

**Fee Statement Production**  
**Request for Proposal: Questions & Responses**

**June 3, 2015**

- 1. Is the information on lines 10 - 28 on the front of the fee statement in Exhibit 6 static information that will be preprinted on the forms for in-house use, and lines 1-9 will be variable printed in-house as needed?**

*Yes, vendor will be requested to pre-print static information, including information on lines 10-28, so that base forms are ready for State Bar in-house use. All variable data, including lines 1-9, will be printed by the State Bar in-house on demand.*

- 2. On the back of the fee statement, there is a black string of numbers at the top and black text on the Scaling Declaration stub. Please confirm whether or not this is variable data.**

*The black text on the Scaling Declaration stub is indeed variable data. The black string of numbers at the top, however, relates to our current vendor's automated imaging system and are not part of the State Bar specifications.*

- 3. There is also a 3-of-9 barcode in black near the bottom of the form that is not mentioned in the RFP. Is this a variable barcode?**

*This bar code is printed by our current vendor's automated imaging system and is not part of the State Bar specifications.*

- 4. What is the distance of the fee statement perforation from the edge of the page (the height of the remittance stub)?**

*The distance of the fee statement perforation from the edge of the page is 3 ½ inches.*

- 5. Will the 20,000 envelopes without the indicial for in-house use still have the 2015 fee statement due date message printed on the front?**

*No, the envelopes for in-house use will have a more generic message ("FEE STATEMENT") so that any excess supplies can be used from year to year.*

- 6. Can the MCLE Coupon be preprinted instead of imaged?**

*Yes, the MCLE Coupon can be preprinted instead of imaged.*

- 7. The RFP references “USPS ACS” codes (pages 4 and 5). Is it acceptable to instead use other NCOALink service providers for address validation and to track USPS change of address data?**

*Yes, alternate solutions are acceptable if equivalent.*

- 8. Is metered postage acceptable in lieu of using the indicia? The postage will be the same discount rates, and it eliminates the need for 2 separate printing runs for envelopes with and without the postal indicia, which reduces the economy of scale.**

*Yes, metered postage is acceptable in lieu of using the indicia. Note that the envelopes for in-house use will not contain the exact same messaging as the envelopes used by the vendor (see answers to Q #5).*

- 9. As a privately held corporation we do not normally release our confidential financial information outside of the company, particularly when it may be subject to open records statutes. May we instead provide financial banking and accounting references who can attest to our financial stability, or submit limited financial information in a separate sealed envelope directly to your finance officer?**

*You may submit your financials labeled confidential directly to the Director of Procurement & Risk Management. This information will only be shared with the RFP evaluation team to determine financial viability scores for contract award.*

- 10. Page 3 states that there are (5) components but I notice that there are more exhibits than there are components. Please clarify.**

*The components change based on the type of mailing being sent. The exhibits include the variables for members who only owe membership fees; owe membership fees and MCLE compliance that year (different text on fee statement). Also, there are different outgoing envelopes for the 1st mailing in December (showing the due date of Feb 1) and for the final mailing in March which does not have any date on the envelope. Again two types, one for fees and one for MCLE only.*

- 11. Is there any difference from the Fee Statement and MCLE Coupon that is sent in December vs the one sent in March?**

*There are variables in the text only.*

- 12. I understand that the Fee Statement contains an OCR-A scan line – do any of the other documents?**

*No, only the payment coupon has a scan line.*

- 13. Could you tell if the Fee Statement also needed MICR?**

*A system needs to be in place to match up the appropriate components as in which mailing requires the MCLE compliance coupon.*

**14. Could you provide the #9 window dimensions?**

*As this is a pre-fixed address for the return coupons, the window size is the standard, 1" by 3 ½".*

**15. Do you know if the blue on the envelopes is Reflex blue or another PMS color?**

*The blue color is PMS #294.*

**16. FAQ: Fee Statement (Exhibit 2)**

- a) On the back side there is a black string of numbers appearing on the top of the pre-printed text. These are not part of the State Bar specifications.*
- b) On the Back, the bar code is also not part of State Bar specifications.*
- c) On the bottom, on the scaling declaration the black text is a variable containing the members bar number and name.*
- d) The perforation on the fee statement, creating the remittance coupon, is 3 ½ inches from the edge.*

**17. FAQ: In-house Fee Statement (Exhibit 6)**

- a) Lines 1 -9 will be printed with variable information in-house.*
- b) Lines 10 -28 will be type set pre-printed by vendor.*
- c) The perforation on the fee statement, creating the remittance coupon, is 3 ½ inches from the edge.*

**18. FAQ: Outgoing Mailing Envelopes (Exhibits 1A & 1B)**

- a) The 20,000 envelopes for in-house use will not include the year or the due dates. Instead, they will have the words "FEE STATEMENT" preprinted on them.*
- b) As long as it does not affect the eligibility for postage discounts, postage may be metered in lieu of using the indicia.*