

## Questions

### Jury Summons RFP Printing and Mailing Services #15165005

- Q) What time of day will the data files be transferred? What is the typical size?
- A) The files would be transferred during the week, any day Monday through Friday between 8 a.m. to 5:00 p.m. The typical file sizes will vary between 200 kb to 700 kb.
- Q) In order to provide an estimate of the NCOA process, we have the following questions. What are the estimated number of corrections incurred per mailing? What is the format required for submittal of changes?
- A) We have about 5 to 20 corrections per mailing. A text file format can be used for submittal of changes.
- Q) Is the yellow border on the Return Envelope a PMS Yellow?
- A) Yes
- Q) Section 2.5, Item 2 – Are other CASS & NCOA software programs acceptable to use instead of the Verimove software?
- A) Yes, but need to indicate which other CASS and NCOA software programs will be used instead of Verimove software.
- Q) Section 2.7, Item 2 - States that the contractor will submit an invoice within 5 days. Section 5.1, Item A - States that the contractor will submit monthly invoices. What is the courts preference?
- A) Vendors should submit an invoice at least once monthly.
- Q) Section 7.0, Item G, Letter iii – Refers to a list of the cleaning supplies to be used. We would not be using cleaning supplies in the production of Jury Notices. Please clarify Hazmat data required if any.
- A) Section 7, Item G iii should not be included in this at all. It looks as if it was not removed from a different RFP. Please disregard.
- Q) Section 7.0, Item H Samples – The #9 Reply Envelope with yellow bleeds is a specialty order envelope. The court is requesting samples to accompany the quote. Will the court be providing camera ready art to produce the sample envelopes? To produce a short run of envelopes with color to accompany the quote is quite expensive. An example of a generic #9 window security envelopes can be provided, is that acceptable?

- A) No camera ready art will be provided. An example of a generic #9 window security envelope would be acceptable to provide.
- Q) Attachment 1, Section 10 Payment, Item B – It states that the court does not make advance payment for services. How will the court be handling postage?
- A) Postage should be charged on each invoice. For example – Mailing of 2600 Jury Summons. \$ XX.XX, Postage for 2600 Jury Summons - \$ XX.XX
- Q) Is it possible to get a sample of what the electronic data files will look like?
- A) Yes
- Q) Attachment 1, Section 10 Payment, Item B – Please clarify, what is meant by the court may retain 10% of each invoice until receipt and acceptance of the final deliverable. Our question is, can the court retain 10% of all invoices until the end of the contract?
- A) This is a standard statement and applies more towards projects where there is a set date for deliverables. Court normally will not make any deduction for billings which reflect the type of service the chosen Vendor shall be providing. However, payment may be delayed or withheld for issues with said service or non-compliance with any items as per the final contract.