



Washington Health Benefit Exchange
RFQQ 17-010 Addendum 1
August 11, 2017

TO: Potential Bidders for RFQQ 17-010 and Other Interested Parties
FROM: Erin Hamilton, RFQQ Coordinator
SUBJECT: Addendum 1 to RFQQ 17-010 "Printing and Mailing Services"
PURPOSE: To amend specific provisions of RFQQ 17-010 and to provide responses to questions submitted by potential bidders by the RFQQ deadline.

1. The following are included with this addendum, as attached:
 - **Attachment A** - WAHBE's responses to 33 bidder questions.
 - **Attachment B** – Fillable (Microsoft Word) versions of the required response templates (RFQQ 17-010 Exhibits A – C), as requested in the bidder questions. This includes the newly revised Cost Proposal Worksheet provided as Attachment D (RFQQ 17-010 Exhibit C).
 - **Attachment C** - Envelope specifications, as requested in the bidder questions.
 - **Attachment D** – A non-fillable version of the revised Cost Proposal Worksheet (required submittal).
 - **Attachment E** – A Sample Insert, as requested in the bidder questions.
2. RFQQ Exhibit C "Cost Proposal Worksheet for Category 1", is hereby removed and replaced with Attachment D "Revised Cost Proposal Worksheet".
3. Contact the RFP Coordinator at contracts@WAHBExchange.org if there are any questions concerning this Addendum.

Respectfully,

A handwritten signature in blue ink that reads "Erin Hamilton".

Erin Hamilton
RFQQ Coordinator
contracts@wahbexchange.org

Attachment A - Vendor Questions and WAHBE Responses for RFQQ 17-010 – Printing and Mailing Services

#	Document Name	Section and Title	Page	Vendor's Question	WAHBE's Response
1	RFQQ	1.6 - Period of Performance	3	Contract is stated for 18 months in initial period of performance. Are successive periods of performance in 12 or 18 months durations up to the June 30, 2024?	Per RFQQ Section 1.6 - Period of Performance: "WAHBE, at its sole discretion, may extend the period of performance through June 30, 2024 in whatever time increments WAHBE deems appropriate."
2	RFQQ	2.1.4- Scope of Work	5	Will envelope consumption be invoiced based on daily actual use or billed for when taken into vendor inventory?	We would prefer the vendor to invoice us as the envelopes are taken into inventory.
3	RFQQ	Scope of work Table 1 and Table 2	5	Can WAHBE please provide a physical live sample kit (redacted) of printed correspondence list products? These can be provided in pdf format (templates) if physical samples are not available nor logistically possible.	A link to sample correspondences on WAHBE's procurement website was provided in Attachment 1 of the RFQQ. Physical materials, if desired, will be sent to you upon written (email) request to the RFQQ coordinator. If additional information or samples are desired, further clarification of the request is needed.
4	RFQQ	Public disclosure- 3.5; Washington State's Public Records Act (Chapter 42.56 RCW)	7	Can WAHBE please provide the award amount to the winning vendor for the last time these services were completed?	The initial award/not-to-exceed amount of our current print services contract was \$4,000,000.
5	RFQQ	Public disclosure- 3.5; Washington State's Public Records Act (Chapter 42.56 RCW)	7	Can WAHBE please provide the incumbent vendor for the current contract for these services?	KP LLC.
6	RFQQ	Public disclosure- 3.5; Washington State's Public Records Act (Chapter 42.56 RCW)	7	Can WAHBE please identify the percentage contract escalation clause for year over year price increases from 2013-2018 (estimated dates)?	No escalation/price increases have been requested or have taken effect since contract inception (April 2013).
7	RFQQ	Public disclosure- 3.5; Washington State's Public Records Act (Chapter 42.56 RCW)	7	Can WAHBE share the annual expenditure for mailing and printing services for FY 16? Please segregate the costs of USPS mailing from the vendor printing and mailing expenditures.	WAHBE's annual expenditure for printing in FY 16 (July 1, 2015 – June 30, 2016) was approximately \$1,393,900 and postage was approximately \$1,917,000 For FY 17 (July 1, 2016 – June 30, 2017, WAHBE's expenditure for printing was approximately \$1,594,600 and postage was approximately \$1,629,900.

