

Question and Answers #3  
MHBE PRINTING SERVICES Solicitation Number: BPM040521

**Question#13** For item#17 concerning postcards, you've mentioned quantities of 10,000 and 50,000 with an estimated number of two templates. Are these quantities meant to cover 24 mail drops between March and September? Specifically, does the quantity of 10,000, when divided over 24 mail drops, imply approximately 417 postcards per mail drop? Do we need a business license to do business in your State?

Response: No, that is not the implication. The twenty-four (24) mail drops will vary in quantity and the list of consumers will be provided weekly from MHBE from March-September.

**Question#14** Regarding item#18, also concerning postcards, with the stated quantities of 1,000 and 100,000 and an estimated two templates, I am trying to understand if this is similar to the above scenario. In this case, are we looking at 24 mail drops, each comprising either 42 or 4,167 postcards, depending on the chosen quantity?

Response: The difference between the postcards is the size. The number of postcards will vary each week and we will provide a list of addresses.

**Question#15** Do we need a business license to do business in your State?

Response: Yes, you must registered business with the State of Maryland. Please refer to Q&A# 2.

**Question#16 section: 3.2.1.19-** Contractor shall provide, as needed, daily, Monday through Friday, 8 a.m. to 5 p.m., pick-up and delivery service which is to be included in the fully loaded price.

Response: This statement says “**As needed** MHBE will require printing items to be delivered and or picked up from various locations as mentioned in section **3.2.1.21**. As a vendor you need to factor in costs associated with this task.

**Question#17** How does a vendor calculate costs associated with delivery charges and will a vendor be responsible for delivering to all zip codes in Maryland? Do you have any idea what items will require delivery?

**Response: section: 3.2.1.21** Contractor shall deliver materials to the following addresses, as specified in the applicable print request from the Contract Monitor or designee identified by the Contract Monitor in writing:

- a. MHBE's main office: 750 Pratt Street, 6th floor, Baltimore, MD 21202
- b. MHBE's fulfillment Contractor: 4621 Boston Way, Suite C, Lanham, MD 20706
- c. The following ZIP codes: 21202, 20601, 21863, 20910, 20785, 21921, 21502, 20723.
- d. Any other designated Maryland ZIP code, including to consumers.

**Question#18:** What is the address for the Monday through Friday 8am to 5pm daily pick-up and delivery?

Response: The question actually stated **As Needed Monday through Friday**; there are no set addresses at this time, service is as "Needed"; once a need is identified we will provide the address.

**Question#19:** Please identify each of the items that will require a hard proof?

Response:

Response: 3.2.1.2 Contractor shall present high-resolution color paper or digital proofs to the Contract Monitor or designee identified in writing from the Contract Monitor for final approval before work is printed and produced and sent electronically in a PDF format.

Depending on the project, MHBE staff may visit the printer site to do a press check or request a hard copy be sent for approval before printing.

**Question#20:** Please identify the items on the bid sheet that require delivery to multiple locations and how many locations, and the location addresses for the specific item?

Response: The items and number of locations will depend on the specific job. This may vary throughout the contract.

**Question#21:** How is the postage going to be handled in general?

Response: The vendor should calculate their estimated costs in their fully loaded bid price.

**Question#22:** How is postage that needs to be paid to the USPS going to be handled for the direct mail items that mail under the printer's presort standard indicia (such as postcards)?

Response: The vendor should calculate their estimated costs in their fully loaded bid price.

**Question#23:** Please confirm that MHBE will pay the postage, at whatever the USPS rates are when services are provided?

Response: The vendor should calculate their estimated costs in their fully loaded bid price.

**Question#24:** Please confirm that MHBE will cover the postage and pay postage prior to dropping in the mail at the US Postal Service?

Response: The vendor should calculate their estimated costs in their fully loaded bid price.

**Question#25:** Which items are delivering to multiple zip-codes? These zip codes are a wide range, with one as far away as Cumberland, or any Maryland Zip Codes, including to consumers?

Response: Which items and which zip codes will depend on the job.

**Question#26:** Will MHBE add a line item to the financial proposal form for pick-up and delivery services?

Response: No, the vendor should calculate their estimated costs in their fully loaded bid price.

**Question#27:** How should postage be calculated in the financial proposal? Will the vendor be responsible for paying postage? Will the vendor be reimbursed for postage for each mailing?

Response: The vendor should calculate their estimated postage in their fully loaded bid price.