



Office of Temporary and Disability Assistance

KATHY HOCHUL
Governor

BARBARA C. GUINN
Acting Commissioner

October 3, 2023

The following (Q & A) will serve as Amendment #1 to OTDA's Invitation for Bid (IFB) for Envelope Production, Printing, and Delivery, bid number 2023-02. Material in this Amendment supersedes any contradictory material in the IFB.

Please note that the due date for the submission of bids remains unchanged. All bids are due October 11, 2023, at 3:00 pm ET.

Envelope Production, Printing, and Delivery IFB

Questions and Answers

#	Solicitation Section	Question	OTDA Response
1	IBF2023-02 Appendix P	Item 1A-comercial style means diafonalseams? Printed, how many colors? Stock is 24 white recycled wove?	Please refer to Appendix G for the definition of Commercial Style and Appendix W for Item specifications. For Item 1a the SOW states: "Printing – One color; one or two sides – subject to change. Stock – 24 lb. White wove. Ink – Ink color will be specified." OTDA currently prints in black ink only. However, that is subject to change.
2	IBF2023-02 Appendix P	1B-1C- stock and printed?	Appendix W provides the stock and printing information for each item. Items 1B - 1C requirements are as follows: Printed, Commercial Style, Recycled, White Wove Envelopes – No Window
3	IBF2023-02 Appendix P	Item 3-6 windlwo specifications	Please refer to Appendix W, as noted window placement and size will vary and exact specifications will be provided with each order.
4	IBF2023-02 Appendix P	Item 7- how many colors printed	Please refer to "Printing" listed under Item 7 in Appendix W. OTDA currently uses yellow, pink, blue, and green. OTDA currently prints in black ink only. Stock and ink colors are subject to change depending on program/agency need.
5	IBF2023-02 Appendix P	Item 8- window specifications	Please refer to Appendix W, as noted window placement and size will vary and exact specifications will be provided with each order.
6	IBF2023-02 Appendix P	item 9- 10-11-24-28 recyled white wove or brown kraft? Printed ?	Not clear if this is asking about Items 9, 10, and 11 or just 9. Please refer to Appendix W. Each item lists if it is color wove, white wove, or kraft. If the item requires kraft, it is brown kraft. If the question is asking about the specifications for 9, 10, and 11, please refer to the description for each item in Appendix W. For example, "Item 9: Printed, Catalog Style, Recycled, Kraft Envelopes – No Window". Kraft envelopes for this procurement are brown.
7	IBF2023-02 Appendix P	Item 12- What stock and rint?	Please refer to "Stock" listed under Item 12 in Appendix W. Item 12 requires printed envelopes on 18 lb. Tear-Resistant (Tyvek) stock.
8	IBF2023-02 Appendix P	item 13- window specifications and 24-28 recycled white wove?	Please refer Item 13 "Stock" in Appendix W. All window placement and size will vary and exact specifications will be provided with each order. Item 13 requires recycled white wove 28 lb. stock.
9		Are any Samples available? a. Request says that Exact Specs will be provided on PO – Will/Can they change with each run?	OTDA can't provide physical samples. However, sample artwork has been posted with this Amendment 1 Q&A. a. Yes, the specifications can vary for each purchase order. Each envelope OTDA uses is assigned an internal document number, the window specifications (size and placement) will vary from document to document. Additionally, a document (envelope) is subject to revision depending on agency/program needs. If an envelope is revised the window specifications may change.
10		Need window sizes/locations a. Single window location / size b. Double windows location/size – side by side or stacked windows?	Please refer to Appendix W, as noted window placement and size will vary and exact specifications will be provided with each order.
11		Colored wove – What colors? Bid items 4,5,6,9	Item 9 is brown kraft. As for Items 4,5, and 6, OTDA currently uses yellow, pink, blue, and green. However, this is subject to change depending on program/agency need.
12		Stock - Kraft paper – White or Brown? Bid items 10 and 11	The Kraft envelopes required for this procurement are brown.
13		Recycled Papers – What percentage?	Contractors are encouraged to use 100% post-consumer recycled content to the maximum extent practicable without jeopardizing the performance or intended end use of the product or packaging. Where paper with 100% post-consumer recycled content is not available, or does not meet required form, function and utility, paper shall use post-consumer recycled content to the extent practicable. Non-recycled content shall be derived from a sustainably-managed renewable resource to the extent practicable, unless the cost of the product is not competitive.

