

# Request for Information (RFI): ODMR-1617-1005

## Printing, Storing, Packaging & Mailing of Medicaid-related Materials

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### Section I – General Information

The Ohio Department of Medicaid (ODM) releases this Request for Information (RFI) for the purpose of seeking information from Ohio Certified Minority Business Enterprise (MBE) vendors on their capability to print, store, package and ship bulk amounts of Medicaid-related documents to destinations designated by, and upon the request of, ODM. The estimated yearly quantities of the various items total approximately 300,000 documents. There are two (2) folded brochures/forms, and two (2) carbonless forms that comprise the requirements of this RFI. All four items have re-print quantities for black ink only, the construction will be the same. Black ink re-prints will have a separate price. The vendor shall print and store the items until directed by ODM to ship to a specified location using an ODM account with a contract courier company. All shipments shall be sent at ground rate. Orders will be requested daily by ODM and shall be shipped to numerous Medicaid providers, County Job and Family Service departments, and the general public throughout the country, but mainly in Ohio.

The floor stock for all items shall be replenished when a re-order point is attained. Re-order points will be provided for each item. The initial stock order for items shall be ready for shipping to various locations within 15 working days after proof approval. Any re-ordered, new or revised items shall be ready for shipping to various locations within 15 working days after proof approval.

The awarded vendor shall be responsible for receiving shipping orders via email from ODM. ODM will prepare and batch items order picking tickets, which will be sent via email twice daily between the hours of 10:00 a.m. to 11:00 a.m. and 2:00 p.m. to 3:00 p.m. A one day turnaround for all picking and shipping orders is a major mandatory requirement. The picking tickets will include the ODM order (job) number, date, customer information, items and quantities ordered. The contractor will also be responsible for the pick-up and delivery of proofs. Proofs shall be rendered in blue line or equal.

Respondents should note that no contract will be awarded pursuant to this RFI and that responding to, or not responding to, this RFI will neither increase nor decrease any respondent's chance of being awarded a contract from a subsequent solicitation by ODM. Please be advised as well that the contents of your response will be considered public information and will be made available upon request by Interested Parties. "Interested Parties" are those parties responding to the RFI, requesting clarification about the RFI, or requesting information about the RFI. This RFI is issued solely for information and planning purposes and does not constitute a solicitation. The State of Ohio is not liable for any costs incurred by a vendor for the development and provision of a response to this RFI. Respondents may be referred to as "Interested Parties", "vendors" or "contractors".

### **Internet Question and Answer (Q&A) Period; RFI Clarification Opportunity**

Interested Parties may ask clarifying questions regarding this RFI. To ask a question, Interested Parties must use the following Internet process:

1. Access the ODM Web Page at <http://medicaid.ohio.gov>;
2. Go to the "Resources" tab and select "Legal and Contracts";
3. Select "RFPs", under "Current Solicitation", select the appropriate posting;
4. Select the "Submit Inquiry" option button; and
5. Provide requested information and submit question.

Questions about this RFI must reference the relevant part of this RFI, the heading for the provision under question, and the page number of the RFI where the provision can be found. The Interested Party must also include the name of a representative of the Interested Party, the company name and business phone number. ODM may, at its option, disregard any questions which do not appropriately reference an RFI provision or location, or which do not include identification for the originator of the question. ODM will not respond to any questions submitted after 8:00 a.m. on the date the Q&A period closes. The answers provided by ODM may be accessed by following the instructions above.

ODM responses to all questions asked via the Internet will be posted on the Internet website dedicated to this RFI, for reference by all interested parties. Questions from Interested Parties shall only be answered inside this forum. The "ODM Q&A Document" for this RFI will consist of clarifying questions asked and ODM's responses. Vendor's responses to this RFI are to take into account any information communicated by ODM in the Final Q&A Document for the RFI. It is the responsibility of all Interested Parties to check this site for responses to questions, as well as for any amendments or other pertinent information regarding this RFI.

### **Time/Date and Format of Submission**

Vendors who are interested in responding to the RFI must make their submission no later than **11:59 p.m. Eastern (local) Time April 7, 2015**. Vendor responses to RFIs must be submitted by email to the following address: [ODM\\_Bid-Request@medicaid.ohio.gov](mailto:ODM_Bid-Request@medicaid.ohio.gov).

