



DATE: March 18, 2019

TO: Prospective Respondents

FROM: Joseph Lastrina, Purchasing Agent II

RE: Addendum #2 to RFP # JL031119 for Smart Card Re-carding Technology and Related Services

All Respondents are hereby advised of the following amendments to the Request for Proposal document(s) which are made an integral part of the bid documents. Respondents are required to acknowledge receipt of this addendum in their proposal response, as well as include a signed copy of this addendum with their RFP response.

Item 1: Change to Proposal Due Date

In response to requests from potential Respondents, the University of Connecticut is hereby extending the due date of proposals to Tuesday, March 26, 2019. All other terms, conditions, and specifications, including the location to which proposals must be submitted, remain unchanged.

Item 2: Please provide a cost per BLANK card for the below specification:

In addition to the response to Appendix A, v.2, Respondents who are quoting pricing for the potential long-term supply agreement for blank cards in response to RFP section 3.1.2 and subsections thereto are also requested to provide pricing for the following item based on an approximate quantity of 8,000 – 10,000 cards / year:

- Item 1336LGCMN-1135 HID DUOPROX II HID RF, Blank

Item 3: Answers to Inquiries

Answer to inquiries submitted on or before the date noted in RFP section 4.1 are included below.

PLEASE NOTE: THE INQUIRY PERIOD FOR THIS RFP IS NOW CLOSED.

Q1. Does a laminate need to be applied to both sides of the card after the card has been printed/personalized, or is the laminate only applied to the front of the card?

A1. The laminate should only be applied to the front of the card.

Q2. Is there variable text or a barcode printed on the backside of the card or is just static text printed on the backside?

A2. Variable data will be printed on the back of the card, including the card holder's preferred name and a barcode.

Q3. How many different card designs will need to be printed i.e. Student, Staff, etc.?

A3. One (1) card design will be printed for students, faculty, and staff.

- Q4. Will UCONN keep the same existing card designs or will they be creating new card designs/artwork?
A4. A PDF containing the new card design is attached to this addendum as Attachment 1.
- Q5. In what format will the card designs be? Do you have a PDF layout you can provide for the card designs?
A5. Please refer to the attached; vector files shall be provided to the awarded Respondent.
- Q6. Will UCONN provide the envelope and paper letter head that will be z-folded or does the vendor need to provide the letter head and envelope?
A6. No, this will be the responsibility of the awarded vendor.
- Q7. On what date will the data and artwork be available so the vendor can start production?
A7. This information will be available the date of PO issuance, immediately following completion of evaluation and award. Please refer to the timeline published with the RFP.
- Q8. What date will the cards need to be completed by?
A8. Please refer to RFP section 3.2.1.4. If this desired “in hand” date cannot be achieved, Respondents are asked to provide the earliest date “in hand” date in the Technical Proposal required per RFP section 5.5.4. The ability to meet the desired “in hand” date will be key in considering proposals.
- Q10. Will there be just one letter format for the z-folded insert or will there be different letter and verbiage for Student, Staff, etc.?
A10. The University will have one (1) letter format.
- Q11. I am not able to bid on the personalization and mailing of the cards. Will this eliminate me?
A11. For the initial re-carding effort of approximately 40,000 cards: the awarded party will be required to furnish the required cards and provide the printing and packaging options outlined in the RFP. If a Respondent cannot directly provide the necessary goods and services to support the re-carding, the University reminds Proposers that a requirements does not exist prohibiting subcontracting.

Separately, Respondents are encouraged to provide pricing for the potential contract for a long-term supply of various BLANK card configurations as required per RFP section 3.1.2.

The University reserves the right to award one or more contracts as a result of this RFP.

