



January 13, 2015

Addendum 3

RFP# 7549122

TITLE: Motor Vehicle Plate Production and General Reissuance

NEW SUBMISSION DEADLINE: Wednesday, January 28, 2015, 2:00 PM (ET)

Notice: The Submission Deadline above has been extended from the prior date of Tuesday, January 20, 2015 .

Language amendments to the original solicitation:

Note: In Attachment F, "Thermal Transfer Printing", Page 33, the following language is hereby deleted: "The sheeting manufacturer shall provide a complete line of thermal transfer ribbons, in process and spot colors, that allow the license plate shop to print the graphic designs and variable information required by the state."

Note: In Attachment F, "Solvent Resistance", Page 36, the following language is hereby deleted: "prepared per III.A"

Attached below are the answers to all questions received by the questions deadline.

Attached below is the sign-up sheet from the mandatory pre-bid conference of November 19, 2014.

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Vendor questions and Answers, RFP 7549122, Plate Reissuance

1. Please clarify what the vendor-side supplies as a plate set

Answer. Vendor supplies:

a. Task One:

- i. Printed Reflective Sheeting with preprinted validation “sticker”
- ii. Instruction Sheet for registrant – Attachment G
- iii. Mailing Envelope
- iv. Transport of plates and registration documents
- v. Assembly of plate set package
- vi. First-Class USPS Postage
- vii. Electronic Order Administration Software

b. Task Two:

- i. Electronic Order Administration Software
- ii. Printed Reflective Sheeting

State Supplies:

c. Task One:

- i. Aluminum Substrate
- ii. Correctional Industries Labor
- iii. Registration Forms – Printed by EOC

d. Task Two:

- i. Aluminum Substrate
- ii. Correctional Industries Labor
- iii. Instruction Sheet for registrant – Attachment G
- iv. Mailing Envelope
- v. Registration Forms – Printed by EOC
- vi. Validation Stickers
- vii. Transport of plates and registration documents
- viii. Assembly of plate set packages
- ix. First-Class USPS Postage

2. Will the registration certificates be in the same order as the plate sets?

Answer. They are intended to be, however there may be situations that arise where they might not coincide. i.e. production error at Corrections Industries (CI) requiring vendor to produce replacement plates.

3. What is the procedure for a second round of follow up questions after these questions are answered.

Answer. There will not be a second round of questions.

4. Does DMV have a call center now?

Answer. No

5. Can the vendor call center be anywhere?

Answer. Anywhere in the USA.

6. Attachment F (Specifications for Flat Plates), Description of Plates – pages 32 (Bullet 4), 38, 39, refer to “the security image shall consist of a double sine wave pattern where one wave appears to float above and one wave appears to float below the directional warranty image of the reflective sheeting.”. This proprietary and patented feature of the reflective sheeting, as described, is protected by US Patent Numbers 6288842 and 7068434B2 which are held by the 3M Company. This is an offering from one specific vendor and cannot be sourced through any other offeror. This severely limits competition for this commodity and negates an open and fair solicitation. In addition, viewing angle characteristics of the security mark features are relevant to each sheeting manufacturer. Will the State consider adding language that the viewing angles of the security marks is at the mutual agreement of the state and the reflective sheeting manufacturer?

Answer. Page 32 states: “The state reserves the right to waive particular individual specifications during the evaluation of sheeting products to determine if any proposed substitute is equivalent. Proposed substitutes must be equivalent in the areas of retro-reflectivity, security features, and durability.” This equivalency includes performance characteristics as to the security features, and vendors proposing to supply a substitute specification should document the performance characteristics in their technical proposals.

7. What is the timeframe window and flexibility to allow for correction of preprinted roll errors?

Answer. Per RFP Section 3.4, CI will notify vendor of error within 5 business days and vendor is required to produce the replacement within 3 business days of notice by CI.

8. Please provide or describe a complete license plate package, including registration certificate and physical plates as will be required for mailing so we can determine costs associated with such assembly and mailing.

Answer. The registration certificate will be a plain sheet of 8.5 x 11 inch paper. The total package will therefore include two sheets of 8.5 X 11 inch paper (registration certificate and instruction sheet) plus the plates that the vendor will provide.

9. Please verify- the vendor only mails the plate sets and associated materials, including registration and instruction insert.

Answer. Correct. Vendor will mail plate set, registration certificate and instruction sheet.

10. Please verify- for new plates and remakes, the vendor is supplying the printed sheeting only, without additional handling responsibilities.

Answer. Yes. For stock, remake and vanity plates, vendor will only be responsible for providing preprinted sheeting.

11. Does the vendor or the state print the instructions insert, now attachment G?

Answer. The vendor will be required to produce the instructions as set forth in Appendix G.

12. Will field offices still maintain finished stocks for distribution?

Answer. Yes.

13. Describe the visual format for the new/ remake plates.

Answer. Same as reissuance format.

14. For reissuance, how are the specialty and affinity plates to be created. What vendor supplies that stock?

Answer. This solicitation is only for wave plate replacements; specialty and affinity plates are not in this category. All other designs will be procured from different contract(s).