All completed submissions must be received by ODM by the above date and time. Materials received after the submission deadline date will not be added to previous submissions, nor be considered responsive to this RFI. Delivery confirmation will be provided for received bids via email by the close of business the next business day. ODM is not responsible for bids not received due to technical issues that prevent delays in the receipt of bids.

Vendors must convert electronic submissions into a .pdf document. If the submission's size necessitates more than a single .pdf document to contain the entire bid, please use the fewest separate .pdf documents possible. The vendor's total submission must be received by the Office of Contracts and Procurement (OCP) in accordance with this Section. All responses must contain the vendor's name, the RFI number, and the submission date.

### **III. Anticipated Procurement and Project Timetable**

March 5, 2015	ODM releases RFI on ODM and Department of Administrative Services (DAS) Web Sites; Q&A period opens. RFI becomes active. Interested parties may submit inquiries for RFI clarification.
March 25, 2015	Q & A period closes, 8 a.m. for inquiries for RFI clarification - No further inquiries for RFI clarification will be accepted. - ODM will provide answers to the inquires as they come in, which will also comprise the Final Q&A Document.
April 7, 2015	Deadline for Interested Parties to submit responses to ODM (11:59 p.m. Eastern (local) Time).

ODM reserves the right to revise the above schedule in the best interest of the State of Ohio and/or to comply with the State of Ohio procurement procedures and regulations.

## Section II – Background

The Ohio Department of Medicaid currently procures the services under this RFI through a DAS contract. ODM releases this RFI to obtain information from Ohio certified MBE vendors on their capability to provide these services. As a state agency, ODM is committed to utilizing Ohio Certified MBE vendors whenever possible. Interested Party submissions must verify the ability to perform the various functions required under this RFI, which will be explained in more detail in the next section.

## Section III - Content of Response

Interested Parties must have the capability to print, store, package and ship items as directed by ODM to specified locations (mainly throughout the state of Ohio) on a daily basis, excluding weekends. ODM will convey orders for shipment to the awarded vendor twice a day. The documents will be brochures, folded forms, snap-out carbonless forms and informational sheets. Each document will have an initial order quantity, re-order quantities, and re-order periods. There shall be one initial order placed for quantities of each item. After the initial order for all of the items are placed, ODM may only order quantities of specific items as needed for use by the state. Initial order times will vary. An awarded vendor will need to notify ODM that the shelf stock is at the re-order point, re-order points will be listed in the description for each item. The vendor shall package varying quantities of different items for shipping to locations designated by ODM. All packaging and shipping supplies will be provided by the vendor and must meet the requirements of the contract courier being used by ODM at the time the order is placed. Depending on the size of the order, the vendor will determine if the shipment will be sent in an envelope or carton. Specifications and details of the documents referred to in this RFI are as follows:

### **INDIVIDUAL ITEM SPECIFICATIONS:**

#### **Brochures and Folded Forms:**

#### **ITEM 01: Application for Help with Medicare Expenses - Estimated annual usage Qty: 17,000.**

Four originals (1 pages), 11" x 17" Prints in black ink, head to head, 1 over 1, fold to 8½" x 11" and perforate along the left edge. White 50#, Grade #2, offset gloss text. Shrink wrap 50 per package, label, and quantity per carton. **The initial order quantity: 5,450. Re-order point shall be 2,025.**

#### **ITEM 02: Combined Programs Application - Estimated annual usage Qty: 108,000.**

20 pages self-cover, 11 X 17, prints 1 over 1, black ink, fold and trim to 8.375" x 10.875, perforate all pages along the 10.875" edge, saddle stitch. White 50#, Grade #2 gloss text. Shrink wrap 50 per package, label, and quantity per carton. **The initial order quantity: 41,350. Re-order point shall be 10,350.**

#### **Snap-out Carbonless Forms: Stub size on snap-out forms can be ½" to ¾".**

#### **ITEM 03: Request for Medicaid Home and Community Based Services- Estimated annual usage Qty: 25,000.**

8½" x 11" - 3 part form. Prints one side (common copy), black ink with 5/8" or ¾" stub at the top. White Carbonless CB 15#, Canary CFB 14#, Pink CF 15#. Shrink wrap 50 per package, label, and quantity per carton. **The initial order quantity: 11,700. Re-order point shall be 2,925.**