Attachment A - Vendor Questions and WAHBE Responses for RFQQ 17-010 – Printing and Mailing Services

#	Document Name	Section and Title	Page	Vendor's Question	WAHBE's Response
8	RFQQ	Proposal Scoring 5.2.2	14	Can WAHBE please provide the composition of the evaluator review panel? We are not asking for specific individuals, but the evaluator team members area of responsibility and size of the review panel (i.e.: WAHBE operations, procurement, etc.)	<p>The panel will consist of 5 WAHBE staff, with oversight from the WAHBE Contracts Manager, and includes the following:</p> <ol style="list-style-type: none"> 1) Director of Operations (DO) – The Executive leader responsible for Exchange operations including, but not limited to, printing. The DO also directly supervises the correspondence manager. 2) Correspondence Manager (CM) – responsible for all correspondence (creation, distribution, etc.). CM will also act as the contract manager for any resulting print services contract. 3) Budget Manager – responsible for data collection, budgeting, and modeling for WAHBE's major contracts. 4) Senior Program Specialist – Communications (SPSC). SPSC is a subject matter expert on printing and print cost-reduction efforts. 5) Business Systems Analyst (BSA) – Supports the WAHBE correspondence team and Correspondence Manager.
9	Exhibit C-Cost proposal worksheet	Inserting Services	22	On letters requiring perfect matching when inserting. Can a 2D unique barcode be inserted prior to printing to ensure the integrity of the match? Vendor can provide to HSS.	Yes, a 2D unique bar code can be added by the print vendor.
10	Exhibit C-Cost proposal worksheet	Mailing Services	22	Postal Address Mgmt. & Pre-sort process: Is COA, NCOA, CASS MGMT & Postal Pre-sort handled prior to print production during data processing or are pre-sort services required (post letter shop production)?	See the answer to question # 24 for current NCOA process. The vendor should describe their mailing/presort services process after print production.

Attachment A - Vendor Questions and WAHBE Responses for RFQQ 17-010 – Printing and Mailing Services

#	Document Name	Section and Title	Page	Vendor's Question	WAHBE's Response
11	Exhibit C- Cost proposal worksheet	Envelope Costs	22	Can the specifications for the double window envelopes be provided in greater detail as it affects cost? Please provide the sizes and location of the windows on the envelope.	Yes. Specifications (sizes, window locations, etc.) are attached to this addendum as Attachment C.
12	Sample Contract Attachment 5	Section 19.2.d	40	Are any of the stated limits for E/O insurance and Crime open to negotiation or are they the minimum the State of WA will accept?	Per RFQQ Section 4.2.1.9. – “Any alternate contract language the Vendor wishes to propose (see section 3.16). If alternate contract language is longer than one page, attach it to your Letter of Submittal as a separate document. If none is proposed, it will be assumed that the contract will be accepted without change.”
13	RFQQ	Proposal Response worksheet	21	Will the WAHBE intend to prefund USPS postal or third party accounts on a monthly basis via ACH debit/credit accounts? Does the WAHBE intend to setup a USPS CAPS account?	Upon the request of the vendor, and as identified in their proposal, WAHBE will consider prefunding USPS accounts.
14	Exhibit C- Cost proposal worksheet	Mailing Services	22	How do you want the postage rates to be bid? Each correspondence will have been presorted and will have different weights based on the requirements?	Please see the revised Cost Proposal Worksheet attached to this addendum as Attachment E. Prices are requested for three categories of mailing – machinable letter, nonmachinable letter, and flat letter – and are requested for both bulk and non-bulk mailings. The prices quoted should be the best rates available to the vendor for mailing WAHBE correspondence, based on the vendor's pre-sort and other pre-mailing functions.
15	RFQQ	General	N/A	What data stream will be provided to identify selective inserting for the various correspondence?	WAHBE will provide correspondence ID's that for correspondences requiring selective inserts.