15. Camper, antique, radio, etc. will be wave replacement issue. Are those preprinted by vendor with the alphanumerics, sticker and category labels?

Answer. Per Appendix D, antique plates, etc. are not subject to reissuance. With respect to all plates subject to reissuance, the vendor will be required to provide sheeting that has been preprinted with the alphanumerics, validation "sticker" and category labels.

16. Can you please provide an official picture of the new design?

Answer. Yes. Please see the last page of this amendment. The graphic which is attached is for bid purposes only and may be subject to revision.

17. Please elaborate on the time requirement for delivery of plates from time the daily reissue order file is sent to the offeror to when the reissue plates are delivered into the mail stream by the offeror. Please list any times required for each phase of the process, including: printed alphanumeric sheeting from receipt of electronic files to delivery of sheeting; and, distribution of reissuance plates from pickup of finished set to mailing.

Answer. The expected return time from the transmission of the daily reissue file to having the plates in the mail to the customer is thirty (30) calendar days. Once the order is sent to the vendor, the vendor will be required to produce the sheeting and send it to Correctional Industries within seven (7) business days. Correctional Industries will have seven (7) business days to blank the plates and return plates to the vendor. Vendor will then have seven (7) business days to match the plates and registration certificates and mail to the customers.

18. What is the DMV's expectation for the maximum turnaround time from when the weekly stock, remake, and vanity plate order is sent to the offeror to when the printed sheeting is sent to Correctional Industries?

Answer. The expected turnaround time is seven (7) business days.

19. What are the anticipated daily batch sizes for the reissuance orders.?

Answer. We do not have a breakdown of the daily batch sizes as it will depend on when motorists respond to the renewal form and make payment. Please refer to Attachment E.

20. Is there a prohibition list in the GAP sequence for new plate sequences?
Answer. No. GAP lists are created by DMV and only approved sequences will be transmitted by DMV.
21. How will DMV insure that the large pre-issue GAP list is generated accurately?
Answer. Upon awarding the contract, the DMV will work with the vendor to produce GAP lists to ensure an adequate supply of stock plates will be in all DMV locations prior to the start of the reissuance.
22. What is the proposed color of the alphanumerics?
Answer. White reflective.
23. Is DMV aware that this will require reverse printing, which is a more elaborate process?
Answer. A committee designed and approved the final version of the general issuance plate. It is unclear whether the committee considered how the sheeting is produced.
24. Does Correctional Industries have space and labor available in either the Plate Shop or the Warehouse for the offeror to locate/install a digital license plate printer and conduct the mail sorting requirements? As an alternative proposal, would DMV consider installing the alphanumeric printer in Prison Industries, for operation by that staff? If the offeror is able place the printer in the Correctional Industries plate shop, please describe any network restrictions into or out of the plate shop.
Answer. The DMV will consider placing printing equipment in Correctional Industries, however no personally identifiable information may be obtainable from or through the equipment, and prison policy restricts inmates from ALL internet access to include LANS, WANS, or any other type of network system.
25. Would a Print-on-Demand system for registration documents be considered as an acceptable alternative to registration form printing at EOC? This could expedite the matching of plates and registration forms.
Answer. The DMV would consider the use of a Print-on-Demand at the vendor's facility to assist in the project. This would not be permitted at Correctional Industries as no personally identifiable information is permitted in Correctional Industries where inmates may be able to access it.
26. What is the correct format for alternative technical proposals?
Answer. All responses shall include Attachment A without modification for the scope and compensation required therein. The Division of Motor Vehicles encourages submission of alternative proposals that may suggest more streamlined and efficient methods while reducing the risk of project delays. Alternative proposals should include, in separate clearly marked envelopes, each alternative proposal with sufficient detail to make a preliminary evaluation, and a separate cost proposal for the alternative. Each alternative cost proposal

should not be packaged with any other document. It is not necessary to repeat the registration and certifications or the firm qualifications in the alternative technical proposal.

27. Please confirm that thermal transfer is the required printing methodology.

Answer. Yes

28. Are any costs for required equipment upgrades for the license plate production facility to be included in the per set pricing for either of the categories / tasks identified in the Cost Proposal – Attachment A?

Answer. No.

29. Please clarify who will be responsible for printing all reflective sheeting that does not incorporate the new design. How many graphic designs?

Answer. Sheeting that is used for plates other than reissuance, stock, vanity and remakes is obtained through a different contract(s).

30. Please expand on who will determine and report on remakes required, how remakes will be ordered, and who will be responsible for the cost of the remakes.

Answer. In the event that Correctional Industries determines that a remake is required pursuant to the requirements of the RFP, Correctional Industries will contact the vendor and copy the DMV requesting that a remake is needed. Costs will be assessed pursuant to the terms of the RFP.

31. Please confirm that the plates will have a requirement for a depressed flange rim.

Answer. That is correct.

32. For any “remakes” during Task One, is the validation Sticker to be digitally preprinted or is the sheeting to be supplied without the validation sticker?

Answer. Remakes during Task 1 are required to have the sticker digitally preprinted.

33. Attachment F (Specifications for Flat Plates), Description of Plates, pages 32, 33 – describes the process for printing the reflective sheeting as “digitally printed with thermal transfer ribbons”. Please confirm that this is the only printing methodology to be utilized for this project.