#### **ITEM 04: Healthchek & Pregnancy Related Services Information Sheet - Estimated annual usage Qty: 131,000.**

8½" x 11" - 2 part form. Part 1 (instructions) prints one sided and part 2 prints two sided, head to head, black ink, edge glue both pages. White 50#, uncoated offset, Grade #2 sheet. Shrink wrap 50 per package, label, and quantity per carton. **The initial order quantity: 51,700. Re-order point shall be 12,925.**

Vendor responses to this RFI must clearly address, at a minimum, their companies' ability to provide the following services:

1. Provide commercially accepted quality standard printing services;
2. Store documents listed above up to the amounts listed in the initial order quantities;
3. Provide shipping boxes, material, labels, and packaging in accordance with the following description:

PACKING AND SHIPPING OF ORDERS: Shipping and packing labels must be furnished by the contractor in accordance with the description contained in the specifications and meeting the standards of the contracted courier company. Contractors are not permitted to display advertising matter on labels, packages, cartons or skids containing matter printed for the state. Shrink-film wrapped packages must not exceed 5" in height or the size and quantities specified in each order. A piece of lightweight chipboard (or equal) cut to the same size as the printed work will be placed on the bottom of the material, and wrapped with heat-shrink film of suitable thickness and quality to insure arrival at destination in a satisfactory and usable condition. The label may be placed inside the wrap, on the top or on the end. Only new corrugated (or equal) containers may be used. Unless otherwise provided in the specifications, bursting strength shall be 200 p.s.i. minimum. Cartons must be packed solidly with the material laid flat on the bottom of the containers. If the material does not fit snugly, open-cell pads or thickness of corrugated board must be added. Top and bottom flaps must be closed and fastened firmly with water-resistant adhesive, or sealed with tape which must completely cover the butted edges of the flaps and extend at least 2" on the ends of the containers. Cartons must be packed with a minimum weight of 35 pounds and a maximum of 45 pounds, unless otherwise specified on the order. Most agencies cannot receive skids or pallets, however, some agencies may require 40" x 48" four (4) way pallets with heights not to exceed 52". In instances where skids or pallets are acceptable, the state will indicate this kind of packing on the order, and provide the specifications for the skids or pallets.

4. Receive batch item orders via email twice daily from ODM, and ship to required destinations (See attached example, Attachment A). This is only an example of a daily shipment request from ODM.
5. Comply with delivery schedules;
6. Monitor document stock and report re-order requirements for each item to ODM;
7. Provide ODM with a weekly activity report itemizing each request filled & shipped. Report information, at minimum, shall include:
  - a. ODM order (job) number
  - b. Customer name
  - c. Attn: line
  - d. Shipping address, complete with suite #, city, state and zip code

- e. ODM form number (example ODM 06780)
  - f. Quantity shipped
  - g. Shipping date
  - h. Number of packages sent
  - i. Carrier's tracking number
8. Additionally, vendors must confirm they will be able to provide a written Business Continuity Plan if a contract were to be awarded for these services. The plan should clearly outline how the vendor will continue to provide the services that are expected to be a result of the procurement in the event of a disaster or other unexpected break in services.
9. Any other information the vendor deems relevant to this project.

We hope that the issuance of this RFI will generate responses from MBEs interested in and capable of providing these services. All submissions that we receive in response to this RFI are part of the Public Record.

#### Section IV - Trade Secrets Prohibition; Public Information Disclaimer

Vendors are prohibited from including any trade secret information, as defined in ORC section 1333.61, in their proposals in responses to any procurement efforts. ODM shall consider all proposals or similar responses voluntarily submitted to any ODM procurement document to be free of trade secrets, and such proposals if opened by ODM will, in their entirety, be made a part of the public record, and shall become the property of ODM.

Any proposal(s) received in response to any procurement effort and opened, reviewed by ODM are deemed to be public records pursuant to ORC section 149.43. For purposes of this section, the term "proposal" shall mean both the technical proposal (or application or other response documentation) and the cost proposal submitted by vendors/applicants and any attachments, addenda, appendices, or sample products.

Thank you for your interest in this project.