Attachment A - Vendor Questions and WAHBE Responses for RFQQ 17-010 – Printing and Mailing Services

#	Document Name	Section and Title	Page	Vendor's Question	WAHBE's Response
16	RFQQ	General	N/A	How many different paper colors and paper sizes can be included in any given correspondence?	For correspondences, the required paper is usually white, 8.5" x 11". For inserts other than envelopes, the paper is usually white and the finished product usually either 8.5" x 11" or 3.5" x 8.5", as shown in Attachment E.
17	RFQQ	General	N/A	From the supplied information we are calculating approximately 4,000,000 to 6,000,000 of clicks or impressions per month, is our volume estimate correct?	Based on the information provided, the average impressions/pages per month is approximately \$4,500,000. We did not do a month-by-month calculation.
18	ALL	General	N/A	Will you please provide the RFP and attachments in a Word document to make filling in the forms easier?	Yes and No. We will not provide the entire RFP in Word. However, Exhibits A - C (the required response templates) are provided in Word and attached to the addendum as Attachment B.
19	RFQQ	Scope of Work and Deliverables	Page 5	Assuming camera-ready PDF are print-ready PDF's?	This information is already provided in the RFQQ. Please see Section 2.1.1.
20	RFQQ	Scope of Work and Deliverables	Page 5	Do the PDF's include intelligent bar codes such as OMR or 2D?	No they currently don't include the bar codes. Please see WAHBE's response to question #9.
21	RFQQ	Scope of Work and Deliverables	Page 5	What time do files arrive daily?	This information is already provided in the RFQQ. Please see Exhibit B "Proposal Response Worksheet", Mandatory Requirement #5.
22	RFQQ	Scope of Work and Deliverables	Page 5	How many PDF files are received daily typically? Does each PDF include multiple document types?	This information is already provided in the RFQQ. Please see Exhibit B "Proposal Response Worksheet", Mandatory Requirement #6.
23	RFQQ	Scope of Work and Deliverables	Page 5	What type of control file comes with the PDF files for validation of what is being sent?	There is currently no control file that comes with the PDF.
24	RFQQ	Scope of Work and Deliverables	Page 5	Can you explain your current NCOA process?	Correspondence is printed and inserted into envelopes at the print vendor, then taken to a presort facility where they run them against the NCOA database. If an address matches against the NCOA database, they apply a new label to the envelope with the updated address. We receive reports with the old/new addresses that were updated.

Attachment A - Vendor Questions and WAHBE Responses for RFQQ 17-010 – Printing and Mailing Services

#	Document Name	Section and Title	Page	Vendor's Question	WAHBE's Response
25	RFQQ - Exhibit C	Scope of Work and Deliverables	Page 22	Can we receive quantities and samples for this pricing requirement?	Estimated usage/ quantities have been provided in RFQQ Attachment 2. The unit of measure you are requested to bid is provided in RFQQ Exhibit C – Cost proposal worksheet. Samples have been provided in RFQQ Attachment 1.
26	RFQQ - Attachment 1	Scope of Work and Deliverables	Page 24	Can we get additional samples of other document types?	We provided one sample correspondence and a link to additional samples in RFQQ Attachment 1. Sample inserts are attached to this addendum as Attachment E. If other document types are desired, further clarification of the request is needed. Physical materials, if desired, will be sent to you upon written (email) request to the RFQQ coordinator.
27	RFQQ - Attachment 2	Scope of Work and Deliverables	Page 27	Can you identify which documents are printed simplex and duplex?	Not really. Per RFQQ Section 1.3, "Correspondences range in size from 1 to 16 printed pages depending on the content of the correspondence and the customer's language preference."
28	RFQQ - Attachment 2	Scope of Work and Deliverables	Page 27	Are total print volumes (versus mail pieces) available by document type?	No. However, you can estimate the total print volume using the information provided in RFQQ Attachment 2.
29	RFQQ	General	N/A	Do I need to register with you to bid on RFQQ 17-010?	No.
30	RFQQ	General	N/A	Who currently has this contract?	See WAHBE's response to question #5

Attachment A - Vendor Questions and WAHBE Responses for RFQQ 17-010 – Printing and Mailing Services

