

INVITATION TO BID

State of Ohio
Department of Administrative Services
General Services Division
Office of Procurement Services

The Original Signed Bid must be submitted to the Office of Procurement Services to receive consideration for award.		BIDDER NAME	
BID NUMBER	OPENING DATE (1:00 p.m.)	STREET ADDRESS <input type="checkbox"/> Check if remit address is different and list on separate sheet	
OT905215	October 17, 2014	CITY STATE ZIP	
General Services Division Office of Procurement Services 4200 Surface Road Columbus, OH 43228-1395 Attn: Bid Desk		COUNTY	MBE/EDGE CERTIFICATE NUMBER
		TELEPHONE NO. ()	TOLL FREE NO. 1 - ()
		CONTACT PERSON	FAX NO. ()
REQ./INDEX NO. DAS004	BID NOTICE DATE 10/17/2014	CONTRACTOR'S E-MAIL ADDRESS	
SELECT YOUR PREFERRED METHOD OF RECEIVING PURCHASE ORDERS AND ENTER THE E-MAIL OR FAX NUMBER INFORMATION (ONLY SELECT ONE METHOD)			
<input type="checkbox"/> E-Mail <input type="checkbox"/> Fax			
In addition to the standard terms for payment, the payment terms for state agency(ies) will be 2%, 10 Days, Net 30 Days unless otherwise stated in the following space. If no discount is offered, bidder should circle "Net 30 Days". _____%, _____ Days, Net 30 Days			
<u>PARTICIPATING AGENCY(IES):</u> Department of Administrative Services, State Printing and Mail Services			
<p><u>THE DEPARTMENT OF ADMINISTRATIVE SERVICES, OFFICE OF PROCUREMENT SERVICES, IS SOLICITING BIDS FOR:</u></p> <p>STATE PRINTING AND MAIL SERVICES DISASTER RECOVERY</p> <p><u>TERM OF CONTRACT:</u> This Invitation to Bid is to establish a requirements contract to procure the described supplies or services on behalf of the above participating agency(ies). The agency(ies) may place orders against the Contract beginning <u>11/01/14</u> or upon the date when DAS signs the Contract, whichever is later in time. The Contract will expire <u>09/30/17</u> unless DAS terminates the Contract based upon reasons set forth in Article I-C of the Standard Contract Terms and Conditions. No agencies may place purchase orders against the Contract beyond the expiration date unless DAS renews the Contract by amendment. The Contractor may begin performance under the Contract only upon receipt of a valid order from a participating state agency.</p> <p><u>INSTRUCTIONS TO BIDDERS AND CONTRACT TERMS AND CONDITIONS</u>, Revised 10/2013, are a part of this Invitation to Bid. Copies may be downloaded by clicking on this link: Instructions: Terms and Conditions for Bidding, Standard Contract Terms and Conditions, and Supplemental Contract Terms and Conditions. All prior versions of Instructions to Bidders, Contract Terms and Conditions are null and void.</p> <p>By submitting this Invitation to Bid, the Contractor certifies that Contractor has truthfully disclosed the location(s) where all services are to be performed; the location(s) where all applicable State contract data is to be maintained or made available; and the principal location of business for the Contractor and all subcontractors. The Contractor further certifies and acknowledges that Contractor will not change the country of the location(s) where services are performed and will not change the country of the location(s) where data is maintained or made available without prior written consent of the State.</p> <p>Any questions or clarifications regarding this Invitation to Bid should be directed to the Office of Procurement Services through the Internet at www.ohio.gov/procure. All questions should be submitted a minimum of five (5) working days prior to the bid opening date.</p>			
PRINTED/TYPED SIGNATURE		AUTHORIZED SIGNATURE (ORIGINAL SIGNATURE ONLY) (Please sign in blue ink)	DATE

The ORIGINAL signed Bid must be submitted to the Office of Procurement Services by 1:00 o'clock p.m., on the above listed opening date to receive consideration for award. It is requested that the Bidder NOT sign their bid in BLACK ink. BIDDER CERTIFIES, by signature affixed to its bid, that the information provided by it in its bid including the certified statements, is accurate and complete. Bidder declares to have read and understood and agrees to be bound by all of the instructions, terms, conditions and specifications of this Invitation to Bid and agrees to fulfill the requirements of any awarded contract at the prices bid.

