



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS

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January 24, 2013

ADDENDUM NUMBER TWO

RFQ # 7459218

TITLE: MAILING SERVICES - DMV

Closing Date and Time: 1/29/13 at 11:15 AM

**Per the issuance of this ADDENDUM #2
(2 pages, including this cover sheet)**

Specification Change /Addition / Clarification

SEE ATTACHED

ADDENDUM NUMBER TWO

Additional Questions Answered:

A) Clarification needed to your Answer (1)

Talking to my town, they stamp the delinquent renewal the Owner brings in that they the taxpayer received in the mail. The Renewal is removed from the envelope by tax payer and then the city stamps it. They do NOT use the open window. Taxpayer then sends in registration.

- A. That is correct, the vendor will mail out tax delinquent forms to seven cities (Central Falls, Barrington, Warren, N Kingstown, New Shoreham, Exeter, Narragansett). All other tax delinquent forms get mailed right to the customer. It is up to the customer to go to their city or town to get the formed stamps. These 7 cities are the only ones that take care of these themselves.**

B) Clarification needed to Answer (2)

Are you saying monthly Registrations with a tax block on them are then separated from normal registrations processed and then mailed to the assigned cities tax dept or mailed to the Taxpayer?

- A. Please refer to Question A above. The tax block forms are separated for the 7 cities listed above and mailed out to them.**

C) Also: You Answered: After the city stamps those monthly delinquent registrations paid ... they are sending back all the renewal forms for mailing out to the customers. SO, Who is the city sending what back to?

- A. That was incorrect. The 7 cities will mail out to their residents. The vendor will just send the 7 cities the tax block forms. The cities will handle it from there.**

This is confusing: I received a delinquent registration in the mail from DMV and went to city hall and had them stamp the renewal inside. I Had to remove it from the envelope to be stamped. Then I mailed it back to DMV like a normal registration. This seems different than the specifications and who gets what..

- A. Only the seven cities do it different than you just explained. All other cities do it the way you explained above.**

D) New question:

Galley Report?

What is a galley report? And what data does it contain, i.e. ... town, #of records, etc ..

A brief description please.

- A. The gallery report is verification that the delinquent forms were sent out to the cities and towns for the year. This is the 81,000 annual forms.**

E) Registration Renewal Specification question:

Specified at 8 1/2 x 11 with a stub pert.

Please identify STUB PERFORATION location in inches from Top or Bottom.

I assume the pert is 8 1/2 inches LONG - left to right.

- A. Correct the pert is the whole page 8 1/2 inches across or long. The perf is 4 inches from the bottom of the page. The DMV does have a sample of the form on it's web-site.**

NO FURTHER QUESTIONS WILL BE ACCEPTED RELATED TO THIS SOLICITATION.