Envelope Production, Printing, and Delivery IFB

Questions and Answers

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14		Any inside tints?	Inside tint is required for some of OTDA's envelopes. Please refer to Appendix P regarding which items.
15		Quantities are based upon 2yrs. How do these all get released? Monthly?, Quarterly, upon Demand	Envelopes are ordered as needed (upon demand).
16		Do we need to stock these for releases? Are there minimum quantities that we need to have on hand at all times?	OTDA does not recommend keeping stock of any of the items listed as they may be revised (changed) at any time.
17		We understand the 2-year print qty's given to us, but is there anyway to know how many versions of each envelope size there are so we can estimate the number of plates being required? Would it be possible to provide the number of orders placed for each envelope size over 2 years (an estimate would be helpful), this gives us an idea of the average order size/size.	The number of "versions" for each item may change based on agency/program need. Historical counts are not representative of future need, however, 100 different envelopes versions were estimated.
18	Section III. Administrative Information Subsection D "Minority & Woman-Owned Business Enterprise (MWBE) and Equal Employment Opportunity (EEO) Participation Requirements", and Subsection E "Service Disabled Veteran-Owned Business Enterprise (SDVOB) in State Contracting".	We have minority/women owned suppliers and SDVOB suppliers that are having trouble completing the required registration information with Empire State Development and NYS Office of General Services, respectively. Kindly provide contact names and contact information that we can pass along to our vendors.	<p>Division of Minority and Women's Business Development https://esd.ny.gov/mwbe-certification-assessment Questions Regarding MWBE Certification: (646) 846-7364 or mwbecertification@esd.ny.gov</p> <p>Division of Service-Disabled Veterans' Business Development https://ogs.ny.gov/veterans/service-disabled-veteran-owned-business-certification Questions Regarding SDVOB Certification: 518-474-2015 or VeteransDevelopment@ogs.ny.gov</p>
19	Envelope Production, Printing, and Delivery IFB Appendix P	Can you provide access to envelope pricing that the that OTDA is currently receiving for all items on RFQ?	OTDA cannot provide this information. A FOIL request would need to be submitted.
20	Envelope Production, Printing, and Delivery IFB Appendix P Item #3 & Item #8	Can you provide window size and position for double window # 10 & 6 x 9-1/2 envelopes	Please refer to Appendix W, as noted window placement and size will vary and exact specifications will be provided with the order.
21	Envelope Production, Printing, and Delivery IFB Appendix P Item #4	Can you provide color of paper stock for colored wove envelopes?	Please see answer for question 11.
22	Envelope Production, Printing, and Delivery IFB Appendix P	Do we need to stock any envelopes for releases?	Please see answer for question 16.
23	Envelope Production, Printing, and Delivery IFB Appendix P	Can all #9 & #10 envelopes be bulk pack or must they be in boxes & cartons?	Please refer to section VI. Packaging in Appendix W.