DELIVERY AND ACCEPTANCE: Services will be performed as set forth in the Contract and in accordance with paragraphs S-8, S-9, and S-10 of the SUPPLEMENTAL CONTRACT TERMS AND CONDITIONS. The location of performance will be noted on the purchase order issued by the participating agency. Payment for services rendered will occur upon the inspection and written confirmation by the ordering agency that the services provided conform to the requirements set forth in the Contract. Unless otherwise provided in the Contract, payment shall be conclusive except as regards to latent defects, fraud, or such gross mistakes as amount to fraud.

AMENDMENTS TO CONTRACT TERMS AND CONDITIONS: The following Amendments to the Contract Terms and Conditions do hereby become a part hereof. In the event that an amendment conflicts with the Contract Terms and Conditions, the Amendment will prevail.

CONTRACT AWARD: The contract will be awarded to the lowest responsive and responsible bidder by low lot total.

EVALUATION: Bids will be evaluated in accordance with Article I-17 of the "Instructions to Bidders". In addition, the state will multiply the unit cost by twelve to obtain the annual cost for Subscription for Service and multiply the unit cost by twenty for the Application Testing. These figures will be added together to form the total annual cost. The cost for disaster declaration is per 1000 pieces.

FIXED-PRICE WITH ECONOMIC ADJUSTMENT: The Contract prices(s) will remain firm for the first twelve (12) months duration of the Contract. Thereafter, the Contractor may submit a request to increase their price(s) once annually to be effective thirty (30) calendar days after acceptance by DAS. No price adjustment will be permitted prior to the effective date of the increase received by the Contractor from his suppliers, or on purchase orders that are already being processed, or on purchase orders that have been filled and are awaiting shipment. If the Contractor receives orders requiring quarterly delivery, the increase will apply to all deliveries made after the effective date of the price increase.

The price increase must be supported by a general price increase in the cost of the finished supplies, due to increases in the cost of raw materials, labor, freight, Workers' Compensation and/or Unemployment Insurance, etc. Detailed documentation, to include a comparison list of the Contract items and proposed price increases, must be submitted to support the requested increase. Supportive documentation should include, but is not limited to: copies of the old and the current price lists or similar documents which indicate the original base cost of the product to the Contractor and the corresponding increase, and/or copies of correspondence sent by the Contractor's supplier on the supplier's letterhead, which contain the above price information and explains the source of the increase in such areas as raw materials, freight, fuel or labor, etc.

Should there be a decrease in the cost of the finished product due to a general decline in the market or some other factor, the Contractor is responsible to notify DAS immediately. The price decrease adjustment will be incorporated into the Contract and will be effective on all purchase orders issued after the effective date of the decrease. If the price decrease is a temporary decrease, such should be noted on the invoice. In the event that the temporary decrease is revoked, the Contract pricing will be returned to the pricing in effect prior to the temporary decrease. For quarterly deliveries, any decrease will be applied to deliveries made after the effective date of the decrease. Failure to comply with this provision will be considered as a default and will be subject to Provision I.C. "Termination/Suspension" and Provision II. of the "Contract Remedies:" of the "Standard Contract Terms and Conditions".

USAGE REPORTS: Every twelve (12) months the contractor must submit a report (written or on disk) indicating sales generated by this contract. The report shall list usage by customer, by line item, showing the quantities/dollars generated by this contract. The report shall be forwarded to the Office of Procurement Services, 4200 Surface Road, Columbus, OH 43228-1395, Attn: Nicole L. Erb.

