

April 11, 2025

To: All Potential Respondents
From: Katelyn Howells, Purchasing Agent
Subject: 005-RFP-0939-2024 Procurement Training Services

Addendum One

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

- Q1. The RFP states that the values for "related services" was approximately \$5,202,424.42. Does this number include postage?
A1. Yes.
- Q2. Would not including nonprofit entities in this bid cause disqualification?
A2. No.
- Q3. Please define irregularities in terms of the service requested for this contract.
A3. Examples of irregularities include, but are not limited to: End of day amounts may be off/ not provided due to network errors, and will be sent the day after. Mail may have issues disqualifying it from presort rate, should be returned to DAS Mail or bumped up to full rate bill accordingly. Weather related issues preventing pick up / delivery should be conveyed to DAS Mail. Mail may be overly packed into mailing trays and tubs, and may be difficult to remove from them.
- Q4. Is the address considered part of FTI?
A4. Yes, the address is considered part of the FTI even though it has been verified by a second source.
- Q5. Confirm pricing for both First Class mail and Standard mail.
A5. First Class letter rate = \$.69 Pre-Sort Standard mail = \$.593
- Q6. Today, mail is bumped up on the back of the piece vs. using a statement of mailing. Confirm if this is okay
A6. Yes.
- Q7. What FTI would be provided to the presort company? Please define. If we are only presorting the envelope which contains the FTI, then we would not have access to the FTI.
A7. The IRS has a different interpretation. Because you have access to the information contained within the envelope, the IRS says you have access to the FTI. This is the regardless of whether the envelope is opened or sealed. The FTI includes the name of the individual, the address and the amount of the federal tax return used to pay past due child support.
- Q8. Will the State be separating the FTI mail from all other mail? And with this, will the State provide a separate piece count sheet for the FTI mail with total number of items submitted? Will the State provide the desired transmittal form for any returned FTI mail? Will the State be providing the FTI return items with the appropriate verbiage marked on the outside?
A8. The FTI will be grouped with a cover sheet identifying it as FTI and including the number of items. The FTI will likely arrive in a locked bag or locked container. After processing the FTI mail, the vendor will need to return the cover sheet identifying the number of items processed. If any FTI items were damaged or destroyed, those also need to be returned and the count of damaged or destroyed items will need to be

reported on that cover sheet. The cover sheet and any damaged or destroyed items must be returned in the locked bag or container.

The State plans to place the FTI in special individual envelopes with appropriate language on the outside. This process is still in the planning stage, pending manager approval. Additional procedures will be communicated with the Awarded Vendor.

Someone needs to sign for each handoff of FTI. There will be sign off at every handoff, whether it be agency to agency or agency to contractor and so forth.

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

I hereby acknowledge receipt of this addendum.

Signature

Date

Typed or Printed Name