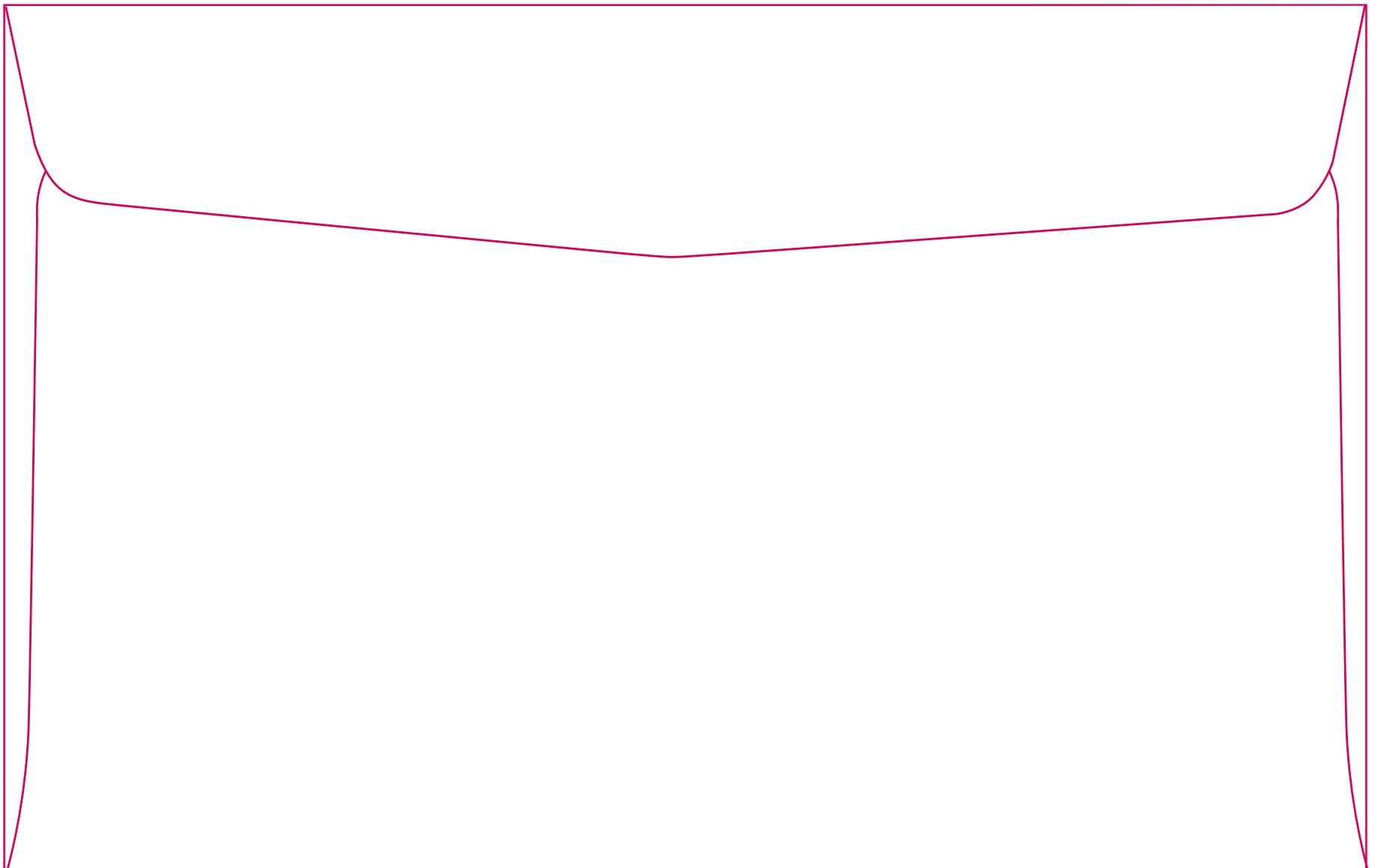
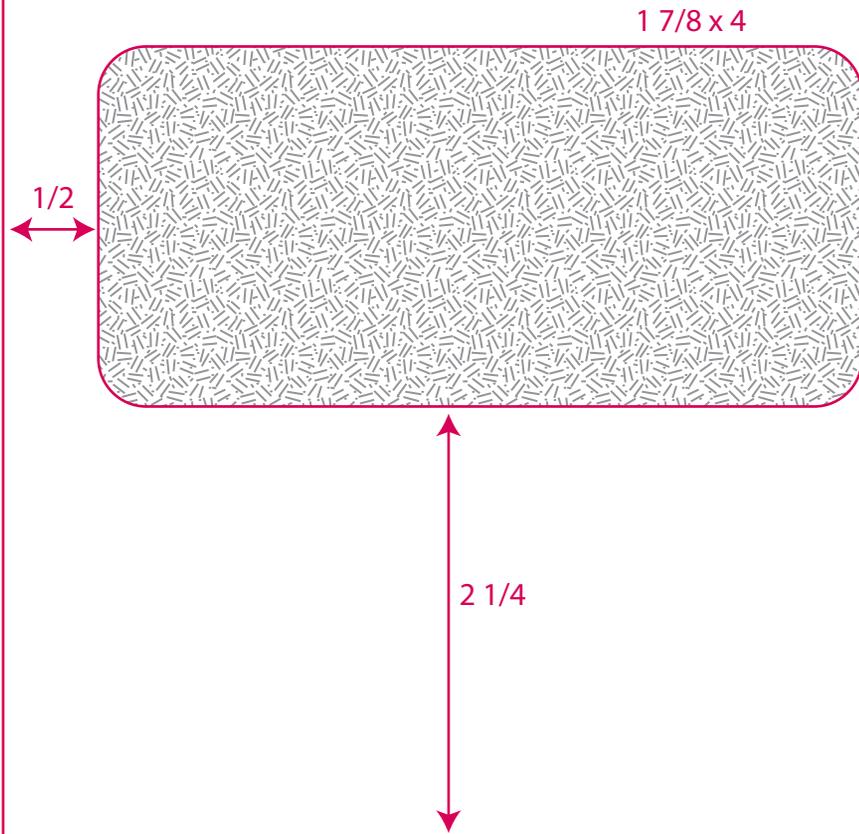
Envelope Production, Printing, and Delivery IFB