SUBCONTRACTING: The awarded Contractor shall be solely responsible for the Contract. Subcontracting by the Contractor shall not be permitted without prior approval by the State. On a per project basis, the Contractor shall clearly identify which requirements are subcontracted and identify the subcontracting company, the responsible business contacts therein, and the specific detail of the subcontracted work to be performed. No Contractor shall engage a subcontractor for work on State property or projects without the prior written approval of the Site Facility Manager or authorized designee.

Bid Automobile Liability Checklist:

Contractor will indicate, by checking the appropriate box(es) below, which mode of transportation will apply to this contract.

- Bidder/Broker ("The Contractor") or their Sub Contractor will make delivery or be performing services using a vehicle that is owned, leased or rented. Provide Certificate of Insurance documenting automobile liability with a Combined Single Limit of \$500,000.00.
- Goods/Services will be delivered via common carrier.
- No employee or representative of the contractor will have cause to be on state property to make deliveries or to perform services.

I. SCOPE OF WORK/SPECIFICATIONS

The state of Ohio, Department of Administrative Services, Office of State Printing and Mail Services seeks bids to secure the services of a qualified Contractor to provide print and mail back-up facilities for a disaster recovery solution for the State's centralized print and mail fulfillment services which include print to mail services for critical applications. The term of the Contract will be from the award date through September 30, 2017.

A. In Scope

The Bidder must have experience and qualifications relative to providing a print and mail back-up facility for a disaster recovery solution. The State's facility will not be available for use by the Bidder. The Bidder shall:

1. Provide a secure facility to receive files to process, print, and mail.
2. Provide network connectivity to receive files from the state of Ohio.
3. Demonstrate (free of charge) ability to recover the work.
4. Test print 10 critical applications every six months to reach 98.5% accuracy.
5. Provide on-site secure, climate controlled storage.
6. Production implementation if a disaster is declared.
7. Manage the implementation of reporting and updating procedures.
8. Provide production capability within twenty-four (24) hours of declared emergency.
9. Include an option to add other applications during the term of the Contract.

B. Out of Scope of this ITB

1. Application development.
2. Procurement of hardware for the State.
3. Procurement of software for the State.
4. Customization of software to accommodate the State's file transfers, printing and mailing.
5. Business process re-engineering services.
6. Data conversion.

C. Output to be printed, inserted, sorted and mailed

The following is the description of the output (applications) that will need to be printed, inserted, and mailed in the event a disaster situation disrupts the Office of State Printing and Mail Services facility. The totals are monthly estimates and may be higher during peak processing periods or lower as business requirements dictate.

Application Name	Estimated Monthly Usage
OAKS (Ohio Administrative Knowledge Systems) Financial Warrants (Vendor, TANF (Temporary Assistance for Needy Families), Tax Refunds, Payroll)	*475,000
OJI (Ohio Job Insurance) Correspondence	1,000,000
OJI (Ohio Job Insurance) Warrants	15,000
Medicaid Cards	375,000
JFS (Job and Family Services) Correspondence	3,150,000
Tax Letter	400,0000
BWC (Bureau of Workers' Compensation) Correspondence, employer certificates, id cards, warrants	1,500,000
Vehicle Registration	800,0000
Multiple Agencies Critical Correspondence (To Be Determined)	100,000

*Numbers may increase January through May with tax season.

DAS has provided a list of the applications currently run (Supplement One); the critical applications will be identified for testing and upon disaster declaration. These applications consist of, but are not limited to state of Ohio issued financial warrant instruments (checks), remittance advice, professional licensure applications and renewal certificates, Medicaid cards, injured workers claim correspondence, motor vehicle registration applications, driver license related correspondence, benefit related correspondence, and tax correspondence.

