



October 2, 2020

To: All Potential Respondents
From: Randy Worstell, Purchasing Agent
Subject: RFB0921595012 – Weapons Permit Printing

Addendum One

Please amend the subject RFP to include answers to the following timely received questions:

- Q1. What is all foiled on the cards? Overlay on entire fronts in clear holographic foil? Are samples available?**
- A1. The current card has a laminate with a holograph on the front of the card. Currently, the laminate covers the entire face of the card. We provided a sample image in the RFB, but unfortunately are unable to provide samples to all vendors.
- Q2. Are the letters personalized?**
- A2. The letters contain standard template information that is not specific to the individual card recipient, with exception to the recipient's name and address information that appears in the envelope address window.
- Q3. How many times a month will data be sent to printer for shipments? Are some months a lot busier than others?**
- A3. Data is sent to the printer daily. Quantities vary from month and this number can fluctuate depending on several variables. Approximate monthly quantities for the first 8 months of calendar year 2020 include months of approximately 5,000+ cards, to months with 10,000+ cards printed.
- Q4. Any room on production days say 3-5 from receipt of data to shipping?**
- A4. Bidder must be capable of printing and mailing 80% of the cards within 1 business day from the date the data is accessed or provided. All cards must be printed and mailed within 3 business days from the date the data is accessed or provided.
- Q5. Could you provide the quantity required?**
- A5. Card count issuance may vary from year to year from 50,000 to 110,000 with an average number being approximately 70,000 cards per year.
- Q6. Is the last award unit price or budget available?**
- A6. Current contract price is \$4.40 per card, details are available through channels available for public information dissemination.

- Q7. It could be just the logo that foils in holographic foil as well not the entire card?
A7. We may need clarification regarding the question being asked. If the question pertains to the specificity of the hologram logo, its placement, whether it should be on the laminate or on the card itself, etc.
- Q8. Attachment 5 - Does the color bar on the top of the card "bleed" over the edge or does it stop just short of the edge? Are the edges square or rounded?
A8. It appears that the color bar runs right to the edge. We would consider any variation that is "similar" to what is currently in circulation and does not significantly impact the overall design. We're unclear exactly as to the question regarding the edges of the card. The edges appear to be square, but the thin nature of the card makes it difficult to gauge. We would consider any variation that was "similar" to what is currently in circulation and does not significantly impact the overall design.
- Q9. Section 3 – 3.4 Approximately how many of each version of the card are sent out each year?
A9. The breakdown of card types for fiscal year 2020 (July 1, 2019 – June 30, 2020) was approximately: 81.4%; 16.5%; 1.3%; .5%; .1%; .1%; .1% for roughly 65,000+ cards.
- Q10. Section 3 – 3.16 How often are files sent to the vendor and how many records, on average, are in each file?
A10. The files are sent daily to the printer daily, and numbers for each day can vary depending on several variables that impact weapon permit applications being filed, as well as current cards needing to be renewed. Numbers can vary from a couple hundred to several hundred records daily.
- Q11. Section 3 – 3.15 Are there any preferences for the construction of the mailer for the sake of privacy and security? Are windowed envelopes allowed? Does the informational sheet that accompanies the card have the name and address of the recipient situated in a way so that a window envelope may be used without revealing any personal or private information? Can the mailing information be printed on the back of the sheet?
A11. The current process includes the recipient's name and address being printed on the standard Mailer which is visible in an envelope window. The agency is open to other possible more cost effective options for mailing that may not otherwise be specified in the RFB.
- Q12. Section 3 – 3.9 What background investigations are required for employees that work on this contract? If a vendor can demonstrate that its employees have current federal clearances that meet or exceed this specification, would the agency accept these?
A12. The agency would still require a background check which would primarily include the submission of fingerprint card to our agency. Other than the acquisition and mailing of the fingerprint cards, the background generally requires little other commitment on the part of those being screened.
- Q13. Section 3 – 3.6 Is postage drawn from an agency account or is it billed after the mailing?
A13. The current postage is billed monthly as a combined 'per card' cost.
- Q14. Section 3 – 3.13 How soon after each mailing is data to be destroyed?
A14. The agency will work with winning bidder to establish time parameters for purging data.
- Q15. Section 3 – 3.7 Does the agency require the vendor to provide documentation of adherence to the CJIS Security Policy or applicable state security policy and if so, how long does the vendor have to complete that process?
A15. The vendor must be in compliance with all applicable requirements relating to Criminal Justice

Information Systems (CJIS) information and sign the CJIS Security Addendum as of the date the contract is awarded.

Q16. Can samples cards be provided?

A17. Sample cards are unavailable at this time.

Q18. Can you tell us what method of USPS shipment is required: Standard, 1st Class, etc?

A18. There is no requirement for the standard of shipping.

Please acknowledge receipt of this addendum by signing in the space provided below, and return this letter with your bid (do not send back separately).

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name