#	Document Name	Section and Title	Page	Vendor's Question	WAHBE's Response
31	Exhibit C	Envelopes	22	<p>I need to know the size and placement of each window? For example, I need the height x width and the placement from the left and placement from the bottom, for each envelope. Like this 1.125 x 4.5, .875L, .5B</p> <p>6" x 9" Two – Window Security Envelope 6" x 9.5" Two – Window Security Envelope #9 Two-Window Security Business Reply Envelope.</p>	<p>Yes. Specifications (sizes, window locations, etc.) are attached to this addendum as Attachment C.</p>
32	RFQQ	General	N/A	<p>Would there be a chance I could pick up or have you UPS (I have account #) 3 - 4 Samples of each envelope:</p> <ul style="list-style-type: none"> • 6" x 9" Envelope • 6" x 9.5" Envelope • #9 Business Reply Envelope <p>Printed Material - could I get a few samples of that as well? I'm curious what the printed material for #9 return envelope looks like is it perforated or where is the perforation located.</p>	<p>None of our correspondence are printed on perforated paper. The two correspondence that require the #9 envelope insert are printed the same way as the other correspondence.</p> <p>Specifications for the envelopes (sizes, window locations, etc.) are attached to this addendum as Attachment C.</p> <p>Physical materials, if desired, will be sent to you upon written (email) request to the RFQQ coordinator.</p>
33	RFQQ	Exhibit B – Requirement 20	19	<p>How often are inserts printed, and what quantities are they printed in? Is there a copy of an insert we can view?</p>	<p>Historically, HBE prints and mails inserts two times per year, but that may vary.</p> <p>Sample inserts are provided in this addendum as Attachment E. The sample full-size insert shown is currently printed once per year in quantities ranging from about 150,000 to 175,000. The sample 1/3 page insert is currently printed once per year in quantities ranging from about 60,000 to 75,000.</p>

EXHIBIT A

CERTIFICATIONS AND ASSURANCES

For RFQQ 17-010 Printing and Mailing Services

Issued by the Washington Health Benefit Exchange

We make the following certifications and assurances as a required element of the Response, to which it is attached, affirming the truthfulness of the facts declared here and acknowledging that the continuing compliance with these statements and all requirements of the RFQQ are conditions precedent to the award or continuation of the resulting Contract.

The prices in this Response have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offer or competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered. The prices in this Response have not been and will not be knowingly disclosed by the offer, directly or indirectly, to any other offer or competitor before Contract award unless otherwise required by law. No attempt has been made or will be made by the offer to induce any other concern to submit or not to submit an offer for the purpose of restricting competition. However, we may freely join with other persons or organizations for the purpose of presenting a single Response or bid.

The attached Response is a firm offer for a period of 120 days following the Response Due Date specified in the RFQQ, and it may be accepted by WAHBE without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 120-day period. In the case of protest, our Response will remain valid for 180 days or until the protest is resolved, whichever is later.

In preparing this Response, we have not been assisted by any current or former employee of the Washington Health Benefit Exchange or the state of Washington whose duties relate (or did relate) to WAHBE's solicitation, or prospective Contract, and who was assisting in other than his or her official, public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this Response. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)

We understand that WAHBE will not reimburse us for any costs incurred in the preparation of this Response. All Responses become the property of WAHBE, and we claim no proprietary right to the ideas, writings, items or samples unless so stated in the Response. Submission of the attached Response constitutes an acceptance of the evaluation criteria and an agreement to abide by the procedures and all other administrative requirements described in the solicitation document.

We understand that any Contract awarded as a result of this Response will incorporate all the solicitation requirements. Submission of a Response and execution of this Certifications and Assurances document certify our willingness to comply with the Contract terms and conditions appearing in Attachment 5, or substantially similar terms, if selected as a contractor. It is further understood that our standard contract will not be considered as a replacement for the terms and conditions appearing in Attachment 5 of this solicitation.

We **(MUST CIRCLE ONE)** **are / are not** submitting proposed Contract exceptions (see Section 3.16 *Contract Requirements*).

Vendor Signature

Company/Firm Name

EXHIBIT B
PROPOSAL RESPONSE WORKSHEET

1. Printing Qualifications (Mandatory Pass/Fail)

Vendors must confirm their firm's ability to comply with the following requirements as part of any resulting contract. Complete section 1.1 if proposing for service category 1, section 1.2 if proposing for service category 2, or both if proposing for both service categories 1 and 2.