D. Current Production Environment used by DAS Office of Printing and Mail Services

Current Printing equipment:

- 4 OCE 7550 Continuous
- 2 Tandem Systems for duplex
- 4 Independent Printers
- 2 MICR capable

2 OCE 5160 Cut sheet
MICR and Non MICR (Magnetic Ink Character Recognition)
1 Oce 7200 Cut Sheet
Non MICR

Roll Systems pre/post for rewind, unwind
Roll Systems separator/folder
Roll Systems Cutter, Trimmer, Stacker

Current Inserting equipment:

Pitney Bowes APS Model #APS4 (Quantity of 2)
2 Pitney Bowes APS Model Mailstream Evolution
Pitney Bowes Flowmaster Model # 6 Feeder 6X9 chassis
2 Pitney Bowes Flowmaster Model # FPS3 6X9 chassis

II. WORK AND DELIVERABLES.

Minimum Requirements -

The following is a list of the requirements that the Bidder must be able to provide. The Bidder must be knowledgeable in hardware and software that will be used and the processes that will be used to load the State's print forms, fonts, logos and signatures and to print, insert, sort, mail and ship the output described herein.

1. Secured Facility Requirements:

- a. The Contractor shall have a disaster recovery facility site. The facility site shall include: the location, topography, electrical back-up, if located in a flood plain, proximity to flooding or hurricane, or other possible natural disasters, location near highway, dock for delivery/shipping and any other pertinent information in order to properly evaluate the proposed site.
- b. The facility must be secure within two (2) hours from notice of activation. Security shall mean that the facility is not accessible to the general public.
- c. The Contractor shall provide employee confidentiality and area security during production and until delivery to USPS (U.S. Postal Service). Only authorized personnel who have signed confidentiality agreements and completed the required training; IRS (Internal Revenue Service) Security Disclosure Training, HIPPA (Health Insurance Portability & Accountability Act) and PHI (Protected Health Information) Training shall have access to the facility or portion of the facility that the State's printing and mailing will be prepared. The Contractor must have security that will be available for key personnel exposed to the confidential data.
- d. The Contractor will fully cooperate with occasional audits, which will include storage verification as well as compliance with Contract requirements.
- e. The Contractor shall provide proof of a disaster recovery plan/backup facility. (i.e.; in the event the Contractor cannot fulfill the backup due to a disaster, expiration date of current disaster plan, etc.)
- f. The Contractor's server will reside at the recovery site and meet the necessary requirements as defined by the DAS Office of Printing and Mail Services. The Contractor will coordinate any software installation and configuration required for critical applications with DAS Office of Printing and Mail Services analyst staff.

2. Initial Setup Infrastructure

- a. An environment with infrastructure capable of total disaster recovery of printing, fulfillment, and testing requirements.
- b. Project Manager – Single point of contact – with the knowledge base to manage application testing, system, application, and software updates, day to day communications and inventory requirements. Refer to Roles and Responsibilities section Part III of this Attachment One.
- c. The server will reside at the recovery site and meet the necessary requirements as defined by the DAS Office of Printing and Mail Services. The Contractor will coordinate any software installation and configuration required for critical applications with DAS Office of Printing and Mail Services staff.

3. Current Types of Printstreams

- a. "Semi-composed AFP" – composed data (generated by Metavante CSF) with embedded references to mainframe page segments, IBM fonts. This printstream type covers a large portion of the critical printing and includes unemployment warrants (checks).
- b. AFP – Pagedef, Formdef, Line data – printstream data used primarily for internal agency reports. print using standard IBM pagedefs/formdefs. Both traditional and record format (OAKS Warrants); (Ohio Administrative Knowledge System)

