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IMPORTANT NOTIFICATION TO BIDDERS PERTAINING TO IFB #08-14,
National Change of Address (NCOA) and NIXIE Mail Processing Services

PLEASE READ THIS NOTIFICATION IN ITS ENTIRETY. IT IS THE ONLY
NOTIFICATION YOU WILL RECEIVE OF THE CHANGES TO THIS IFB.

To All Potential Bidders:

1. The Department is amending IFB #08-14, National Change of Address (NCOA) and NIXIE Mail Processing Services to update language and/or requirements in segments of the **PREFACE**, **Section IV**, **Section V**, **Exhibit 2, Attachment 2**, and **Attachment 4** of the IFB. The amended language is highlighted below.

PREFACE *Definitions*, **Page 5 (D)**
The Department is amending the definition of "NIXIE Processing" in the PREFACE section of the IFB as follows:

(D) **"NIXIE Processing"** - examines the records that NCOA^{Link} Processing determines to be deliverable and identifies those that almost match. A footnote or notes indicate why records don't pass match criteria. The customer then decides whether or not to mail to these addresses. ~~The NIXIE option must be run concurrently with NCOALink Processing.~~

SECTION IV, A.1, Page 9
The Department is amending Section IV, MANDATORY QUALIFYING REQUIREMENTS (P/F), A. NCOA/NIXIE Processing License and Prior Experience, #1, as follows:

Bidder must:

1. Be a **Full Service Provider** with a current license in good standing, issued by the United States Postal Service to NCOA Contractors. Bidder must utilize the NCOA^{Link} . ~~**Bidder must submit a copy of its current license.**~~ **Bidder must maintain its license as an NCOA^{Link} Full Service Provider for the term of the contract.**

Proposal Response Requirement: Complete and submit *Attachment 2*, *Bidder Attestation Form* <mark>*(as Amended October 20, 2008)*</mark> - Part I, A.1.

SECTION V, MANDATORY TECHNICAL REQUIREMENTS, Pages 10-11
The Department is amending Section V. MANDATORY TECHNICAL REQUIREMENTS (P/F), *B. Record Processing***, and the** *NOTE:* **at the end of Section V. as follows:**

B. Record Processing:
For each file that DTF sends to the Contractor:

1. The Contractor will process each record for NCOA^{**Link**} <mark>~~and NIXIE Address~~</mark> matches to the USPS-supplied Database using USPS certifiable standards. This will include Individual Moves, Family Moves, and Business Moves.
2. The Contractor will send back to DTF the same number of files, each with the same amount of records per file, in the same order as the extract files sent to the Contractor. <mark>~~Records will be written in a fixed record length of 1114 characters. The Contractor must follow the DTF file format (See~~ **~~Exhibit 1 - NCOA Outgoing File,~~** ~~and Exhibit 2 - NCOA~~ **~~Incoming File Layout).~~** Please note: Exhibit 2 is a SAMPLE of an Incoming File Layout. DTF will work with the winning vendor to determine the final file layout.</mark>
3. Contractor processing will be completed within **10 business days** (twelve to fourteen calendar days plus holidays) from Contractor receipt of Outgoing File to DTF Receipt of Incoming File Layout.
4. It is possible that DTF may require <mark>~~unscheduled~~</mark> files to be processed <mark>~~(i.e.,~~ more than the 4 scheduled times per year~~)~~. DTF does not know at this time how many requests may be made. However, we would expect any additional requests to be the size of the Individual and Business files stated in the IFB, or smaller. Bidders must provide additional costs, if any, associated with processing unscheduled requests ~~files~~</mark>. These additional costs must be included on *Attachment 4, Pricing Proposal,* <mark>*as Amended October 20, 2008.*</mark>
5. The Contractor and DTF technicians shall work together to resolve any technical issues that may disrupt the electronic data exchange.

Proposal Response Requirement: Complete and submit *Attachment 2*, *Bidder Attestation Form* - Part II, B.

NOTE: Specifications are per the current USPS mandates. File formats (see Exhibits 1 and 2) are subject to change as per USPS-mandated changes, or DTF technical considerations <mark>or as agreed to between DTF and the winning vendor</mark>. The cost for these updates, if any, will be negotiated at the time of any mandated change. <mark>~~These file formats will remain fixed length records, with fixed length fields, and with no usage of packed fields.~~</mark>

EXHIBIT 2, Pages 40-63
The Department is amending Exhibit 2 to clearly note that this is a *SAMPLE* **of an Incoming File Format. DTF will work with the winning vendor to determine the final file layout.**

ATTACHMENT 2, Bidder Attestation Form, Pages 79-80

The Department is amending Attachment 2, Bidder Attestation Form, Part I – Mandatory Qualifying Requirements, A.1., as follows:

    A. NCOA/NIXIE Processing License and Prior Experience

1. Bidder is an NCOA^{Link} Full Service Provider and has a current license in good standing, issued by the United States Postal Service to NCOA Contractors. ~~A copy of the current license is attached.~~

       Yes: _____ No: _____

ATTACHMENT 4, Pricing Proposal, Page 82

The Department is amending Attachment 4, Pricing Proposal, I and III to more clearly indicate the pricing that the Department is requesting.

