



**Department of Administration
Division of Motor Vehicles**

**Invitation to Bid (ITB)
ITB # 02-105-22**

Addendum One

**PRINTING AND MAILING RENEWAL NOTICES FOR DIVISION OF MOTOTR
VEHICLES**

Date of Issue: October 18, 2021

The ITB Package is hereby clarified or changed as follows:

1. Submittal deadline has not been changed to:
2. Questions and Answers

The questions and answers, begin on page two. This Addendum is hereby made part of the ITB and is a total of five pages including the attachment.

All other terms and conditions for this ITB remain unchanged.

Issued by: Christine Mash
Procurement Officer
Email: doa.oppm.procurement@alaska.gov

Questions and Answers

Question 1: Can the postcards be produced in Seattle and mailed from Seattle with this contract?

Answer 1: Yes.

Question 2: Can redacted samples of the postcard notice(s) in PDF format be provided

Answer 2: Yes.

Question 3: Do the postcards have color printing on them when mailed? If there is color;

- Is the color static like a photograph or unchanging text copy?
- Is the color use with variable data to help that item stand out?

Answer 3: Color is not necessary.

Question 4: Does the postcard design "Bleed"?

- Bleeding is most often seen when artwork reaches the edge of a card or brochure.
- Bleeding artwork costs more to produce than non-bleeding designs.

Answer 4: Bleeding is not necessary.

Question 5: Recently the USPS changed the rules about what size of card a "postcard" can be.

- The historical maximum size was 6" wide x 4.25" high.
- In the past few months this has increased to 9" x 6".
- Both the smaller and larger cards mail for the same postage rates, but the larger size cards cost more to produce.
- What size card is the DMV planning on having the vendor produce or should we quote this using both the smaller and larger sizes?

Answer 5: Smaller.

Question 6: Sec 2.10 > Paragraph near bottom of page:

"...four hard copy proofs of each renewal notice to DMV for review." - Is this each monthly cycle run or just at the start of the contract period or if a renewal notice format changes?

Answer 6: A renewal notice format changes.

Question 7: Sec 2.10 > Deliverables section:

"... and mail the renewal notices as follows before 12:00pm AKST;" - Does this mean "same day turnaround" or is the vendor allowed some number of hours or days to complete the mailing and email the DMV contact?

Answer 7: It is a one week turnaround. Example: if the information is received by you on Friday noon, you need to have the postcards in the mail by the following Friday at noon.

Question 8: What vendor has been providing these postcards most recently?

Answer 8: A.B. Data.

Question 9: Who is the current vendor and what is the current pricing?

Answer 9: A.B. Data, \$28,000 for a year

Question 10: What was the monthly volume breakdown for 2020 and 2021?

Answer 10:

2021	249,560	average 26,269 a month (January through October 15 only)
2020	305,223	average 25,435 a month

Question 11: Can you supply a sample of the current DMV renewal notice postcard?

Answer 11: See attached picture.

Question 12: Sec. 2.10, Scope of Work and Specifications, What do you consider “standard postcard size” for the renewal notices? What are the paper specifications? What are the printing specifications – blank ink only, 4 color process, etc.?

Answer 12: To qualify for mailing at the First-Class Mail postcard price, it must be:

- Rectangular
- At least 3-1/2 inches high x 5 inches long x 0.007 inch thick
- No more than 4-1/4 inches high x 6 inches long x 0.016 inches thick
- Color is not necessary
- Smaller in size

Question 13: Sec. 2.10, Scope of Work and Specifications, What other “accompanying materials” could be mailed with the renewal notices? Would this be an additional postcard mailing or a notification that would require printing and inserting into an envelope?

Answer 13: Just the post card, accompanying materials would be additional information printed on the post card.

Question 14: Sec. 2.10, Scope of Work and Specifications, does the contractor need to provide “four hardcopy proofs of each renewal notice to DMV for review” each month before each printing, just initially, or anytime there is a template change?

Answer 14: Four hardcopy proofs of the initial renewal notice for DMV to review. Hardcopy or digital copy of template changes may be accepted.

Question 15: Sec. 2.10, Scope of Work and Specifications, Deliverables, What time of day should the contractor expect to receive the electronic files to same-day print, prepare, and mail the renewal notices before 12:00 PM AKST?

Answer 15: Refer to Answer 7 above.

Question 16: Contract start date is listed as December 1, 2021. When is the expected date the Contractor will receive the first file of renewal notices to be printed and mailed?

Answer 16: Immediately after contract award.

Question 17: 2.10 Scope of Work and Specifications, This section states “standard postcard size.” However, the ITB also states, “During the course of the contract, DMV reserves the right to partition one or more of the categories into a new category as a result of legislation or to **distribute informational inserts** more selectively.” And “The Contractor will be given instructions concerning any other **accompanying materials to be mailed with the renewal notices**”

With a postcard format, there is no way to add inserts. To provide the DMV with significant postage savings, would the DMV consider using a standard 8.5x11 renewal notices folded into an envelope? This would allow inserts and accompanying material to be fulfilled in the same envelope as the renewal notice.

Answer 17: This is an error in the ITB, we will only be asking for the postcard.

Offerors must acknowledge receipt of this addendum prior to the submittal deadline.

The bid documents require acknowledgment individually of all addenda to the drawings and/or specifications. This is a **mandatory requirement** and any bids received without acknowledgment of receipt of addenda may be classified as not being a responsive proposal.

End of Addendum

Your Vehicle Registration will be expiring soon.

License plate: [REDACTED]

Please visit www.alaska.gov/dmv to renew your registration online

You will need to enter **one** of the following pieces of information to renew online:

1. RRN: [REDACTED]
2. The vehicle plate and the last 2 digits of the vehicle identification number. This information may be found on your prior registration form or your insurance card.




DMV has a number of other services available online, including info on REAL ID readiness starting October 1, 2021. Visit www.alaska.gov/dmv to learn more and save yourself a trip.

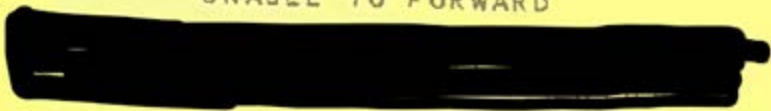
Division of Motor Vehicles
3901 Old Seward Highway, Suite 101
Anchorage, AK 99503

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FIRST-CLASS MAIL
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PAID
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PERMIT NO. 658

State of Alaska
Vehicle Registration Renewal Notice
OnLine = No Line



RETURN TO SENDER
VACANT
UNABLE TO FORWARD



DMV

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