- c. DJDE line data – Xerox resources, JDL, JDE, FRM, LGO, FNT, IMG, with line data. A very small percentage of work from mainframe (through XPAP)
 - d. AFP Image – state of Ohio payroll warrants – PDF's converted to AFP image by IBM Infoprint Server
 - e. Fully composed AFP
 - f. Xerox Metacode
 - g. Postscript
 - h. PDF
- All printstreams will be transmitted directly to the Contractor.
4. Network Connectivity Requirements
- a. Must be able to accept printstream and resource files transmitted by the state of Ohio.
 - b. Must accept data for printing in the file formats listed for each application as shown in Supplement One.
 - c. Server requirement – The Contractor must provide operating platform to accept files transmitted by the state of Ohio.
 - d. Protocol requirement – The Contractor must have resources that are resident and can be updated as they become available from DAS Office of Printing and Mail Services (estimated monthly).
 - e. For initial set-up and for testing, the Contractor must have a format integrity that matches that of the DAS Office of Printing and Mail Services for each application.
 - f. Must have the ability to process all applications noted by DAS Office of Printing and Mail Services to noted specifications and consistent with the time requirements.
 - g. Contractor must have secure FTP services.
 - h. Must have network and server security procedures in place for data and resources.
5. Testing Requirements
- a. Designate a Testing Single Point of Contact (POC); Project Manager or designee.
 - b. Must have (free of charge) the ability to recover the State's work within sixty (60) days after receipt of a purchase order.
 - c. Test each application as it is set up, and this test will include test print, data integrity and fulfillment.
 - d. Comply with testing two times a year (spring and fall, dates to be mutually agreed upon). This test will include test print, data integrity and fulfillment. The testing will also ensure that all requirements of the Contract are demonstrated. The tests will be of a sample up to 3,000 impressions and 1,000 mail pieces of identified applications per test. One-hundred percent (100%) of the test samples must be delivered to state of Ohio representatives within 48 hours of file transmission to the disaster recovery site for validation that all print and mail fulfillment requirements have been met.
 - e. Twice yearly testing shall include up to ten (10) applications per test period for a total of not to exceed twenty (20) applications per year.
 - f. Testing verification report to be provided by the Contractor for each application tested, and upon request during audit. Verification from the Contractor that the tests met the following requirements:
 - (1) Correct application name
 - (2) Correct resource, latest revision
 - (3) Date of data transmission used in test
 - (4) Printed material produced and processed correctly.
6. Printing
- a. Print shall duplicate current print format, graphics, and fonts.
 - b. Provide MICR printing for checks.
 - c. Print output quality must meet all postal and banking requirements.
7. Postal and Distribution Requirement
- a. Provide fulfillment tasks such as collating, folding, inserting, metering, and presorting.
 - b. Sort documents that are to be mailed by presorted First Class mail for postal rate savings.
 - c. Ensure daily delivery to the United State Postal Service. All mail pieces shall be delivered to the USPS within 24 hours after receipt of files.
 - d. Utilize all postal volume discounts available.
 - e. Must have a dock available for the pickup and drop off of mail and non-mail items related to this Contract.
 - f. The state of Ohio will send funds from emergency appropriations to the Contractor for actual postage (in the event of a declared disaster) within 24 hours. Contractor will use their permit and/or meters to process the mail on behalf of Ohio DAS. All excess funds not used must be returned to DAS Office of Printing and Mail Services within 24 hours of disaster end.
 - g. Applications printed must be prepared and presented to the USPS within their acceptance times on the day they are printed and in accordance to the schedule provided.
 - h. Provide a copy of the USPS mail acceptance agreement in the name of the organization that will process and deliver the mail to the USPS.

8. Activation
- a. Upon formal notification from the state of Ohio DAS Office of Printing and Mail Services Administrator or designee that a disaster has interrupted the State's ability to provide critical services, activation will be implemented.
 - b. Must confirm connectivity and receive files within two (2) hours of activation.
 - c. Must begin acclimating supplies within two (2) hours from notification of activation.
 - d. Designate event lead – Single Point of Contact (POC) for event declaration.
 - e. Secure data for the duration of the emergency and, when requested provide certification of destruction of any printed or electronically stored data after the event.

