State of Arkansas

DEPARTMENT OF HUMAN SERVICES

700 South Main Street

P.O. Box 1437 / Slot W345

Little Rock, AR 72203

**ADDENDUM 2**

**TO:** All Addressed Vendors

**FROM:** Office of Procurement

**DATE:** June 23, 2023

|  |
| --- |
| **SUBJECT:** 710-23-0071 Printing and Mailing Services |

The following change(s) to the above referenced IFB have been made as designated below:

\_\_\_X Change of specification(s)

\_\_\_ \_\_ Additional specification(s)

\_\_\_ \_\_ Change of bid opening date and time

\_\_\_\_\_\_ Cancellation of bid

\_\_X\_ \_ Other

**CHANGE OF SPECIFICATION(S)**

* Section 2.9 of the solicitation – remove and replace with the following:

C. The Contractor shall complete ad hoc and annual requests that may include without limitation eligibility system and related notices. Ad Hoc and Annual Requests must be printed and mailed within twenty-four (24) hours of receipt of request. Refer to Exhibit 1 for samples.

D. The Contractor must print and mail additional notices, forms, and information at the request of DHS no later than five (5) calendar days after receipt of the request.

* Section 2.5 of the solicitation – remove and replace with the following:

DHS/DCO requires print and mail processing of a variety of mail on a daily, monthly, annual, and ad hoc basis. Processing requirements include the following:

* + ability to complete large-scale projects in a timely, transparent, and efficient manner
	+ receipt of files via secure method as approved by DCO
	+ single-sided and duplex printing
	+ black and white, grayscale, and color printing
	+ printing variable data throughout multipage files
	+ Optical Character Reader (OCR) print/copy capabilities and software
	+ binding by stapling or booklet
	+ sorting Multiline Optical-Character Reader (MLOCR)
	+ bar coding
	+ folding
	+ inserting
	+ metering or permit imprint indicia
	+ delivery to mailing entities
	+ address and return address printing on envelopes and/or labels

DCO requires receiving services, inventory management, and storage of DHS provided supplies (such as envelopes and forms required for inserts).

All processed items must either be picked up by the mailing entity or delivered to the mailing entity for same day processing.

* Section 3.1.D of the solicitation – remove and replace with the following:

This contract must allow DHS to take advantage of postal discounts. The Contractor shall credit one hundred percent (100%) of the amount discounted by the USPS. Reimbursement payments shall be paid to the DHS/DCO. In addition, the Contractor must provide a monthly reimbursement report detailing the refund.

**OTHER**

* Add Exhibit 1 - Samples

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The specifications by virtue of this addendum become a permanent addition to the above referenced IFB. Failure to return this signed addendum may result in rejection of your proposal.

If you have any questions, please contact: Buyer’s name, Buyer’s email address and phone number.

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Vendor Signature Date

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