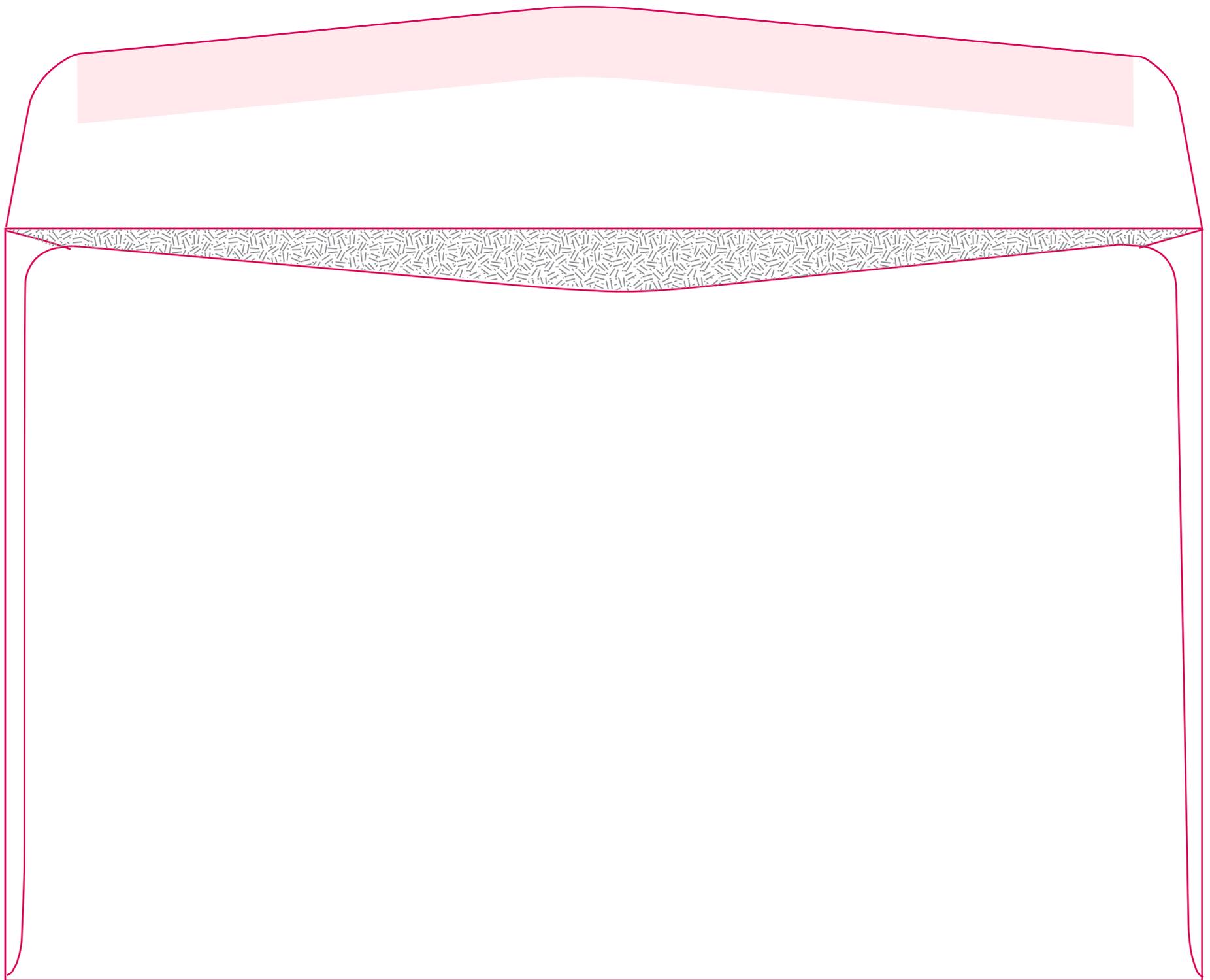
Questions and Answers

#	Solicitation Section	Question	OTDA Response
24	Appendix W - Scope of Work (SOW), I. Requirements	The production lead time states that the standard is 30 days from the time of proof approval. Is that based on actual days or business days? Does it account for holidays?	It is based on 30 business days, excluding State holidays.
25	NA	Can you provide art, samples or additional information to assist with knowing if ink coverage is light, normal or heavy? Specifically interested in Item 7 and Item 8.	Artwork of a few envelopes listed under those items has been provided with this Amendment 1 Q & A. However, artwork is subject to change as revised by program/agency.
26	Appendix W - Scope of Work (SOW), II. Envelope (Item) Specifications - G. Item 7	Specs state single window, is the information on window size/location, available?	Please refer to Appendix W, as noted window placement and size will vary and exact specifications will be provided with the order.
27	Appendix W - Scope of Work (SOW), II. Envelope (Item) Specifications - G. Item 8	Specs state double window, is the information on window size/location, available?	Please refer to Appendix W, as noted window placement and size will vary and exact specifications will be provided with each order.
28	NA	Can suppliers bid on only certain envelopes and not others or does not bidding some items disqualify you? If allowed to no bid some envelopes, should suppliers enter NA or leave those prices blank?	Offerors must bid on all envelope items.

OTDA-5140 (Rev. 04/19)
New York State
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
Division of Disability Determinations
P.O. Box 5191
New York, New York 10274-5191

FLAP ↑





PROOF #

COLOR SEPARATION FOR VISUAL ONLY AND NOT FOR FINAL RESULT
(SEE PMS BREAKDOWN)

1. PLEASE CHECK:

Spelling, Copy Position, Window(s) (Size(s) & Positions),
PMS #'s & Colour Breaks.

OK - AS IS

CORRECT AND SUBMIT NEW PROOF

COLOURS
PMS BLK
Artline PMS COLOUR _____

2. PLEASE SIGN AND DATE THIS PROOF

We cannot produce your order
without your signed approval.