9. Reporting

Proposed report formats must be submitted to the State's Project Manager for approval within thirty (30) business days after the effective date of the contract and/or issuance of a purchase order, whichever is later. Once both parties have agreed to the format of the report, it shall become the standard to follow for the duration of the Contract. Other reports may be required.

The reports will not be considered complete until the Agency Project Manager has formally accepted them. Contractor will be notified by Email if reports are satisfactory

- a. A report with the following information (at a minimum) for each application due daily from the Contractor upon plan activation.
 1. Printing:
 - (i) Job name of printed file (ex: WANO 343)
 - (ii) Image counts – Total number of impressions by job
 2. Fulfillment:
 - (i) Pieces mailed – By Job name
 - (ii) Total cost of postage
 - (iii) Presort savings
- b. Monthly report of resident resources that include the following information for each application.
 1. Resource name
 2. Date of latest version

10. Storage Requirements

- a. Provide secure on-site storage of required supplies (paper and envelopes);
- b. Provide sufficient space to store a minimum of three days' stock for critical applications in the event of a disaster.
- c. Upon plan activation, the Contractor must accept vendor drop shipments.
- d. DAS will provide OAKS Warrant Stock, roll and/or cut sheet and envelopes (Appendix E) within twenty-four (24) hours, when necessary.
- e. In the event specified envelopes cannot be drop shipped within 24 hours; the DR Contractor will agree to have access to standard envelopes. Contractor must be able to spray (ink jet) recipient addresses from the database to fulfill the emergency requirement within 24 hours of disaster declaration.
- f. Demonstrate that there are climate controls for paper storage.
- g. Define and document storage and inventory security procedures in place, and define procedures to limit access to staff.

III. ROLES AND RESPONSIBILITIES.

- A. Location of Work – The Work is to be performed, completed, and managed at the Contractor's secured site as identified in the Bidder's Proposal.
- B. Project Manager - The Contractor will provide a Project Manager to work closely with the designated personnel from the State to insure a smooth transition to the new system. The Project Manager will coordinate all activities of the Contractor personnel assigned to the project and create all reports required by the State. The Contractor's Project Manager's responsibilities include, at a minimum:
 1. To be the single point of contact for DAS State Printing and Mail Services staff. The Project Manager, designee, or an emergency contact number must be available at any time, 7X24, in case the disaster recovery plan is activated;
 2. Manage all defined Contractor responsibilities in this Scope of Work;

3. Manage Contractor's subcontractors, if any;
 4. Serve as the point person for all project issues;
 5. Escalate project issues, project risks, and other concerns;
 6. Review all project deliverables and provide feedback;
 7. Proactively propose/suggest options and alternatives for consideration;
 8. The Contractor will designate a back-up to the Project Manager, and will notify the State in writing in advance if there will be a change of project coverage.
- C. The Contractor will provide operators and technical support to run all equipment to meet application specifications and time requirements.
- D. State Staff
1. The state of Ohio DAS Office of Printing and Mail Services Administrator or designee will make the decision to formally declare that a disaster has interrupted Agency ability to provide critical services.
 2. The DAS State Printing and Mail Services Administrator or designee will authorize modifications for scope, resources, and/or budget of the project; and act as a final arbiter on proposed changes.
 3. The State's Project Manager will provide the following services:
 - a. Facilitate coordination between various external Contractors, i.e., Vendors on contract for paper and/or envelopes for Ohio. Special paper and/or envelopes should be available for drop shipment within 24 hours of disaster declaration.
 - b. Facilitate communication between different State departments (IT-networking, Integrated Services, Administration, Personnel Department, Accounting, Administration, etc.);
 - c. Escalation of outstanding /high priority issues; as determined by DAS
 - d. Conducting regular and ongoing review of the project to confirm that it meets original objectives and requirements;
 - e. Resolve project issues in a timely manner;
 - f. Review project plan, status, and issues;
 - g. Resolve deviations from project plan;
 - h. Provide acceptance sign-off;
 - i. Utilize change control procedures;
 - j. Ensure timely availability of State resources;
 - k. Make key implementation decisions, as identified by the Contractor's project manager, within 48-hours of their expected decision date.