Mandatory Requirements	Enter "yes" if meet requirement	If Vendor does not meet requirement, explain why below*
1. Vendor's main printing facility (for the work to be done under this contract) is located in Washington State.		
2. Vendor possesses an additional printing facility or has established partnership with other print vendor(s) for overflow and disaster recovery. List facility location or partnership here:		
3. Vendor has documented procedures in place to ensure the proper handling and protection of PHI and PII; to meet HIPAA requirements		
4. Vendor has at least 5 years working expertise and competency in current technologies and techniques available in the printing industry		
5. Vendor will meet printing and mailing deadlines. Correspondence received at approximately 2:00 a.m. PT Monday - Friday must be printed and mailed by end of the same day. Correspondence received over a weekend or a Federally-recognized holiday must be printed and mailed by the end of day on the next business day		
6. Vendor can receive and print camera ready PDF file(s) in various languages that contain embedded fonts. Each PDF file may contain up to 10,000 correspondences and the Vendor may receive several files in the same day. See Attachment 1 for sample correspondences and a link to additional samples.		
7. Vendor will print simplex or duplex, fold and insert correspondence into any size standard white, windowed security envelope (or larger envelope as needed) to meet postal regulations.		
8. Will accurately identify the correct number of pages of each correspondence to be inserted into an envelope.		

Attachment B – Fillable (Microsoft Word) Mandatory Response Templates

Mandatory Requirements	Enter “yes” if meet requirement	If Vendor does not meet requirement, explain why below*
9. Will print a full color logo and return address at on the top left of the first page of each correspondence, as requested by WAHBE		
10. Will accurately identify which correspondence require inserts.		
11. Will produce any barcodes that may be needed by insertion equipment		
12. Will produce reports for all daily print jobs and ad-hoc reports for finance and other departments. Reports must include, at minimum, the data shown in ATTACHMENT 3 –Reporting Requirements		
13. Will box and ship undeliverable mail to WAHBE, as requested		
14. Will identify and prioritize high-priority WAHBE print jobs, as requested		
15. Will produce ‘reprints’ if necessary		
16. Will receive and print “one-off” correspondence mailings that may contain all static text or variable data, outside of regular daily print file		
17. Will print in batches of large and small quantities		
18. Will meet with WAHBE staff to resolve any print issues within 24 hour response time to meet critical print delivery dates		
19. Will insert return envelopes as needed		
20. Will print and insert assorted paper colors and sizes into one correspondence, as needed		
21. Will order and maintain sufficient stock of paper, envelopes, and postage; to be used for mailing correspondence		
22. Will provide SFTP secure location for transfer of daily print files and to transfer data files for “one-off” mailings		
23. Will verify that a specific correspondence was printed and sent for mailing, if necessary		
24. Will run pre-addressed correspondence against CASS, as requested, and will provide WAHBE with a report of corrected addresses		
25. Will work as a partner and offer ways to maximize savings related to print/mail costs		

Attachment B – Fillable (Microsoft Word) Mandatory Response Templates

Mandatory Requirements	Enter “yes” if meet requirement	If Vendor does not meet requirement, explain why below*
26. Will set up/manage postage account with USPS or other alternative postage method, as needed		
27. Will provide a monthly reconciliation of pre-paid postage against actual postage used		
28. Will reconcile any unused pre-paid postage at the end of contract and refund unused portions back to WAHBE		

**** WAHBE has the sole discretion to accept or reject any explanation for not meeting the Mandatory requirement listed. Failure to meet each of the mandatory requirements as listed, regardless of explanation, may result in disqualification.***

2. Additional Qualifications (Mandatory/Scored)

- 2.1. Attach a description of how you will ensure Personally Identifiable Information provided to you will be protected from unauthorized access and distribution.
- 2.2. Attach at least one example or case study that describes your ability and experience working collaboratively with customers to achieve efficiencies and/or cost savings. Contact information (name, phone, email) for the example(s) must be provided for verification purposes.
- 2.3. Attach at least one example of a time your firm showed flexibility and collaboration with a customer to resolve a problem, miscommunication, or delay. Describe the situation, your role in determining the resolution or alternate course of action, and the customer’s satisfaction with the result. Contact information (name, phone, email) for the example(s) must be provided for verification purposes.
- 2.4. Attach a description of the steps the Vendor will take to ensure WAHBE correspondences are printed, inserted, and mailed accurately and timely. Include any quality control measures the Vendor currently has in place that help ensure the accuracy of mailed correspondences.