Daily Shipment

Name / Address	Shipment Detail	Charges:	Published Rate Charges	
Ship To: KAY BEERBOWER-BROWN DEFIANCE COUNTY SUITE A 06879 EVANSPOUR RD DEFIANCE OH 43512 <b>United States</b>	<b>Service Type:</b> GROUND <b>Total Packages:</b> 3 <b>Transportation:</b> Third Party 61X83V <b>Package Ref No.1:</b> 157011 <b>Package Ref No.2:</b> 400	<b>Shipment Service Charge:</b>	40.08	
	<b>Tracking No.:</b> 1Z61X83V0341179864 <b>Package Type:</b> <b>Package</b> <b>Actual Wt:</b> 38.61b <b>Billable Wt:</b> 39.0 lb <b>JOB NUMER:</b> 157011 <b>PKG QTY / REF:</b> 400 <b>Package Ref No.3:</b> FY15-132107216 <b>Package Ref No.4:</b> 05 <b>Package Ref No.5:</b> 157011001001	<b>Delivery Area Surcharge:</b> <b>Fuel surcharge:</b>	2.20 0.93	
	<b>Tracking No.:</b> 1Z61X83V0341610075 <b>Package Type:</b> <b>Package</b> <b>Actual Wt:</b> 38.61b <b>Billable Wt:</b> 39.0 lb <b>JOB NUMER:</b> 157011 <b>PKG QTY / REF:</b> 400 <b>Package Ref No.3:</b> FY15-132107216 <b>Package Ref No.4:</b> 05 <b>Package Ref No.5:</b> 157011001001	<b>Delivery Area Surcharge:</b> <b>Fuel surcharge:</b>	2.20 0.93	
	<b>Tracking No.:</b> 1Z61X83V0342917484 <b>Package Type:</b> <b>Package</b> <b>Actual Wt:</b> 20.0 lb <b>Billable Wt:</b> 20.0 lb <b>JOB NUMER:</b> 157011 <b>PKG QTY / REF:</b> 200 <b>Package Ref No.3:</b> FY15-132107216 <b>Package Ref No.4:</b> 05 <b>Package Ref No.5:</b> 157011001001	<b>Delivery Area Surcharge:</b> <b>Fuel surcharge:</b>  <b>Shipper Amt:</b> <b>3rd Party Amt: (61X83V)</b> <b>UPS Total Charge:</b>	2.20 0.71  0.00 49.25 49.25	
	Ship To: KELLEY SULLIVAN HAMILTON CJFS PRINT SHOP BASEMENT 222 E. CENTRAL PKWY CINCINNATI OH 45202 <b>United States</b>	<b>Service Type:</b> GROUND <b>Total Packages:</b> 4 <b>Transportation:</b> Third Party 61X83V <b>Package Ref No.1:</b> 157009 <b>Package Ref No.2:</b> 1400	<b>Shipment Service Charge:</b>	49.43
		<b>Tracking No.:</b> 1Z61X83V0341799122 <b>Package Type:</b> <b>Package</b> <b>Actual Wt:</b> 29.5 lb <b>Billable Wt:</b> 30.0 lb <b>JOB NUMER:</b> 157009 <b>PKG QTY / REF:</b> 1400 <b>Package Ref No.3:</b> / 03528 <b>Package Ref No.4:</b> 05 <b>Package Ref No.5:</b> 157009001001	<b>Delivery Area Surcharge:</b> <b>Fuel surcharge:</b>	0.00 0.72
		<b>Tracking No.:</b> 1Z61X83V0340652531 <b>Package Type:</b> <b>Package</b> <b>Actual Wt:</b> 29.5 lb <b>Billable Wt:</b> 30.0 lb <b>JOB NUMER:</b> 157009 <b>PKG QTY / REF:</b> 1400 <b>Package Ref No.3:</b> / 03528 <b>Package Ref No.4:</b> 05 <b>Package Ref No.5:</b> 157009001001	<b>Delivery Area Surcharge:</b> <b>Fuel surcharge:</b>	0.00 0.72

