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| **BUREAU OF FISCAL SERVICES** **Procurement Unit** |  |  |

**June 23, 2023**

**Invitation for Bids (IFB) 22-201**

**NATIONAL CHANGE OF ADDRESS AND NIXIE MAIL PROCESSING SERVICES**

**Response to Bidder Questions**

To All Potential Bidders:

Attached are the Department’s Responses to Bidder Questions received for the above referenced IFB.

| **#** | **IFB Section** | **IFB** **Page #** | **Question** | **Answer** |
| --- | --- | --- | --- | --- |
| 1 | IFB Section 4.3. Record Processing | 11 | You mention you expect to produce one Business file and one Individual file per month. What is the record count in each file? | **Answer: Currently, DTF’s file of business taxpayer addresses (Business File) contains approximately twenty-two million (22,000,000) Records; DTF’s file of Individual taxpayer addresses (Individual File) contains approximately thirty-six million (36,000,000) Records. Based on historical data, it is expected the number of Records on the Business File will increase by approximately 5% per year while the number of Records on the Individual File will increase by approximately 2.5% per year.**  |
| 2 | IFB Section 6. Price | 18 | “The proposed pricing for each year cannot be increased during the term of the contract”. Just trying to clarify, does that mean each year in the contract has to be the same amount? Or are you saying once signed there shall be no uplift to the agreed upon numbers during the contract period? | **Answer to the First Question: No. Each year in the contract does not have to be the same amount.****Answer to the Second Question: Yes.** |
| 3 | IFB Section 7. Method of Award | 18 | “One (1) award shall be made based on the lowest total cost for services to the Department by a responsive and responsible Bidder whose Bid meets the specifications as outlined in this IFB.” Is this the only/main criteria for determining selection? | **Answer: Bidders eligible to the award must meet all the mandatory requirements, including but not limited to those in Section 3. Qualifying Requirements; Section 4. Mandatory Service Requirements; and Section 5. Testing. The Bidder who has proposed the lowest total cost will win. Refer to the IFB document for additional information.** |
| 4 | IFB Attachment D. Financial Response Form  | 120 | You mention you have (12) production runs per year. Is it 1/12 each run or do you run all records in each production run? | **Answer: We run all records in each production run.** |