IV. PROJECT PLAN MANAGEMENT.

- A. The Bidder must have experience and qualifications relative to the required services to provide a Disaster Recovery (DR) Solution for the State's centralized print and mail facility.
- B. Orientation Meeting
1. Within ten (10) calendar days from issuance of the Purchase Order, the Contractor will be required to attend an orientation meeting to discuss the content and procedures of the Contract.
 2. The meeting will be held in Columbus, Ohio, at a date and time mutually acceptable to the State and the Contractor.
 3. The State shall bear no cost for the time and travel of the Contractor for attendance at the meeting.
 4. Contractor will explain how it plans to demonstrate (free of charge) ability to recover the State's work.

SPECIFICATIONS (Cont'd)

DISCLOSURE OF SERVICE PROVIDERS (See Standard Contract Terms and Conditions, Section [Roman Numeral] V. General Provisions:, Paragraph G.)

Bidders seeking to enter into a service contract shall disclose the following:

a) Principal location of business for the contractor (Name/City/State/Country)

b) Principal location of all subcontractors (Name/City/State/Country)

c) Location where services will be performed (Name/City/State/Country)

d) Location of back-up facility or plan (Section II. 1.e) (Name/City/State/Country)

e) Location where any State data, applicable to the Contract, will be maintained or made available (Name/City/State/Country)

By the signature affixed to Page 1 of this Bid, Bidder hereby certifies that the above information is true and accurate. The Bidder agrees that no changes will be made to this list of subcontractors or locations where work will be performed or data will be stored without prior written approval of DAS. Any attempt by the Bidder/Contractor to change or otherwise alter subcontractors, locations where services will be performed or locations where data will be stored, without prior written approval of DAS, will be deemed as a default. If a default should occur, DAS will seek all legal remedies as set forth in the Terms and Conditions which may include immediate cancellation of the Contract. Failure to complete this page may deem your Bid not responsive.

BID PRICE PAGE

STATE PRINTING AND MAIL SERVICES DISASTER RECOVERY
OT905215

UNSPSC CATEGORY CODE: 93131800

DISASTER RECOVERY PREPARATION SERVICES	UOM	UNIT COST	ANNUAL COST
<u>Subscription for Service</u> (Annual Cost = Monthly Cost X 12)	PER MONTH	\$	\$
<u>Application Testing</u> State shall identify ten (10) applications per test period. Disaster Recovery test to be completed twice per year; for a total of up to twenty (20) applications per year. (Annual Cost = Unit Cost X 20)	PER APPLICATION TESTED	\$	\$
TOTAL ANNUAL COST			\$

COST WHEN A DISASTER IS DECLARED		
<u>Disaster Declaration</u> – the cost to make ready for live production (DR). To include confirm connectivity and receive files in two (2) hours, begin acclimating paper and envelopes, designate single point of contact (POC).	PER DISASTER DECLARATION	\$
Printed Image, 8.5" X 11" black only	PER 1000	\$
Printed Image, 8.5" X 14", black only	PER 1000	\$
Envelopes #9 Standard 24# white wove	PER 1000	\$
Envelopes #10 Standard 24# white wove	PER 1000	\$
Paper 8.5" X 11", 20#/50#, minimum 92 brightness	PER 1000	\$
Paper 8.5" X 14", 20#/50#, minimum 92 brightness	PER 1000	\$
Inserting First Page	PER 1000	\$
Inserting Additional Page	PER 1000	\$
Presort	PER 1000	\$
TOTAL		\$

Invoices are to be submitted monthly, in arrears, for deliverables completed.

Offerors shall not reformat this form. Each Offeror must complete the Bid Price Page in the exact format provided. Any reformatting may cause the State to reject the bid.

