



NEW YORK STATE  
OFFICE OF TEMPORARY AND DISABILITY ASSISTANCE  
40 NORTH PEARL STREET  
ALBANY, NEW YORK 12243-0001

Andrew M. Cuomo  
Governor

Kristin M. Proud  
Commissioner

## **SSP Notifications (Print, Alternate Format and Mail Services) IFB**

### **Amendment #1 to IFB**

#### **Section 1 of the IFB**

Section 1.4.1, under Minimum Qualifications is amended as follows:

1.4.1. LOT ONE Bids will be considered only from bona fide printing companies possessing printing equipment capable of producing the printing requirements described in this IFB. LOT TWO Bids will be considered only from vendors capable of producing notices in the following formats: 18 point Arial font, Grade 2 Braille, Audio CD and Data Conversion CD. One contract will be awarded to a single entity for the provision of all items in Lot One, and one or more contracts may be awarded for each or all of the items in Lot Two.

#### **Section 2 of the IFB**

2.2.2. Prompt payment percentage discounts will not be considered in determining low bid, but may be considered in awarding bid ties. Guaranteed Postage Percentage Discounts will be deducted from the annual postage cost projections as set forth on the Bid Total /Authorized Signatory Form, as amended in this Amendment #1 to IFB. Postage cost projections will be included in the Total three-year Contract term, therefore, a Guaranteed Postage Percentage Discount could be a factor in determining low bid.

2.2.4. Evaluation Process - One contract shall be awarded to one responsive and responsible bidder(s) submitting the lowest Bid Total for Lot One; and one or more contracts may be awarded to the bidder(s) submitting the lowest price for each or all of the items in Lot Two on the Price Schedule and Bid Submission provided in Appendix D of the IFB, and the amended Bid Total / Authorized Signatory Form on page 4 of this Amendment #1.

2.2.6.1. Bids that have passed the Pass/Fail Screening will be ranked according to the Final Price submitted for Lot One and for the Final Price submitted for each one of the items bid on in Lot Two, on each Bidder's Appendix D: Price Schedule and Bid Submission, in comparison with pricing submitted by other bidders as specified in Section 3: Scope of Work/Specifications of this IFB.

2.2.6.2. The OTDA will award one or more contracts on the basis of lowest price to responsive and responsible bidders in accordance with sections 2.2.6.1 and 2.2.7 of this IFB for the provision of the items specified in Section 3: Scope of Work/Specifications of this IFB.

2.2.7.1. Section 163 of the State Finance Law (SFL) requires that contracts for services and commodities be awarded on the basis of lowest price or best value "to a responsive and responsible bidder." Section 163 (9) f of the SFL requires that prior to making an award of a contract each contracting entity shall make a determination of responsibility of the proposed contractor. The lowest bid submission for Lot One and for each or all items in Lot Two will be further evaluated to determine responsiveness and responsibility of the vendor. Details on Vendor Responsibility procedures and requirements are outlined in Section 2.14 of this IFB.

2.2.7.4. If the lowest bid in Lot One and/or each item or all of the items in Lot Two, is by a bidder who is found to be non-responsive or non-responsible, the bid will be rejected and the next lowest bid for that Lot or item must be reviewed. In addition, prior to finding a prospective contractor non-responsible, the OTDA will provide written notice, together with an opportunity to rebut the concerns over the vendor's responsibility, either in writing or at a meeting with the prospective contracting entity.

2.18.2.12.2 Proof of Compliance with Disability Benefits Coverage Requirements is amended as follows:

2.18.2.12.2.1 A Contractor seeking to enter into a contract with the State of New York shall provide one of the following forms to the Office of Temporary and Disability Assistance at the time of bid submission or shortly after the opening of bids:

2.18.2.12.2.1.1 Form DB-120.1 - Certificate of Disability Benefits Insurance; or

2.18.2.12.2.1.2 Form DB-155 - Certificate of Disability Benefits Self-Insurance; or

2.18.2.12.2.1.3 CE-200 – Certificate of Attestation of Exemption from New York State Workers' Compensation and/or Disability Benefits Coverage.

2.18.2.12.4 When submitting the appropriate Worker's Compensation form and Disability Benefits form as referenced above, The Office of Temporary and Disability Assistance, 40 North Pearl Street, Albany, NY 12243, must be named as the Entity Requesting Proof of Coverage (Entity being listed as the Certificate Holder), Issuing Government Entity, or otherwise identified as required by the form.

### **Section 3 and Appendix D of the IFB**

3.5.4 Item 4: CD Data Files is amended as follows:

Annual Quantity is 2000

**APPENDIX B: Required Forms for Bid Submission** has been amended as follows:

Addition of new required form (separate attachment): Encouraging Use of New York State Businesses in Contract Performance

**APPENDIX D: Price Schedule and Bid Submission**, page 92 of the IFB, is amended as follows:

Bidders must complete and submit all 11 pages of THIS Appendix D: Price Schedule and Bid Submission, which includes the Price Schedule found on pages 3 and 4 and the Bid Submission found on pages 5 through 11. Please use black ink when preparing your bid. Bids submitted with corrections, such as crossed out numbers, using correction tape or white-out will not be accepted, and may be disqualified.

**Bid Submission Instructions**, Appendix D Bid Submission: Page 5 (page 96 of the IFB)

The **Grand Total Bid/Authorized Signatory** form has been amended, the new title is "**Bid Total/Authorized Signatory**", because contract selection will not be based on a grand total, rather one contract will be awarded for Lot One, and one or more contracts may be awarded for each or all of the items in Lot Two. Bidders are not required to bid on all 4 items in Lot Two.