Answer. That is correct.

34. Attachment F (Specifications for Flat Plates), Description of Plates, page 33 – also describes that the sheeting manufacturer shall provide a complete line of thermal transfer ribbons to the license plate shop. Is this an appropriate requirement, or should it be struck from the solicitation?

Answer. That will be stricken from the RFP; see separate language in the addendum above.

35. On page 36 , Solvent Resistance – describes “license plates prepared per III.A...” Please provide this reference III.A.
Answer. The reference to III.A will be stricken from the RFP; see separate language in the addendum above.
36. On page 37 – Performance Life and Warranties – What is the service life expectation of the license plates?
Answer. Ten years.
37. Does the state plan on printing a barcode on the face of the license plate?
Answer. No.
38. Please elaborate on the system components of the modernization program.
Answer. For purposes of this RFP, once the DMV goes to its new computer system, the file format for the plate orders may need to be changed. The DMV will work with the vendor far enough ahead of time to allow for testing and a seamless transition.
39. Please confirm that Task One and Task Two will be initiated at the same time and run concurrent with each other.
Answer. That is correct.
40. Will any plates continue to be embossed once the reissue begins, and if so, which plate types?
Answer. All plates listed in Attachment D with the notation “N” under “Subject to Reissuance” will be embossed.
41. Please confirm that the only plate types in scope for digital flat plate production under this contract are listed in Attachment E, currently the “Wave” plate types.
Answer. That is correct.
42. Please confirm that under the RFP, the offeror is not responsible for supplying materials for any plates not listed in Attachment E.
Answer. That is correct.
43. What are the colors of the stickers to be printed during the reissuance?
Answer. The colors for the validation stickers are 2015 Yellow, 2016 Lemon Yellow, 2017 White, 2018 Red, 2019 Green, 2020 Blue, 2021 White, 2022 Orange and 2023 Magenta.
44. Will there be flexibility in the design or look of the stickers to be printed after the contract award?
Answer. There will not be much flexibility as the DMV already has stickers for use on specialty plates and they must be consistent in appearance.
45. When will the DMV take ownership of plates for the offeror to bill or invoice the State?
Answer. For reissuance plates, the state may be invoiced once the plates are placed in the mail to the registrant. For purposes of stock, vanity and remake plates, the state may be invoiced upon delivery to Corrections Industries of completed plates for DMV.

46. When would plates need to be reported on the non-delivery list?
Answer. The DMV will require a weekly spreadsheet of returned plates to be supplied.
47. Is the DMV willing to allow changes or improvements to the registration certificate to assist or improve the matching process and provide USPS confirmation of delivery by adding a 1-D or 2-D barcode containing the license plate number and adding an intelligent mail package barcode (IMpb) to the registration certificate?
Answer. The DMV will consider changes or improvements in the registration certificate.
48. Has the DMV confirmed or will the DMV confirm that the reissue mailing address has been verified to be a valid U.S. postal address?
Answer. The DMV has not, and does not plan to, verify the addresses.
49. Can the DMV please clarify their definition of ad hoc reporting, page 40?
Answer. The DMV requires a system that has robust report generating capabilities to respond to inquiries regarding production statistics and tracking.
50. The Cost Proposal does not account for pricing on single passenger or motorcycle plates for reissue or stock. Should this be added? Please clarify.
Answer. Please refer to page 5, "Definitions" section of the RFP for definition of "plate set" for purposes of this RFP.
51. Please confirm and verify the five-year total as indicated in the "Total Plates to be Manufactured" column of the Estimated Stock Plate Requirements chart (Attachment E, page 2).
Answer. The estimates provided in Attachment E are based on current registration data which may change based on economic factors.
52. Please confirm that the offeror is not providing any equipment within this pricing arrangement (e.g., blanking press) to Correctional Industries for plate manufacturing.
Answer. That is correct.
53. Can you please describe how the stock plates will be identified in the weekly order file?
Answer. Stock plate orders will be provided to the vendor in a file separate from other plate files.
54. Can you please describe how the State will identify a plate remake or a vanity plate in the weekly order file?
Answer. Plate remakes and vanity plate orders will be provided to the vendor in a file separate from the other plate files.
55. What are the available days/hours for delivery and pick up at Correctional Industries?
Answer. Regularly scheduled collection and delivery periods are 8:00 - 10:00 a.m. and 12:30 - 1:30 p.m. Monday through Friday.
56. Is the offeror responsible for procuring the packing material used to package finished reissue plates for shipment from Corrections to the offeror's fulfillment site?
Answer. Yes.

57. Is the offeror responsible for procuring the packing material used to package finished stock, remake, or vanity plates for shipment from Corrections to the DMV warehouse site?

Answer. No

58. Will the DMV burst the registration certificates at the EOC facility before being picked up by the offeror?

Answer. Registration certificates are generally burst however the DMV can refrain from doing so if the vendor prefers.

Plate Design Graphic

The plate design graphic referenced in question 16 above is available in file [7549122A3.1.zip](#) - Associated Files in the search response directory associated with this addendum.