2. Attachment 2 and Attachment 4 have been revised. These revised forms **must** be submitted with the bid proposal.

3. Additionally, attached are the **Questions and Answers** for the above referenced IFB.

All other requirements and conditions of the IFB remain as indicated in the IFB.

Attachment 2 – Bidder Attestation Form   *Amended 10/20/08*
Part I - Mandatory Qualifying Requirements

Please check *Yes* or *No* as appropriate. The bidder must meet all mandatory qualifying requirements to bid on this proposal. See Section IV.

A. NCOA/NIXIE Processing License and Prior Experience

1. Bidder is an NCOA^{Link} Full Service Provider and has a current license in good standing, issued by the United States Postal Service to NCOA Contractors. ~~A copy of the current license is attached.~~
Yes: _____ No: _____

2. Bidder's Prior Experience
      a. A separate page is attached with a brief written statement as to the bidder's experience, including the use of electronic data exchange for the transfer of data.
           Yes: _____ No: _____

      b. Information for two NCOA and NIXIE mail processing contracts for services performed by the bidder within the past 3 years. Contracts are comparable in size and scope to DTF's requirements and include the use of electronic data exchange for the transfer of data.
           Yes: _____ No: _____

Part II – Mandatory Technical Requirements
A. Data Exchange, Security and Software

Please check *Yes* or *No* as appropriate. The bidder must attest they meet all Department data exchange, security and software specifications. See Section V.

1. Bidder will use electronic data exchange for the transfer of data and must use an electronic data exchange protocol acceptable to the Department.   Yes: _____ No: _____

Please identify the electronic data exchange protocol to be used. _____

2. Bidder will encrypt the connection and the data to secure DTF sensitive data and has identified the connection and data encryption to be used.   Yes: _____ No: _____

Please identify connection and data encryption to be used: _____

Bidder will encrypt all transferred DTF files at the data level using a public/private key pair encryption and has identified the file encryption to be used.   Yes: _____ No: _____

Please identify the file encryption to be used: _____

Attachment 2 (cont'd)

3. Bidder will implement compatible software with these products and the connection will meet all Department and industry standard security measures, including the use of the standard TCP Port 22. Yes: _____ No: _____

B. Record Processing

Please check *Yes* or *No* as appropriate. The bidder must attest they meet all of the record processing requirements. See Section V.

1. Bidder agrees to provide DTF the capability to send and receive TEST files, up to 100,000 records, prior to the first Production files to be processed. Associated costs, if any, are indicated on *Attachment 4, Pricing Proposal.* Yes: _____ No: _____

2. Bidder agrees to and can meet Record Processing requirements #1 – 5 for each file that DTF sends to the Contractor. Yes: _____ No: _____

3. Additional costs, if any, associated with processing unscheduled files are indicated on *Attachment 4, Pricing Proposal.* Yes: _____ No: _____
.

4. Bidder agrees the cost for any File format updates and/or changes will be negotiated at the time of USPS mandated changes, or DTF technical considerations. Yes: _____ No: _____

Firm Name: _____

Street Address: _____

Telephone Number: __(_____)_____

City: _____

State: _____ **Zip:** _____

E-mail Address: _____

Authorized Signature: _____

Printed Name/Title: _____
_____

Federal ID #: _____

Attachment 4 – Pricing Proposal   Amended October 20, 2008

I. Cost per Thousand Records for Quarterly Processing as defined on Page 10, B, Record Processing, paragraphs 1 & 2: $_____

II. Cost for Test File: $_____

III. Cost for Unscheduled Requests per Thousand Records ~~Files to be Processed, if any (i.e., more than the 4 scheduled times per year.)~~ $_____

