

**Mississippi Department of Finance and Administration (DFA)
Mississippi Management and Reporting System (MMRS)
Printing and Mailing of Tax Forms for Tax Years 2018 – 2022
RFQF #3140001473**

**Addendum 1
Issued On: Monday, September 10, 2018**

1. Introduction

Addendum 1 is being issued to answer vendor questions received. With the exception of removing specific vendor names, the questions are listed exactly as received. The questions / responses are being published to provide all potential vendors the same information.

2. Vendor Questions and State Responses

Question 1	
Vendor Question:	If <vendor> elects to submit a paper response by September 14, would our bid-price be our final response (and viewable to others as <vendor>'s price or is the starting price simply an averaged going-marked number?) or would <vendor> be allowed the opportunity to take part in the live auction on the 27 th in order to remain competitive throughout the process?
State Response:	Please refer to #29 on page 9 of the RFQF.
Question 2	
Vendor Question:	It appears the answer to my question is that <vendor> would be included in the auction, providing our bid response on the 14 th is designated as a qualifying response.
State Response:	Please refer to #21 on page 6 of the RFQF.
Question 3	
Vendor Question:	If <vendor> puts our "best-price" forward in our paper response and elects not to challenge a competitor's lower bid in the auction, will our pricing ultimately be revealed to all who participated in the auction?
State Response:	Please refer to section 3.107.12 of <u>OPTFM's Procurement Manual</u> .

Question 4														
Vendor Question:	Is there a specific paper weight desired or required?													
State Response:	<p>The specifications below are being added to the RFQF. Bidders must provide a response to these specifications.</p> <table border="1"> <thead> <tr> <th>Compliance</th> <th>Specification Number & Description</th> <th>Bidder Comment (Required if "No")</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td> A1.1 Vendor agrees that all test and production printed forms (regardless the type of form) must be printed on 20lb weight paper. </td> <td></td> </tr> <tr> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td> A1.2 Vendor agrees that all test and production printed forms (regardless the type of form) must be on 92 brightness paper. </td> <td></td> </tr> <tr> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td> A1.3 Vendor agrees that specifications A1.1 and A1.2 will be used in the sample prints submitted as part of its RFQF response. </td> <td></td> </tr> </tbody> </table>		Compliance	Specification Number & Description	Bidder Comment (Required if "No")	<input type="checkbox"/> Yes <input type="checkbox"/> No	A1.1 Vendor agrees that all test and production printed forms (regardless the type of form) must be printed on 20lb weight paper.		<input type="checkbox"/> Yes <input type="checkbox"/> No	A1.2 Vendor agrees that all test and production printed forms (regardless the type of form) must be on 92 brightness paper.		<input type="checkbox"/> Yes <input type="checkbox"/> No	A1.3 Vendor agrees that specifications A1.1 and A1.2 will be used in the sample prints submitted as part of its RFQF response.	
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Question 5														
Vendor Question:	Will there be Presort or Co-Mingling requirements? Or will the mailings be at Full Rate Postage?													
State Response:	There are no presort or co-mingling requirements; however, the vendor <u>must</u> adhere to all specifications in the RFQF and this addendum.													

Question 6														
Vendor Question:	There is no mention of an envelope spec. Can one be provided?													
State Response:	<p>The specifications below are being added to the RFQF. Bidders must provide a response to these specifications.</p> <table border="1"> <thead> <tr> <th>Compliance</th> <th>Specification Number & Description</th> <th>Bidder Comment (Required if "No")</th> </tr> </thead> <tbody> <tr> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td> <u>A1.4</u> Vendor agrees that the envelope to be used for all test and production printed forms (regardless the type of form) must be 4" X 9.5" with mailing and return address windows. </td> <td></td> </tr> <tr> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td> <u>A1.5</u> Vendor acknowledges that there are no specific requirements regarding the envelopes weight and brightness; however, all specifications in the RFQF regarding what information is visible when the envelope is sealed must be adhered to. </td> <td></td> </tr> <tr> <td> <input type="checkbox"/> Yes <input type="checkbox"/> No </td> <td> <u>A1.6</u> Vendor agrees that specifications A1.4 and A1.5 will be used in the sample prints submitted as part of its RFQF response. </td> <td></td> </tr> </tbody> </table>		Compliance	Specification Number & Description	Bidder Comment (Required if "No")	<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>A1.4</u> Vendor agrees that the envelope to be used for all test and production printed forms (regardless the type of form) must be 4" X 9.5" with mailing and return address windows.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>A1.5</u> Vendor acknowledges that there are no specific requirements regarding the envelopes weight and brightness; however, all specifications in the RFQF regarding what information is visible when the envelope is sealed must be adhered to.		<input type="checkbox"/> Yes <input type="checkbox"/> No	<u>A1.6</u> Vendor agrees that specifications A1.4 and A1.5 will be used in the sample prints submitted as part of its RFQF response.	
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Question 7	
Vendor Question:	Will the same envelope be used for all mailings?
State Response:	The same type of envelope must be used for each tax form mailed; however, each generated tax form (regardless the type of form) must be placed in a separate sealed envelope. For example, if the same employee is to receive a W-2, 1095-B, and 1095-C that employee must receive three (3) separate sealed envelopes with said form.
Question 8	
Vendor Question:	Is there any other perf. requirements other than the horizontal perforation 3" from the top?
State Response:	There are no other perforation requirements other than those indicated on the mapping documents provided in the RFQF.
Question 9	
Vendor Question:	Will additional runs for "Corrected" tax forms be required? If so, at what intervals?
State Response:	<p>Depending on the number of "corrected" forms (regardless of the type of form) needed to be processed, the State may elect for the awarded vendor to process said forms.</p> <p>The State will pay the same Unit Price for corrected forms as first-run forms. If the total number of first run and corrected forms exceed 73,000 during a tax year, the State will pay the single tax form rate for each form over 73,000.</p> <p>Because the number of potentially corrected forms is not known, the State cannot provide intervals at this time; however, the State will work with the awarded vendor to ensure sufficient time is given to process any "corrected" forms.</p>