



REQUEST FOR PROPOSALS (RFP) 2022-002
 PRINTING, INSERTION AND MAILING SERVICES FOR TOLL BILLS NOTICES
 QUESTIONS AND RESPONSES
 JULY 20, 2022

No.	Document	Section	Question(s)	CCRMA Response
1	RFP 2022-002 Attachment B	B	What is the frequency (i.e. daily, weekly, monthly) of files provided by the Authority to the supplier for production?	Files are provided daily.
2	RFP 2022-002 Attachment B	B	Will the Authority describe the type of files (i.e. PDF, raw data) it will provide the supplier for processing?	The TollPlus BOS will provide data extracts and image files with the information required for generating the letters. The data extracts will be in CSV format and will conform to the specifications in the attached ICD. The TollPlus BOS will then expect that after the Mail Services vendor processes each CSV file successfully, it should make available a corresponding ACK file and the generated PDFs files to the back-office system per the ICD.
3	RFP 2022-002 Attachment B	B	What time of day will the Authority provide approved files to the supplier for same day production?	The TollPlus BOS will make the data extracts available by 5:00 am CT daily.
4	RFP 2022-002 Attachment B	B	Will the Authority provide the specifications (i.e. paper stock, number of colors, duplex or simplex printing) for the 1/3 sheet inserts?	Yes, the authority will provide specifications.
5	RFP 2022-002	N/A	Will the Authority provide color scanned samples of both sides of the bills, notices and envelopes currently used by the Authority?	Yes, the authority will provide samples of bills, notices and envelopes.
6	RFP 2022-002	N/A	Given the emphasis the Authority has assigned to cost in evaluating suppliers, will the Authority accept cost saving alternatives from proposers?	Yes, cost saving alternatives will be considered.
7	RFP 2022-002	N/A	What are the current unit prices for the materials and services to produce the Authority's documents?	Monthly expense \$10,000 (includes lease and equipment) on 60,000 mail outs (\$0.17) unit price
8	RFP 2022-002	N/A	Given the emphasis the Authority has assigned to cost in evaluating suppliers and with postage being the single greatest cost in producing the Authority's documents, will the Authority evaluate a proposer's ability to achieve the lowest possible postage rates and willingness to pass actual postage rates realized on to the Authority in rating a proposer's cost?	Yes, we will evaluate all cost saving proposals.
9	RFP 2022-002	N/A	Who is the current vendor providing the services outlined in the RFP?	The CCRMA currently uses Quadient Software and Inserter Machine for In-House mailing.
10	RFP 2022-002	N/A	What is the current pricing that the RMA is receiving from the current vendor?	The CCRMA's current annual pricing for Quadient Software and lease for Inserter is \$40,250.
11	RFP 2022-002	N/A	Does the RMA require security tinted mailing envelopes?	No, security tinted mailing envelopes are not required.
12	RFP 2022-002 Attachment B	A	Of the 60m pieces per month, is there a reliable schedule for mailing dates and quantities?	All mailing is done daily Monday-Friday. Our quantities from January 2022 - July 2022 by bill/ notice type are as follows: Toll Bills 178,650; First Notice 76,094; Second Notice 68,635; Final Notice 51,748; Statements 3,183; Auto fulfillment 2,078; Partial Payment 111; 75-Days Notice 11
13	RFP 2022-002	N/A	Do the Toll Bills and Late Notices require color printing or black and white?	No, Toll Bills and Late Notices are printed in black and white.
14	RFP 2022-002	N/A	Can the RMA provide digital samples of all bills/notices and envelopes?	Yes, samples can be provided.
15	RFP 2022-002 Main	9.0 Submittal	Do we have the option to deliver the response materials electronically via email?	No, as per the RFP section 9.0 Three (3) copies of the written response and one digital copy on USB drive must be received by the CCRMA. One copy of the response shall be marked original and bear all original signatures. The other two (2) may be copies.
16	RFP 2022-002 Main	3.0 Conflict of Interest	Section 3.0, Conflicts of Interest, states in the third paragraph "A Proposer is required to disclose any existing or potential conflicts of interest in accordance with the CCRMA written conflict of interest policy found in Attachment E of this procurement." The above referenced RFP does not include an Attachment E. Can you please confirm that RFP Attachment D is the CCRMA Conflict of Interest Policy and that the Disclosure Statement Form found as Attachment A at the end of Attachment D is to be completed and submitted with the proposer's response?	RFP Attachment D is the CCRMA Conflict of Interest Policy. The Disclosure Statement Form (Attachment A) is to be completed and submitted with the proposer's response.