

2024 Quantity for Forms Made Physically Available to Clients

This is for informational purposes only. The following quantities listed below provide an estimated idea of how many of each form DPA orders per year. The quantities will be updated in the distribution list(s) and sent to the contractor when the actual order(s) is placed.

GEN 50C Quantity from 2024

Quarter 1: 20,800

Quarter 2: 16,600

Quarter 3: 11,400

Quarter 4: 14,400

Total: 63,200

GEN 72 Quantity from 2024

Quarter 1: 11,550

Quarter 2: 2,050

Quarter 3: 3,850

Quarter 4: 4,750

Total: 22,200

GEN 152 Quantity from 2024

Quarter 1: 5,750

Quarter 2: 1,200

Quarter 3: 1,200

Quarter 4: 3,400

Total: 11,550

MED 4 Quantity from 2024

Quarter 1: 2,700

Quarter 2: 700

Quarter 3: 400

Quarter 4: 850

Total: 4,650

FSP 313 Quantity from 2024

Quantity: 7,350

SNAP Flyer #1 – Half-Page Quantity from 2024

Quantity: 3,000

SNAP Flyer #2 – Poster Quantity from 2024

Quantity: 1,500

HAP-1

The order will be split between two (2) jobs with different quantities for each job. The State reserves the right to adjust the quantity if necessary. Because wording of the form will change every year, the contractor **must not** print the entire contract lifetime form quantities in one single production. Here is the quantity from last year:

Job 1 – 4,625

Job 2 – 30,000

Total for Year 2024 – 34,625

Job 1

This job provides the previous season's HAP recipients a copy of the current application. Not all recipients of the previous season are sent a HAP application for the new season. Distribution is broken into three groups: 1) Elderly and disabled, 2) Families with young children, and 3) Other Clients. These three mailing list groups are confidential, and they will only be provided to the vendor once the order is placed.

1. Job 1 has a different copy on ply 1 with bulk rate permit on right hand corner and text printed across the bottom of the page;
2. Job 1 is to be USPS bulk mailed as flats;
3. The State will provide an electronic file with names and addresses divided into three groups for staggered mailings: 1) Elderly and disabled, 2) Families with young children, 3) Other Vulnerable. **This is information will be provided to the printer no later than July 1.**
4. State will sort names alphabetically by zip code for each group;
5. Contractor will cast certified addresses, print addresses, and tray for delivery to USPS.

Contractor must account for all forms and ensure that forms are delivered to the U.S. Post Office for staggered mailing on the following dates.

- 1) Elderly and Disabled – between 09/23/XX and 09/30/XX;
- 2) Families with Young Children – between 10/01/XX and 10/08/XX; and
- 3) Other Clients – between 10/11/XX and 10/15/XX.

Job 2

This job provides a supply of HAP applications to the DPA offices across the state and some heating assistance vendors to have them readily available for incoming clients and applicants. The applications are packaged in cases (500 per case).

1. Packaged as flats in 500 per case;
2. Delivery required at the following destinations during the last week of August; and
3. The distribution list and quantities ordered will be updated each year when the actual order is placed. See below for example of distribution list.

Example Distribution List for Job 2

*Quantities listed below are based on the order needed for 2024. Please note that the quantities are subject to change every year depending on the needs of the DPA offices.

Office Address	Order Quantity Estimates per App
Anchorage DPA Office: University Center, 4001 Ingra Street, Suite 131, Anchorage, AK 99503	6000
Arctic Slope Native Association: PO Box 1232, Utqiagvik, AK 99723	500
Bethel DPA Office: PO Box 365, Bethel, AK 99559	1,000
Fairbanks DPA Office: 675 7th Ave Station E, Fairbanks, AK 99701	5,000
Homer DPA Office: 3670 Lake Street, STE 200, Homer, AK 99603	1,000
DPA Director's Office: PO Box 110640, Juneau, AK 99811-0640	500
Juneau DPA Office: PO Box 110642, Juneau, AK 99811-0642	1,500
Kenai DPA Office: 11312 Kenai Spur Hwy, STE 2, Kenai, AK 99611	1,500
Ketchikan DPA Office: PO Box 5560, Ketchikan, AK 99901	1,500
Kodiak DPA Office: 211 Mission Road, STE 101, Kodiak, AK 99615	500
Nome DPA Office: PO Box 2110, Nome, AK 99762	500
Sitka DPA Office: 304 Lake Street, STE 101, Sitka, AK 99835	500
Wasilla DPA Office: 855 W. Commercial Drive, Wasilla, AK 99654	5,500
Alaska Village Electric Coop, Inc.: 4831 Eagle Street, Anchorage, AK 99503	500
ENSTAR Natural Gas Company: (Street) 3000 Spenard Road, Anchorage, AK 99503 (Mailing) PO Box 190288, Anchorage, AK 99519	1,000
Chugach Electric Association: 5601 Electron Dr., Anchorage, AK 99519	500
Homer Electric Association, Inc.: 3977 Lake Street, Homer, AK 99603	1,000
Matanuska Electric Association: (Street) 163 E. Industrial Way, Palmer, AK 99645 (Mailing) PO Box 2929, Palmer, AK 99645	500
ENSTAR Natural Gas Company: 36255 Kenai Spur Hwy, Soldotna, AK 99669	500
ENSTAR Natural Gas Company: 3351 Palmer/Wasilla Hwy, Wasilla, AK 99654	500
	30,000