



LARRY HOGAN
Governor

BOYD K. RUTHERFORD
Lieutenant Governor

DAVID R. BRINKLEY
Secretary

MARC L. NICOLE
Deputy Secretary

**PRINTING AND DISTRIBUTION OF OPEN ENROLLMENT AND
REGULATORY HEALTH BENEFITS MATERIALS FOR
STATE OF MARYLAND EMPLOYEES AND RETIREES**

IFB No. F10B8400030

**Q&A #2
ISSUED JANUARY 11, 2018**

Ladies/Gentlemen:

This List of Questions and Answers #2, questions 52 through 59, is being issued to clarify certain information contained in the above named IFB.

No provided answer to a question may in and of itself change any requirement of the IFB.

Question 52: As you are likely aware, technology in print has changed over the years and capabilities creating lower cost print certainly have come to bare. That said, I noticed the bid called for the use of recycled papers. Inkjet technology, which is very competitive and can help reduce cost, cannot utilize recycled paper. Curious if we could submit our proposal that would only include non-recycled papers?

Answer: COMAR 21.11.07.03 requires the use of recycled paper to the fullest extent practicably possible, in some cases at least 90%. Additionally, EBD has always required the use of recycled paper. Therefore, a bid that includes only non-recycled paper would not be nonresponsive.

Question 53: I think the 2 answers to the same question are conflicts: *Question 12: Section 2/2.3.12.2 – Are the “pages” referenced actually the numbers of sheets of paper?* **Answer:** Yes. And *Question 30: #2.3.12.2, Please confirm if 4 double sided pages = 2 leafs, 5 double sided = 3 leafs?* **Answer:** Yes, that is correct. Could you clarify?

Answer: A leaf is one double-sided printed page. Therefore, these are 2 leafs and 3 leafs respectively.

Question 54: It also appears we are supposed to be getting sample of the large window envelope. Do you know when they will be sent?

Answer: A sample of the large window envelope is included with this Q&A.

Question 55: Can it be confirmed that the winning bidder would need to figure in fulfillment and delivery charges, Fedex or other of every item unless they are all used up in the packet assembly/fulfillment items?

Answer: Bidders should include anticipated fulfillment and delivery costs based on the specs. Mail House/Fulfillment Services: Delivery to 340 locations and Mail House/Fulfillment Services: Mailed Packets are line items on the bid form so should be priced. Postage is a pass-through cost. See Questions 20 and 21 of Q&A 1 and Section 2.3.1.10 of the IFB. Quantities are provided with this Q &A in Amendment 4.

Question 56: Just realized the stock specs on the biggest document (1st item, benefits guide) is totally unclear. “#100# Finch Recycled test”???? assuming all text weight? Finch is not recycled. Question #41 also indicates stock at the “vendors discretion” – so which is it?

Answer: This is what current vendor is using. And according to Finch’s website, a version of Finch 100# paper that is partially post-consumer (*i.e.*, recycled) is available.

Question 57: Question 21 (delivery) so I guess complete delivery is covered on line item 42. But some items producing more than the 135m packets? How do we account for other freight if bulk shipments not part of “the packets”. Not all items go into the packets from what I can see. There is also no quantity break down of the various packets so we would be guessing or am I missing something? Still not seeing the clear picture.

Answer: All of the packets contain the same general packet information. There are various versions of certain pieces that distinguish the packets, as set out in Section 2.3.11.3. For items such as the benefit guide or some enrollment forms, the quantity is higher because we use these supplies throughout the benefits plan year for new hires or new enrollees. Amendment 4, issued concurrently with this Q&A, gives approximate quantities of each type of packet.

Question 58: Question on the submission requirements. Is it necessary to fill out and submit Attachment H-1 (List of Contractor Employees) as part of the submission or can it wait until a contract is awarded? Our understanding is that Attachment H should be submitted but we are unclear about H-1.

Answer: Section 4.31 of the IFB requires that Bidders complete and sign the Conflict of Interest Affidavit and Disclosure and submit it *with their bids*. Therefore, it cannot wait until after contract award. Attachment H-1 is to be submitted with regard to those employees to which you plan to provide access to confidential information. This form is to be updated as needed after contract award.

Question 59: We are having some confusion with all of Section 5.7 on page 33. It seems some of the Attachments referenced don’t match up with the names of the documents or the IFB section numbers.

Answer: See Amendment 4, issued concurrently with this Q&A, in which the Section 5.7 is clarified.