                                                     GRAND TOTAL $_____

Firm Name: _____

Street Address: _____

Telephone Number: __(_____)_____

City: _____

State: _____ Zip: _____

E-mail Address: _____

Authorized Signature: _____

Printed Name: _____

Official Title _____

Federal ID # _____

NCOA/NIXIE Mail Processing Questions and Answers, IFB#08-14

	PAGE	SECTION	QUESTION	ANSWER
1	82	Attachment 4, Pricing Proposal	On the proposal, can we propose a flat dollar amount for an unlimited number of jobs throughout the year, up to a maximum number of records such as $250,000 for unlimited processing up to 150,000,000 records per year, payable in advance each year?	No. The pricing must be submitted as outlined on Attachment 4, Pricing Proposal.
2	82	Attachment 4, Pricing Proposal	Can we include a "set up fee" in addition to the per thousand unit cost for each job run?	As indicated in Section VI , Cost Proposal Requirements, of the IFB, all associated costs with the requirements of this IFB must be incorporated into the bidder's pricing proposal. No other add-on costs will be permitted.
3	10	V. B.	Can we project the number or records to be processed each year (roughly 130,000,000 based on stated estimates in the bid) and charge the state in advance for "credits" towards processing?	No, you cannot charge the State in advance for "credits" towards processing.
4	82	Attachment 4, Pricing Proposal	Can the 100,000 test file be billed as a flat fee instead of the per thousand rate?	See response to Question 1.
5	11	V. B.4.	Can you tell us how many ad-hoc jobs you project each year and roughly their size?	Please see Amendment to IFB #08-14 issued October 20, 2008. We do not know at this time how many ad-hoc jobs there could be. We would expect any additional requests to be the size of the Individual and Business files stated in the IFB, however, the files could be smaller.

6			Can we set a minimum fee charged for each job run to avoid having the state send us a million 100 record jobs?	No. Please refer to Section V. B, Record Processing. Currently, Business Files contain approximately 8.2 million records; Individual Files contain approximately 24 million records. DTF will produce one file for Businesses and one file for Individuals four times annually.
7	10	V. B.	Can we set a guaranteed minimum number of records that will be sent to cover our costs for processing?	No. See response to Question 6.
8	8	IV. A.	An NCOALink License is not available, will a copy of the current listing for current full 48 months NCOALink Vendors be acceptable?	The Bidder must certify on Attachment 2, Bidder Attestation Form, amended October 20, 2008, that Bidder has a license in good standing with USPS.
9	10	V. B.	Since NCOALink has been changed to NCOALink, Nixie codes are no longer available and cannot be reproduced for output in return file layout, will you able to accept current NCOALink processing based on our return layout?	Yes. DTF will work with the winning vendor to determine the final file layout.
10	47	Exhibit 2	There are some NCOA match footnotes that are no longer available as well with the NCOALink processing, i.e. in your sample layout position: 0544-0545	DTF will work with the winning vendor to determine the final file layout.

11			We can provide LACSLink addresses in their own field but it will be the same as the LACSLink address that was converted during CASS/Address standardization.	LACSLink is part of Step 1 of the NCOALink standardization and should be included with the standardization information.
12			There are custom DPV codes that we cannot return, will you be flexible with the layout out software is able to output?	DTF requires the DPV codes. DTF will work with the winning vendor to determine the final file layout.

13	5	D	As mentioned on Page 5 Section D, the DTF is requiring "NIXIE Processing". As of October 2003, the USPS no longer provides this service. We offer a proprietary service that appends a Mailability score to each record. This score indicates how likely a record is to be deliverable and helps determine which records should and should not be mailed. Will this proprietary service meet the "NIXIE Processing" requirement as stated on Page 5 Section D? This additional proprietary service will also increase the ability to identify undeliverable records. There are approximately 136 million records in our proprietary (COA) file that are not in the USPS NCOA file. Primarily only the consumer files match rates will be affected by our additional proprietary COA process. On average we see a 1% increase in matched records. Would the DTF allow us to process the DTF files against both the USPS NCOA and our own proprietary COA files to get the best results?	Please see Amendment to IFB #08-14 issued October 20, 2008. The Department is not interested in any proprietary services.
14	40-63	Exhibit 2	Is the return layout your required layout or preferred? Can this be determined during testing?	Please see Amendment to IFB #08-14 issued October 20, 2008. Exhibit 2 is a SAMPLE format. DTF will work with the winning vendor to determine the final file format.
15			Who is your current NCOALink vendor.	Fair Isaac.

| 16 | 10 | V.B.2 | Regarding section V.B.2, page 10 of the IFB:

Does the DTF have any flexibility regarding the output formatting requirements? The IFB states that for the output of NCOA processing, bidders must be able to produce the 1114-character file format specified in Exhibit 2, pages 40-63. In reviewing this format, however, we noted that it contains outdated NIXIE option codes as well as action codes that are derived from the NIXIE option codes. The DTF should be aware that the United States Postal Service discontinued NIXIE option codes in October 2004, with the transition to the new NCOALink technology.

 Additionally, there are codes relating to address standardization that appear to be specific to a particular CASS-certified software package, but may not be offered by alternative CASS-certified software. Does the DTF, in fact, use all of this coding from the return file? It would seem that any USPS-approved CASS / NCOALink solution should provide ample information to comply with all USPS regulations and obtain the deepest available postage discounts, without the need to append these detailed codes. | Please see Amendment to IFB #08-14 issued October 20, 2008.

Exhibit 2 is a SAMPLE format. DTF will work with the winning vendor to determine the final file format. |
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