 8. Is the size of the postcard 4 x 6, or is it different than the sample provided? | It is 4 x 6. |
| 9. Do you want us to provide pricing for the solution(s) we recommend, or is that to be given when the NDMV issues a formal RFP or at such time as we meet in person? | Pricing shall not be provided with any RFI response. |
| 10. Regarding invoicing: does the DMV require separate invoices for each county? Or- can the vendor provide one invoice per month, with itemized details for each county? a. Is the DMV recreating and passing on these invoices to each county, or is it your intention to have the vendor invoice the counties directly? | Separate invoices to be mailed to each county are required. The counties are to be invoiced directly. |
| 11. Are the data formats for all 94 locations consistent? a. What is that data format? | Yes Fixed field length file |
| 12. Do all Locations mail on the same cycle? | Yes |
| 13. Does the state currently utilize any mail tracking solutions? Is there any need/interest in mail tracking (for both outgoing mail to constituents/customers and remittance mail for those locations which use direct mail as a response channel)? | No No |
| 14. Approximately what are the volumes or percentages by the two different types of packages (postcards vs. letter kits)? | Due to privacy concerns the current postcard process will not be used in the future. We are looking for a mailing solution that conceals all personal information. |

| Questions | Answers |
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| 15. We have been processing the State of TX DMV renewals and titles for the past 12 years. Our question(s) have to do with the format of data that is currently being exported out of the VTR program by Lancaster and Douglas counties to the outside system for processing. If there are data export options, could we please be informed as to what they are? | Data will be exported in a fixed field length file. |
| 16. Do you anticipate 1 DMV file for the whole state or a separate file for each county? | One DMV file for the whole state will be created each month. |
| 17. Will files be sent directly from the state or from each county? | The monthly file will be sent directly from the state. |
| 18. Do you anticipate each county using the same statement form? Treasurer's personalized info (name, remit address, etc) could be changed for each county, but would statement form be the same? | Each county will use the same statement form with the Treasurer's personalized information variable for each county. |
| 19. Would backer for each county be the same? | The backer for each county will be the same. |
| 20. Would all files come roughly last week of month, with expected mailing date of last day of month? | The expected mailing date is the last working day of the month. The files will be made available approximately one week prior. |
| 21. Is there a special format that the bid must be submitted in? | The only special instructions are those that are provided in section F of the RFI. |
| 22. Since my company is in Toledo, OH, are we eligible to put in a bid for this RFI? | Yes, out of state responses will be accepted. |
| 23. How would the winning bidder get access to the database to accomplish work and would there be any cost to the contractor? | <p>The file will be transmitted to the vendor in an encrypted format and/or across an encrypted communication line.</p> <p>Note - RFI032012DMV is a request for information only – we are not at this time requesting bids to complete this work.</p> |
| 24. What software would be needed and used? | Software required to complete the process is determined by the vendor. |

| Questions | Answers |
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| 25. Will there be a training period to become familiar with the software and procedures for processing information? | See response to #24. |
| 26. What would the hours of operation be to complete the work? | Minimum amount of time available to complete the process is five working days. |
| 27. Will there be a liaison to communicate with if there are technical questions? | Yes |
| 28. Is it an acceptable option for vendors to propose, in addition to print/mail processing, lockbox processing which utilizes a lockbox return address outside the state of Nebraska? In such case, the vendor would propose to deposit the remit funds to each county treasury as indicated within an OCR line on the remit stubs. Processing/decisioning/imaging of the proof of insurance could also be handled appropriately by the vendor's decisioning module/system. | No |
| 29. How many of the approximately 2.4 million renewal notices are paid by mail? | Unknown |
| 30. Are the files the same layout for all 94 offices? | Yes |
| 31. What is the file format (i.e. flat file, Database file, CSV file, EXCEL Spreadsheet)? | Fixed field length file |
| 32. Are the formats of the renewals the same across all 94 locations (with the exception of the variable information) | Yes |
| 33. Are the invoices back to each office for the services performed the same or are they different for each office? Is there an electronic requirement or just paper? | Same form, but different dollar amounts based on the number of renewal notices for that location. Paper is preferred. |

| Questions | Answers |
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| 34. Are there any variable color requirements? | No |
| <p>35. In the RFI the following statement needs clarification on how we receive the information:</p> <ul style="list-style-type: none"> • Some county treasurer offices use stamps, stickers, or typewriters to add vehicle/license plate specific instructions to the renewal notices (i.e. proof of HVUT payment required for vehicles registered for more than 27 ton). | All variable data will be provided as part of the data file transmitted to the vendor. |
| 36. Are there any requirements to retain the printed information for latter lookup? | No |

Attachment A

MAKE CHECKS PAYABLE TO:
 Johnson County Treasurer
 PO Box 1234
 Johnson, NE 68999

| PROOF OF INSURANCE REQUIRED WHEN LICENSING | |
|--|--------|
| DESCRIPTION | AMOUNT |
| REGISTRATION FEE | 23.50 |
| WHEEL TAX | 81.00 |
| RR/CO/DMV | 5.50 |
| PLATE FEE | 6.60 |
| MESSAGE PLATE FEE | 40.00 |
| TOTAL AMOUNT DUE | |
| HANDLING FEE DUE | 156.60 |
| IF RENEWING BY MAIL | 3.00 |
| | 159.60 |

Renew online at: www.clickdmv.ne.gov

RENEWAL NOTICE PERIOD OF 06/2012 TO 06/2013
 PLATE NUMBER ABC123 PLATE TYPE PA
 DISTRICT TD1
 TITLE 000000000 PR# 000000000000
 YR/MAKE/MODEL 2006 FORD F15
 VIN/HULL I.D. 123ASDF456HJKL789

PUBLIC,JOHN,Q
 PUBLIC,JANE,D
 1234 SMITH ST
 LINCOLN, NE 68509

Contact county treasurer if information on the vehicle is incorrect or has changed.

If this vehicle is powered by an alternative fuel such as electricity, please inform the county treasurer at time of registration renewal.

Notice — Bulk Fuel purchasers may be subject to Federal Excise Tax Liability.

Requests for refunds or credits of fees upon loss of possession or transfers of ownership of motor vehicle must be made within sixty days from the date of the loss or transfer.

Nebraska law requires all motor vehicles to be registered in the county where the vehicle has situs. (Situs: Where the motor vehicle is stored and kept for the greater portion of the calendar year.)

* Proof of insurance shall be a Certificate of Insurance (card), an Insurance Policy, a Bond or a Certificate of Self-Insurance. No photocopies accepted - you must provide the original documents. If renewing by mail, your proof of insurance will be returned to you with your new registration.

Renew online at:
www.clickdmv.ne.gov

When renewing your vehicle by mail provide the following:

- This postcard or a copy of the registration. Original registration may be kept with vehicle.
- Proof of insurance*
- Payment listed in the black box.

When renewing your vehicle in person provide the following:

- This postcard or a copy of the registration. Original registration may be kept with vehicle.
- Proof of insurance*
- Payment listed in the red box.