Daily Shipment

Name / Address	Shipment Detail	Charges:	Published Rate Charges
	<b>Tracking No.:</b> 1Z61X83V0341007147 <b>Package Type:</b> <b>Package</b> Actual Wt: 29.51b Billable Wt: 30.0 lb JOB NUMER: 157009 PKG QTY / REF: 1400 Package Ref No.3 / 03528 Package Ref No.4 05 Package Ref No.5 157009001001	Delivery Area Surcharge: <b>Fuel surcharge:</b>	0.00 0.72
	<b>Tracking No.:</b> 1Z61X83V0341446959 <b>Package Type:</b> <b>Package</b> Actual Wt: 17.31b Billable Wt: 18.0 lb JOB NUMER: 157009 PKG QTY / REF: 800 <b>Package Ref No.3:</b> / 03528 <b>Package Ref No.4:</b> 05 Package Ref No.5: 157009001001	Delivery Area Surcharge: <b>Fuel surcharge:</b>  <b>Shipper Amt:</b> 3rd Party Amt: (61X83V) UPS Total Charge:	0.00 0.57  0.00 52.16 52.16
Ship To: KAY BEERBOWER-BROWN PAULDING CJFS SUITE A 252 DOOLEY DRIVE PAULDING OH 45879 <b>United States</b>	<b>Service Type:</b> GROUND <b>Total Packages:</b> 1 <b>Transportation:</b> Third Party 61X83V <b>Package Ref No.1:</b> 157010 <b>Package Ref No.2:</b> 500	<b>Shipment Service Charge:</b>	9.55
	<b>Tracking No.:</b> 1Z61X83V0340435963 <b>Package Type:</b> <b>Package</b> Actual Wt: 11.2 lb Billable Wt: 12.0 lb JOB NUMER: 157010 PKG QTY / REF: 500 Package Ref No.3: FY15-133103528 Package Ref No.4: 05 <b>Package Ref No.5:</b> 157010001001	Delivery Area Surcharge- Exlended: <b>Fuel surcharge:</b>  <b>Shipper Amt:</b> 3rd Party Amt: (61X83V) UPS Total Charge:	2.20 0.65  0.00 12.40 12.40
Ship To: KELLEY SULLIVAN HAMILTON CJFS PRINT SHOP BASEMENT 222 E. CENTRAL PKWY CINCINNATI OH 45202 <b>United States</b>	<b>Service Type:</b> GROUND <b>Total Packages:</b> 3 <b>Transportation:</b> Third Party 61X83V <b>Package Ref No.1:</b> 157009 <b>Package Ref No.2:</b> 1400	<b>Shipment Service Charge:</b>	36.42
VOID	<b>Tracking No.:</b> 1Z61X83V0342006093 <b>Package Type:</b> <b>Package</b> Actual Wt: 29.5 lb Billable Wt: 30.0 lb JOB NUMER: 157009 PKG QTY / REF: 1400 Package Ref No.3: / 03528 Package Ref No.4: 05 Package Ref No.5: 157009001001	Delivery Area Surcharge: <b>Fuel surcharge:</b>	0.00 0.72
	<b>Tracking No.:</b> 1Z61X83V0341059903 <b>Package Type:</b> <b>Package</b> Actual Wt: 29.51b Billable Wt: 30.0 lb JOB NUMER: 157009 PKG QTY / REF: 1400 Package Ref No.3 / 03528 <b>Package Ref No.4</b> 05 Package Ref No.5 157009001001	Delivery Area Surcharge: <b>Fuel surcharge:</b>	0.00 0.72

Daily Shipment

Name / Address	Shipment Detail	Charges:	Published Rate Charges
	<b>Tracking No.:</b> 1Z61X83V0342142918	<b>Delivery Area Surcharge:</b>	0.00
	<b>Package Type:</b> <b>Package</b>	<b>Fuel surcharge:</b>	0.57
	<b>Actual Wt:</b> 17.31b		
	<b>Billable Wt:</b> 18.0 lb		
	<b>JOB NUMER:</b> 157009		
	<b>PKG QTY / REF:</b> 800		
	<b>Package Ref No.3</b> / 03528	<b>Shipper Amt:</b>	0.00
	<b>Package Ref No.4</b> 05	<b>3rd Party Amt: (61X83V)</b>	38.43
	<b>Package Ref No.5</b> 157009001001	<b>UPS Total Charge:</b>	38.43

**Summary Totals:**

Shipment Option	Shpts	Pkgs	Pub Charges	Billing Option	Shpts	Pkgs	Pub Charges
Package Option		<b>Pkgs</b>	<b>Pub Charges</b>	Prepaid	3	8	113.81
				<b>TOTAL CHARGES</b>			113.81
				3 Shipment(s)		1 Voided Shipment(s)	
				8 Package(s)		3 Voided Package(s)	

All charges are in USD.

Your invoice may vary from the displayed rates.

\*Indicates Shipper-Paid Declared Value