



October 7, 2020

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

Addendum Two

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

- Q1. Given there are a several aspects requiring analysis to offer the best price to DPS, can DPS please consider postponing RFP response due date by two (2) weeks?**
- A1. Given the volume of questions, we want to make sure everyone has time to prepare bids. The new bid due will be Thursday October 15, 2020 by 2:00 pm (Central).
- Q2. The documents state that a contract will be signed within 30 days from the date the apparent winner is released. When does DPS anticipate the winning bidder would commence production under the contract?**
- A2. The intent is as soon as possible from the bid being awarded, with the exception being that DPS will have to conduct reprogramming related to delivery/export of data. While we do not anticipate this reprogramming competent to take an inordinate amount of time, we want to ensure quality control prior to submitting any information to the awarded vendor.
- Q3. Section 3 item 3 - Stock holographic feature - In order to more accurately price holographic security feature on the card, can DPS provide graphics design file or specification for the desired hologram?**
- A3. DPS is looking for a stock holographic feature offered by printers, rather than a customized one. DPS has the understanding that various designs/artwork can be propriety to one company or require customization to create, DPS is not looking to limit options available to bidders. DPS is looking for a professional holographic feature that ensures the card cannot be easily forged, while still keeping costs low. DPS reserves right to approve to ensure professional appearance, but are open to awarded suggestions.
- Q4. Section 3 Item 5 - Does the referenced informational sheet also contain the mailing address and the attached card or does DPS expect the card be attached to a separate piece of paper included in the envelope containing the card and mailing address?**
- A4. The informational sheet has been designed to allow for multiple purposes. The informational sheet has a location for the name and address of the permit holder, to allow for mailing using a window style envelope, as well as a location to affix the card to. The informational sheet is in a digital format and is fluid in nature and can be adjusted if needed to accommodate a different format.
- Q5. Section 3 item 6 - Mailing via USPS - Please clarify the type of mailing expected by DPS. First-class? Return Services expected for unclaimed mail? Is co-mingled presort allowed?**

- A5. There is no requirement for the standard of shipping. Co-mingled presort would be allowed. Return Service is requested on permit mailings.
- Q6. Section 3 Item 3.16 - Will DPS provide a 3-year historical # of permits issued by type?
- A6. DPS will provide a breakdown of approximation of recent percentages based on fiscal year 2020 (July 1, 2019 – June 30, 2020) was approximately: 81.4%; 16.5%; 1.3%; .5%; .1%; .1%; .1% for (Resident non-professional, Permit to Acquire, Peace Officer, Resident Professional, Non-Resident Professional, Reserve Officer, Correctional Officer) for roughly 65,000+ cards. The data from the most recent years is skewed due to law changes occurring in 2017, based on prediction patters, we estimate the percentage breakdown above to be approximate, with expected permit printing volume of around 70,000 cards yearly.
- Q7. Section 4; Item 4.12 - FOB Destination, Freight Prepaid - Will DPS clarify how this item applies to items mailed USPS?
- A7. This does not apply to the mailing of the cards and is standard language in all State of Iowa bid templates. This is meant for any shipment to the agency.
- Q8. Section 4: Item 4.13 - Delivery Time - Is DPS expecting this answer to be the expected time for bidder delivery to the mail stream or the expected time for USPS delivery once the bidder delivers it to USPS?
- A8. DPS is focused on the amount of time from delivery of data to the bidder, until such point in time the bidder delivers the printed permit to the mail stream.
- Q9. Pricing - Can DPS provide a detailed pricing table format, identifying various cost elements, for consistency in bid pricing among bidders?
- A9. Please provide pricing broken down into two elements, production and mailing.
- Q10. For example. Price per card - All in or cost of card only Fulfillment cost (carrier, envelope, insert, labor) - included in per card price or separately
- A10. Please provide the All-in production of the cards on a per card charge and the mailing charge separately.
- Q11. Postage through USPS mail - include in per card price, stated separately or pass-through Shipping & handling for expedited services - is this optional pricing desired on a per card basis?
- A11. Provide the mailing charge as one flat rate using Standard Postage Rate plus biddings handling fee and one charge per card.
- Q12. Will the inserts be generic or specific to each account holder? If they are generic, will there only be 1 type or how many different types?
- A12. There will be 2 types of inserts, one is for all 'Permit to Carry's' (Professional Permit, Peace Officer Permit, Correction Officer Permit, Non-Resident Professional Permit, Resident Professional Permit, and Reserve Officer Permit's all share the same informational insert). The other informational insert is specific to the 'Permit to Acquire.' Reference specific/generic, the language itself doesn't change from person to person, that remains static, but the Name and Address are printed on the informational sheet would change to match the permit holder (Likely used in conjunction with a mailing envelope to allow for delivery). DPS is keeping information sheet fluid to accommodate a different format if necessary for mailing/affixing purposes.

Q13. Section 4.15 Administrative Fee - please clarify this section. Will DPS require 1% of the card printing contract fees to be paid back in an administrative payment to DPS? What is the stated 'sales made against this contract' in reference to?

A13. This clause is in all State of Iowa bids, but since this bid is agency specific it does not apply and can be disregarded.

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