All costs must be in U.S. Dollars.

The State will not be responsible for any costs not identified.

There will be no additional reimbursement for travel or other related expenses.

SUPPLEMENT ONE

APPLICATIONS CURRENTLY PROCESSED

APPLICATION NAME W/DESCRIPTION	AGNCY	FORM REFERENC E	DIMENSION	Form Spec	SIM/DUPLX	Mthly Pages	Mthly Mail Pieces	Frequency	MAIL DEADLINE	Barcode	Source	App. Type
OAKS FIN(Vendor, TANF, Tax refund)	DAS/OAKS	OAKS Roll/Cut	8.5 x 11	Special Warrant	SIM	400,000	400,000	daily	3 DAY	3 of 9	OIT MF	AFP
OAKS HCM - Paper Payroll checks	DAS/HRD	Cut	8.5 x 11	Special Warrant	SIM	10,000	Returned to OBM	Bi-weekly	Payday Friday		OIT MF	PDF
OAKS HCM EFT -	DAS/HRD	EFT	8.5 x 11	20 # cut sheet	SIM	20,000	Returned to OBM	Bi-weekly	Payday Friday		OIT MF	PDF
OJI Warrants - Unemployment checks	JFS	OAKS Roll	8.5 x 11	Special Warrant	DUP	15,000	15,000	daily	1 DAY	3 OF 9	OIT MF	AFP
OJI Notices - Unemployment letters	JFS	190W	8.5 x 11	20 #	DUP	1,700,000	1,000,000	daily	1 day	3 OF 9	OIT MF	CSF/AFP
CRISE NOTICES - Benefit Letters	JFS	190W	8.5 x 11	20 #	DUP	4,000,000	2,000,000	daily	1 day	3 OF 9	OIT MF	CSF/AFP
SETS NOTICES - Child Support Letters	JFS	190W	8.5 x 11	20 #	DUP	900,000	400,000	daily	1 day	3 OF 9	OIT MF	CSF/AFP
MEDICAID CARDS - Medicaid Cards	JFS	1901card	8.5 x 11	20# perfed card	DUP	700,000	375,000	daily	1 day(aux), 1st of Mo	3 OF 9	OIT MF	CSF/AFP
MMIS PROGRAMS - Remittances	JFS	190W	8.5 x 11	20 #	DUP	100,000	75,000	daily	1 day	3 OF 9	OIT MF	CSF/AFP
OTHER PROGRAMS	JFS	190W/XEROX	8.5 X 11	20 #	SIM/DUP	500,000	300,000	daily	Various	3 OF 9	OIT MF	CSF/AFP
Tax Correspondence	TAX	TBD	8.5 x 11	20 #	SIM/DUP			daily	Various	OMR	TAX	Via OCE server
Tax Correspondence	TAX	TBD	8.5 x 11	24 # bottom perf	SIM/DUP			daily	Various	OMR	TAX	Via OCE server
Tax Correspondence	TAX	TBD	8.5 x 14	20 #	SIM/DUP			daily	Various	OMR	TAX	Via OCE server
Tax Correspondence	TAX	TBD	8.5 x 14	24 # bottom perf	SIM/DUP			daily	Various	OMR	TAX	Via OCE server
BWC CORRESPONDENC E	BWC	TBD	8.5 X 11	8.5 X 11	SIM/DUP	1,500,000					BWC	Via OCE server
BWC CERTIFICATES	BWC	TBD	8.5X11 self- mailer	6 X 9 FOLD	DUP	15,000					BWC	Via OCE server
BWC ID CARDS	BWC	TBD	8.5 X 11 cardstock	8.5 X 11 1/2 FOLD	DUP	50,000					BWC	Via OCE server
BWC INVOICES	BWC	TBD	8.5 X 11 single perf	8.5X11	DUP	200,000					BWC	Via OCE server

Note: All applications may not be critical for the purpose of Disaster Recovery