3. Value Added-Services (Desired/Scored)

Describe any additional value-added services or support you will offer if awarded a contract including, but not limited to: quarterly business reviews; analysis of current business and recommendations for cost-saving initiatives; and strategies for decreasing the volume of returned mail.

REVISED EXHIBIT C COST PROPOSAL WORKSHEET

1. The Vendor is to include in their cost proposal all direct and indirect costs associated with completing the project as described in Section 2 “Scope and Deliverables” including, but no limited to: administrative; facilities; travel; labor; licenses; reporting; and taxes. No additional charges for other expenses shall be allowed. Provide a proposed cost breakdown for this project similar to below. **(Mandatory/Scored)**

Item	Unit of Measure	Bid Price
Printing Services (all sheets referenced below are standard 8.5” x 11”)		
First page master with color logo, simplex print	EA	
First page master with color logo, duplex print	EA	
Simplex page – black ink	EA	
Duplex page – black ink	EA	
Simplex page - Full Color (4-color process) – full sheet insert	EA	
Simplex page - Full Color (4-color process) – 1/3 sheet insert (3 per page)	EA	
Envelopes		
6” x 9” Two-Window Security Envelope	EA	
6” x 9.5” Two-Window Security Envelope (used for correspondences EE001 and EE005 only)	EA	
#9 No-Window Business Reply Envelope (used for correspondences EE001 and EE005 only)	EA	
Oversized envelope – Approximately 9” x 11.5” (for oversized mailings) List:	EA	
Inserting and Mailing Services- The prices quoted should be the best rates available to the vendor for mailing WAHBE correspondence, based on the vendor’s pre-sort and other Mailing Services identified below.		
Inserting Services	EA	
Postage Rate – Machinable Letter - 3.5oz. or less – bulk rate	EA	
Postage Rate – Machinable Letter - 3.5oz. or less – piece rate	EA	
Postage Rate – Nonmachinable Letter - 4oz. or less – bulk rate	EA	
Postage Rate – Nonmachinable Letter - 4oz. or less – piece rate	EA	
Postage Rate – Flat Letter – 4oz. or less - piece rate	EA	

Attachment B – Fillable (Microsoft Word) Mandatory Response Templates

Mailing Services - to include, but not limited to, mail preparation, presorting, and address validation services. Itemize each service below:		
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
* Add additional rows as needed		
Miscellaneous and Other		
Ad-hoc reporting Services	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
* Add additional rows as needed		

2. Attach a “Price List” consisting of any goods and services Vendor would like to offer WAHBE beyond those described above. The prices identified in the list must be fully-burdened. No additional fees may be applied to the rates listed. Any percentage discount offered below shall be applied to the rates listed on the Price List.