Date: ____ / ____ / ____

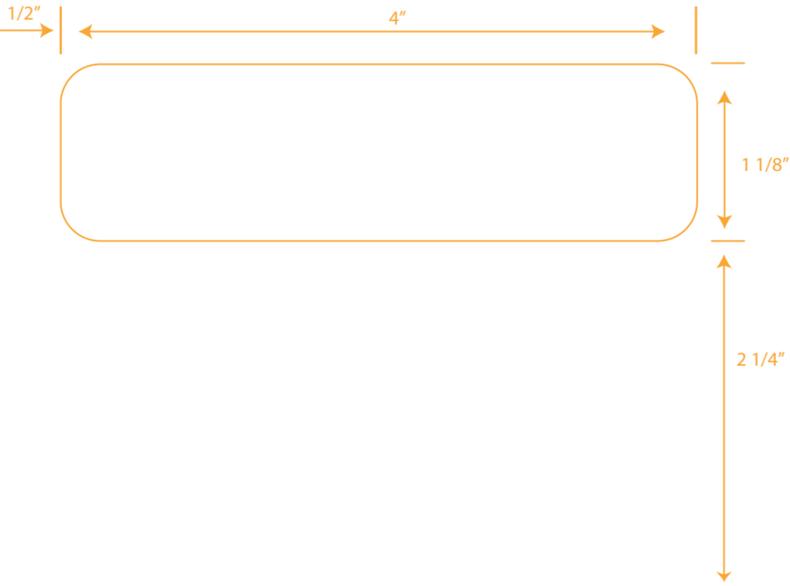
Signature: _____

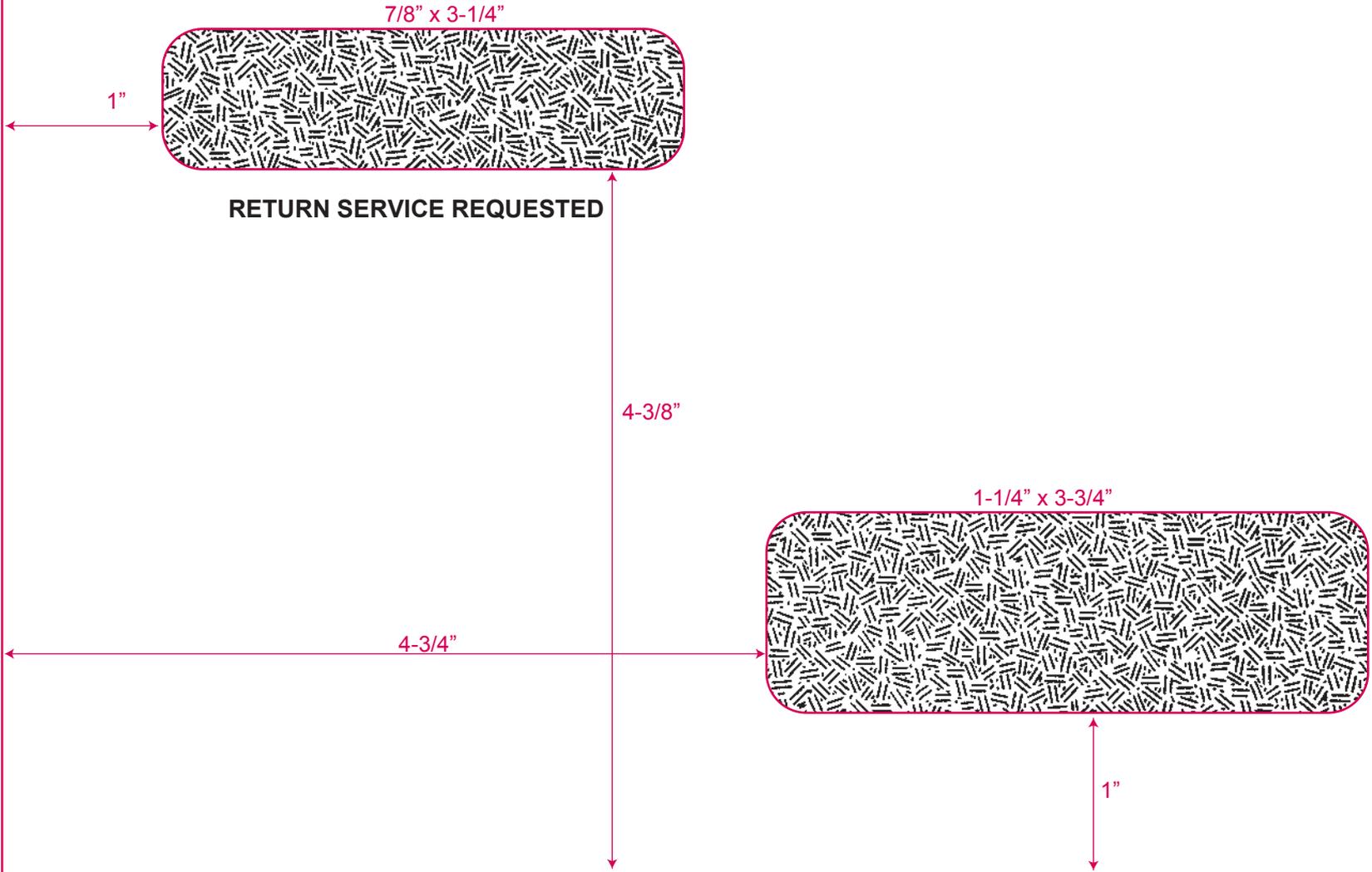
WORK ORDER# _____ DATE: ____

CUSTOMER: _____ PREPARED BY: _____

OTDA-5168 (Rev. 01/21)

New York State
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE
Division of Disability Determinations
P.O. Box 5191
New York, New York 10274-5191





SEAL FLAP SCORE

Important notice

Important notice enclosed. If you need help reading the notice, contact your worker.

إخطار هام طيه. إذا احتجت إلى مساعدة في قراءة الإخطار خاطب مسؤول ملفك.

গুরুত্বপূর্ণ নোটিস সংযুক্ত। আপনার যদি নোটিসটি পড়তে সাহায্যের প্রয়োজন হয়, তাহলে আপনার

কর্মীর সাথে যোগাযোগ করুন।

內附重要通告。如需幫助閱讀此通告，請與您的個案負責人接洽。

Avis important ci-joint. Si vous avez besoin d'aide pour lire cet avis, veuillez contacter votre collaborateur.

Gen yon avi enpòtan nan anvlòp la. Si ou bezwen èd pou li avi a, kontakte travayè sosyal ou.

중요한 통지서가 동봉되어 있습니다. 이 통지서를 읽는데 도움이 필요하시면, 담당 직원에게 연락하십시오.

Содержит важную информацию. Если при чтении этого извещения у Вас возникнут трудности, обратитесь к сотруднику, ведущему Ваше дело.

Aviso importante adjunto. Si necesita ayuda para leer este aviso, comuníquese con su trabajador(a).

Có đính kèm thông báo quan trọng. Nếu cần đọc giúp đỡ để đọc bản thông báo này, xin liên lạc với nhân viên xã hội của quý vị.

א וויכטיגע מעלדונג איז בייגעלייגט. אויב איר דארפט הילף צו ליינען די מעלדונג, רופט אייער ארבעטער.

