

QUESTIONS AND ANSWERS

- Q1.** Can a vendor offer a different paper for postcards as long as the paper is white and within Postal regulations for postcards? A sample could be provided with our response if needed. We have a house stock to recommend. **Please provide a sample to review.**
- Q2.** Do Envelopes have anything printed on them? **No.**
- Q3.** Are the #10 & #9 Envelope window placements common to applications that require and/or return envelopes? **Yes.**
- Q4.** Is it acceptable to quote an inserted envelope package instead of a pressure seal document solution where indicated? a) This option means we can use common workflows, fewer items to manage inventories, and could include a return envelope if desired. b) We can image a message on the Face of the envelope – to prompt recipient’s response. c) Certified Mail will still be supported with an affixed Green card for proof of delivery. **Please provide a sample to review.**
- Q5.** Can the response deadline be extended by two days? **No, bids are due no later than 11:00AM November 22, 2023. Late bids will not be accepted.**
- Q6.** What type of input file(s) will be provided? PDF, vs Raw Data. **Raw Data.**
- Q7.** Can more detail be provided about the input file frequency by document type? Such as: Files are normally sent weekly on Tuesday evening between 6 and 10PM. **Traffic notices are daily. Jury Notice frequency varies by each document type. Summons are monthly, FTA’s are weekly, OSC’s are every other month. Post summoning are sent weekly, Denials are sent weekly.**