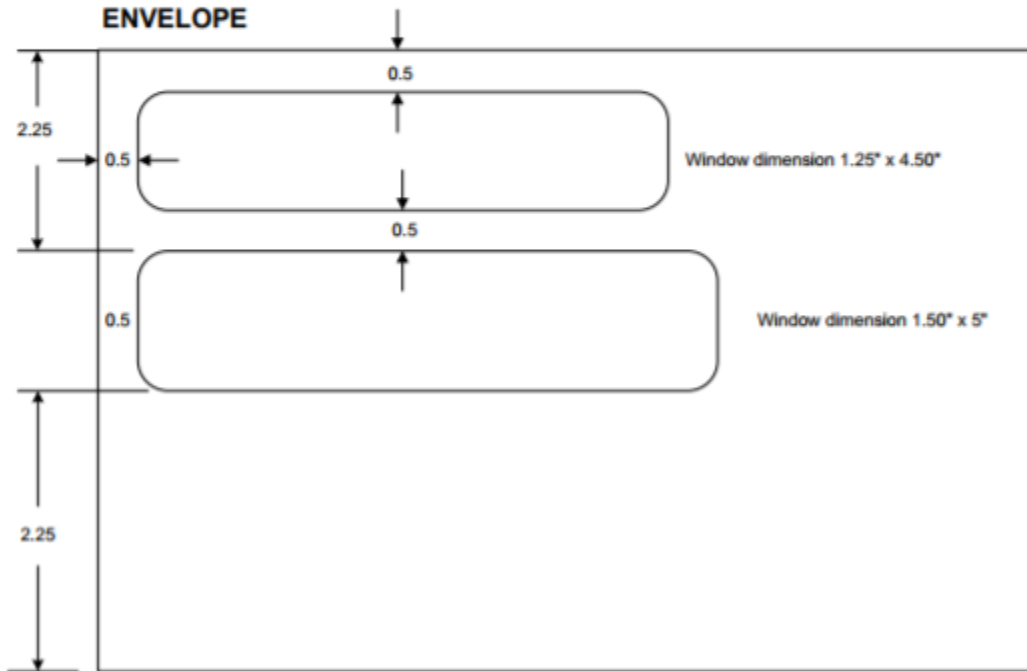
Other items not specified - Percentage Discount from Regular Price	%
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Attachment C – Envelope Specifications

ENVELOPE GEOMETRY for 6" x 9"
11-Nov-2013, RevF

Envelope size = 6" x 9"

Max document dimensions = 5 1/2" x 8 1/2"



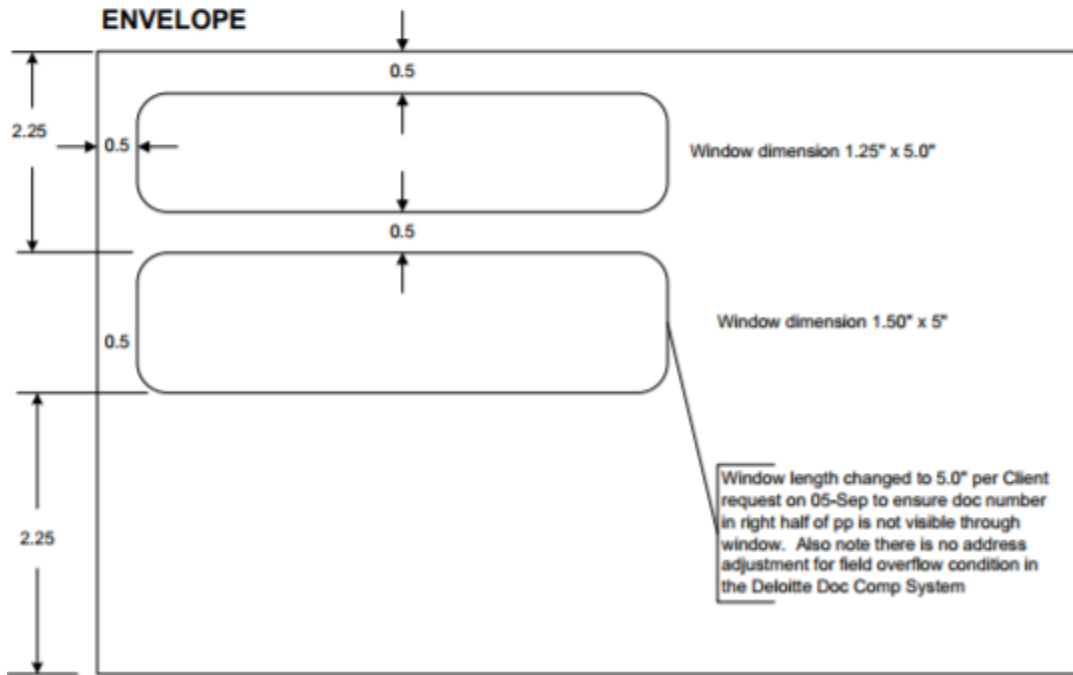
Attachment C – Envelope Specifications

ENVELOPE GEOMETRY for 6" x 9 1/2"

11-Nov-2013, RevF

Envelope size = 6" x 9 1/2"

Max document dimensions = 5 1/2" x 8 1/2"



Attachment D – Revised Cost Proposal Worksheet (non-fillable)

See Attachment B for a fillable version of this revised form.