- Q12. I am prepared to bid on the cards; however, I am not able to bid on the personalization and mailing of the cards. Will this eliminate me?
A12. Please refer to A11.
- Q13. Are the cards to be 300 DPI or 600 DPI print quality?
A13. Cards shall be printed at a 600 DPI resolution.
- Q14. Is the Z fold letter carrier 8.5” x 11”?
A14. Yes.
- Q15. Can you confirm if there is only 1 card per letter carrier?
A15. Confirmed.
- Q16. What needs to be printed or preprinted on letter carrier? Full color? Black only? Both sides?
A16. Please refer to RFP section 3.2.1.3.2.: if printing on the back side of the letter carrier is required, the Contractor and the University shall negotiate an additional cost per card.
- Q17. Will we need to read the prox. or SEOS card number? If so, will we be providing an Excel file with card holders name, card # & prox. or SEOS number?
A17. Yes. We will need an Excel or csv file with the all the credentials. Also, keep in mind the lost card code on the magnetic stripe encoding must be incremented by one when the card is printed, as well as, be reflected on the file that is sent back to UConn.
- Q18. In Appendix_A_v_2_-_Financial_Proposal_Response_Template under the “Potential Long Term Supply” section, we believe you are asking for the same card twice in the first two sections. Did you want our company to list the pricing for the same card twice? 3.1.2 seems to be the description of the section, while section 3.1.2.1 seems to be the actual card option you are asking to be quoted. If not, please describe the difference.
A18. Rows 16-26 of the worksheet titled “Pricing” of Appendix A v. 2 is seeking to capture the cost per card for potential future purchases of BLANK cards based on the same specification as outlined in section 3.1.1.1 which shall include HID SEOS, magnetic stripe and proximity card technology. Rows 27-38 of the worksheet titled “Pricing” of Appendix A v. 2 are seeking to capture a cost per card based on the specification contained in RFP section 3.1.2.1.
- Q19. Under section 3.2.1.3.3, can you confirm if you want the envelope sealed after the z-fold insert with pre-printed card has been inserted into it, or do you wish for the envelope to remain unsealed?
A19. All envelopes for new cards prepared and packaged as described in section 3.2.1.3.3 are not to be sealed although all envelope flaps will need to be facing the same direction (either up or down). Respondents are requested to note which of these options (flap up or down) they can accommodate in the financial proposal.

Q20 Document 5.5.7.3 – 5.5.7.8 (the links aren't opening for download). Can you send these documents as PDF attachments rather than imbedded in a link in the RFP?

A20. Please refer to the below table.

<u>Form</u>	<u>URL</u>
Ethics Form 1: Gift and Campaign Contribution Certification	https://portal.ct.gov/-/media/OPM/OPMForm1GiftandCampaignContributionCertificationRev052615pdf.pdf?la=en
Ethics Form 5: Consulting Agreement Affidavit	https://portal.ct.gov/-/media/OPM/OPMForm5ConsultingAgreementAffidavit32814pdf.pdf?la=en
Bidder Contract Compliance Monitoring Report	https://www.ct.gov/chro/lib/chro/Notification_to_Bidders.pdf
Nondiscrimination Certification Form	https://portal.ct.gov/-/media/OPM/Secretary/forms/FormCNondiscriminationCertificationAffEntity50KorMorepdf.pdf?la=en
SEEC Form 10 Acknowledgement of Receipt	https://www.ct.gov/seec/lib/seec/forms/contractor_reporting_/seec_form_10_final.pdf
CT Economic Impact Form	https://biznet.ct.gov/SCP_Documents/Groups/1/Connecticut%20Economic%20Impact%20Form%20(DAS-46).pdf

BIDDER NOTE: This addendum must be completed, signed and submitted with your proposal response to be considered for award. If you have already submitted a proposal, please complete the addendum and submit same in a sealed envelope, clearly marked with the RFP number, response date, and return address. This will be accepted as part of your proposal response, PROVIDING IT IS RECEIVED BY THE PROCUREMENT DEPARTMENT BY THE TIME AND DATE SPECIFIED IN THE ORIGINAL RFP DOCUMENT, OR AS AMENDED BY THIS DOCUMENT.

Name: _____

Title: _____

Company: _____

Date: _____



Your Name
UConn ID

Professional



UCONN