**Instructions for Page 11 - "Bid Total"/Authorized Signatory has been amended as follows:**

Bidders may submit Guaranteed Postage or Prompt Payment Percentage Discounts on page 11 of this Appendix D Bid Submission. Guaranteed Postage Percentage Discounts will be deducted from the annual postage cost projections as provided on the following page. Prompt Payment discounts will not be considered in determining low bid, but may be considered in awarding bid ties.

Per section 2.5.1 of the IFB, postage will be treated as pass through or reimbursable costs, however Guaranteed Postage Percentage Discounts will be deducted from the postage cost projections for the three-year contract term, which will be included in the determination of low bid. Guaranteed Postage Discounts will be applied as outlined in 3.6.7.5 of the IFB.

Per section 2.8.2, "If prompt payment or guaranteed postage discounts are offered, the terms of the discount must be included on all invoices. Prompt payment discounts should be shown with an amount that is due if the OTDA meets the terms of the prompt payment discount, and the date for which the prompt payment discount(s) expires.

The Bid Total(s) will be ranked to determine the low bid and contract selection, as follows:

**Lot One:**

1. Enter the Lot One Standard Notices Sub-total from Appendix D Bid Submission Page 6, multiply that amount by 3 and enter this amount in the column labeled "3 Year **Contract Amount**".
2. Multiply the Estimated Postage Cost provided by the Guaranteed Postage Discount (if offered) and enter that amount in the column labeled "x Postage Discount". Then subtract that amount from the Estimated Postage Cost and enter this amount in the column labeled "3 year Postage Cost w/Discount".
3. In the column labeled "**Final Bid**" enter the sum of the 3 Year **Contract Amount** to the 3 year **Postage Cost** w/Discount amount.

**Lot Two:**

1. Enter the Lot Two Item Sub-total from Appendix D Bid Submission Pages 7 - 10, multiply that amount by 3 and enter this amount in the column labeled "3 Year **Contract Amount**".
2. Multiply the Estimated Postage Cost provided by the Guaranteed Postage Discount (if offered) and enter that amount in the column labeled "x Postage Discount". Then subtract that amount from the Estimated Postage Cost and enter this amount in the column labeled "3 year Postage Cost w/Discount".
3. In the column labeled "**Final Bid**" enter the sum of the "3 Year **Contract Amount**" to the "3 year **Postage Cost** w/Discount amount".

Using the Final Bid for Lot One and for each item in Lot Two, contract selection will be made in accordance with 2.2.6 and 2.2.7 of the IFB and as amended herein.

**Bid Total / Authorized Signatory**

Page 11 of the Appendix D Bid Submission (page 102 of the IFB), is amended as follows:

**Bid Total / Authorized Signatory**

**Projected Postage Costs**

| Year                     | Standard Notices Tri-Fold | Standard Notices Bi-Fold | Large Print Notices (18 point Arial fonts) | Braille     | Audio Conversion Compact Disc (CD) | CD Data Files | Estimated Annual Postage Cost |
|--------------------------|---------------------------|--------------------------|--|-------------|------------------------------------|---------------|-------------------------------|
| Year 1                   | \$ 606,720.00             | \$ 274,103.56            | \$ 46,320.00                               | \$ 5,160.00 | \$ 8,450.00                        | \$ 4,140.00   | \$944,893.56                  |
| Year 2                   | \$ 624,921.60             | \$ 282,326.67            | \$ 47,709.60                               | \$ 5,314.80 | \$ 8,703.50                        | \$ 4,264.20   | \$973,240.37                  |
| Year 3                   | \$ 643,669.25             | \$ 290,796.47            | \$ 49,140.89                               | \$ 5,474.24 | \$ 8,964.61                        | \$ 4,392.13   | \$1,002,437.59                |
| Total Contractual Amount | \$1,875,310.85            | \$847,226.70             | \$143,170.49                               | \$15,949.04 | \$26,118.11                        | \$12,796.33   | \$2,920,571.52                |

\*Assumes 3% annual postage rate increase

Guaranteed Postage Discount

|  |   |
|--|---|
|  | % |
|--|---|

Prompt Payment Discount

|  |   |
|--|---|
|  | % |
|--|---|

| All Bids must be rounded to the nearest hundredths (2 numbers after the decimal) |  | Annual Sub-Total | 3 Year Contract Amount | Estimated 3 Year Postage Cost | x Postage Discount | 3 year Postage Cost w/Discount | Final Bid Contract Amount + Postage Cost w/Discount |
|--|--|------------------|------------------------|-------------------------------|--------------------|--------------------------------|---|
| Lot One:   | Standard Notices Sub-Total                 |                  |                        | \$ 2,722,537.55               |                    |                                |   |
| Lot Two:   |  |                  |                        |                               |                    |                                |   |
| Item 1   | Large Print Notices (18 point Arial fonts) |                  |                        | \$ 143,170.49                 |                    |                                |   |
| Item 2   | Braille                                    |                  |                        | \$ 15,949.04                  |                    |                                |   |
| Item 3   | Audio Conversion Compact Disc (CD)         |                  |                        | \$ 26,118.11                  |                    |                                |   |
| Item 4   | CD Data Files                              |                  |                        | \$ 12,796.33                  |                    |                                |   |

**This bid shall remain valid through**     /    /    

\_\_\_\_\_  
SIGNATURE OF AN OFFICIAL AUTHORIZED TO BIND THE BIDDER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PRINT OR TYPE NAME

\_\_\_\_\_  
COMPANY