REVISED EXHIBIT C
COST PROPOSAL WORKSHEET

1. The Vendor is to include in their cost proposal all direct and indirect costs associated with completing the project as described in Section 2 “Scope and Deliverables” including, but no limited to: administrative; facilities; travel; labor; licenses; reporting; and taxes. No additional charges for other expenses shall be allowed. Provide a proposed cost breakdown for this project similar to below. **(Mandatory/Scored)**

Item	Unit of Measure	Bid Price
Printing Services (all sheets referenced below are standard 8.5” x 11”)		
First page master with color logo, simplex print	EA	
First page master with color logo, duplex print	EA	
Simplex page – black ink	EA	
Duplex page – black ink	EA	
Simplex page - Full Color (4-color process) – full sheet insert	EA	
Simplex page - Full Color (4-color process) – 1/3 sheet insert (3 per page)	EA	
Envelopes		
6” x 9” Two-Window Security Envelope	EA	
6” x 9.5” Two-Window Security Envelope (used for correspondences EE001 and EE005 only)	EA	
#9 No-Window Security Business Reply Envelope (used for correspondences EE001 and EE005 only)	EA	
Oversized envelope – Approximately 9” x 11.5” (for oversized mailings) List: _____	EA	
Inserting and Mailing Services		
Inserting Services	EA	
Postage Rate – Machinable Letter - 3.5oz. or less – bulk rate	EA	
Postage Rate – Machinable Letter - 3.5oz. or less – piece rate	EA	
Postage Rate – Nonmachinable Letter - 4oz. or less – bulk rate	EA	
Postage Rate – Nonmachinable Letter - 4oz. or less – piece rate	EA	
Postage Rate – Flat Letter – 4oz. or less - piece rate	EA	

Attachment E – Sample Inserts

Mailing Services - to include, but not limited to, mail preparation, presorting, and address validation services. Itemize each service below:		
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
Mailing Service Item (list):	List:	
* Add additional rows as needed		
Miscellaneous and Other		
Ad-hoc reporting Services	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
Other Service (list):	List:	
* Add additional rows as needed		

2. Attach a "Price List" consisting of any goods and services Vendor would like to offer WAHBE beyond those described above. The prices identified in the list must be fully-burdened. No additional fees may be applied to the rates listed. Any percentage discount offered below shall be applied to the rates listed on the Price List.

Other items not specified - Percentage Discount from Regular Price	%
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Full Sheet Insert (8.5" x 11") – Currently printed once per year in quantities between 150,000 and 175,000.


You are getting a 1095-A because you or one of your family members was covered by a Washington Healthplanfinder Qualified Health Plan during the past year.

1095-A

1 The 1095-A: Health Insurance Marketplace Statement is an important tax document.




2 When you file your taxes, use the information from your 1095-A to complete the IRS Form 8962: Premium Tax Credit.



If you took advantage of premium tax credits or want to claim tax credits, **YOU CANNOT FILE** with form 1040 EZ.


3 Even if your income is below the tax filing threshold, you must file to continue to be eligible for premium tax credits.




4 Keep this safe with your tax records so you can use it when you file taxes.



! **IMPORTANT!** If you don't file your federal taxes correctly, you may not be eligible to get tax credits in future years!





washington
healthplanfinder
click. compare. covered.

www.wahbexchange.org/1095A


Attachment E – Sample Inserts


1/3 Sheet Insert (3.5” x 8.5”) – Currently printed once per year in quantities between 60,000 and 75,000.


**RENEWAL
CHECKLIST**


washington
healthplanfinder
click. compare. covered.


NOV. 1, 2016 - JAN. 31, 2017

 **SIGN IN**
Check out your options before
Dec. 15 for Jan. 1 coverage

 **SELECT LINK**
Next Year's Coverage Options

 **SHOP NEW OPTIONS**
Keep your current plan or shop
for new options

 **ADD DENTAL COVERAGE**
Dental coverage is available
for your household

 **GO PAPERLESS**
Update your notification
settings and ditch the paper!

FOR RENEWAL TIPS, CHECK OUT:
wabexchange.org/renew

wahealthplanfinder.org **1-855-923-4623**