

BID RESPONSE PACKET
710-19-1003

BID SIGNATURE PAGE

Type or Print the following information.

| PROSPECTIVE CONTRACTOR'S INFORMATION | | | | |
|--|--|--|--|-----------|
| Company: | | | | |
| Address: | | | | |
| City: | | State: | | Zip Code: |
| Business Designation: | <input type="checkbox"/> Individual | <input type="checkbox"/> Sole Proprietorship | <input type="checkbox"/> Public Service Corp | |
| | <input type="checkbox"/> Partnership | <input type="checkbox"/> Corporation | <input type="checkbox"/> Nonprofit | |
| Minority and Women-Owned Designation*: | <input type="checkbox"/> Not Applicable <input type="checkbox"/> American Indian <input type="checkbox"/> Asian American <input type="checkbox"/> Service Disabled Veteran <input type="checkbox"/> African American <input type="checkbox"/> Hispanic American <input type="checkbox"/> Pacific Islander American <input type="checkbox"/> Women-Owned | | | |
| | AR Certification #: _____ * See <i>Minority and Women-Owned Business Policy</i> | | | |

| PROSPECTIVE CONTRACTOR CONTACT INFORMATION | | | |
|--|--|------------------|--|
| Provide contact information to be used for bid solicitation related matters. | | | |
| Contact Person: | | Title: | |
| Phone: | | Alternate Phone: | |
| Email: | | | |

| CONFIRMATION OF REDACTED COPY |
|--|
| <input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested. <i>Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.</i> |
| ILLEGAL IMMIGRANT CONFIRMATION |
| By signing and submitting a response to this <i>Bid Solicitation</i> , a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract. |
| ISRAEL BOYCOTT RESTRICTION CONFIRMATION |
| By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract. <input type="checkbox"/> Prospective Contractor does not and will not boycott Israel. |

An official authorized to bind the Prospective Contractor to a resultant contract must sign below.

The signature below signifies agreement that any exception that conflicts with a Requirement of this *Bid Solicitation* **will cause the Prospective Contractor's bid to be disqualified:**

Authorized Signature: _____ Title: _____
Use Ink Only.

Printed/Typed Name: _____ Date: _____

SECTION 1 - VENDOR AGREEMENT AND COMPLIANCE

Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

| | | | |
|----------------------|--|---------------|--|
| Vendor Name: | | Date: | |
| Signature: | | Title: | |
| Printed Name: | | | |

SECTION 2 - VENDOR AGREEMENT AND COMPLIANCE

Any requested exceptions to items in this section which are NON-mandatory **must** be declared below or as an attachment to this page. Vendor **must** clearly explain the requested exception, and should label the request to reference the specific solicitation item number to which the exception applies.

- Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

| | | | |
|----------------------|--|---------------|--|
| Vendor Name: | | Date: | |
| Signature: | | Title: | |
| Printed Name: | | | |

SECTION 3 - VENDOR AGREEMENT AND COMPLIANCE

Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

| | | | |
|----------------------|--|---------------|--|
| Vendor Name: | | Date: | |
| Signature: | | Title: | |
| Printed Name: | | | |

SECTION 4 - VENDOR AGREEMENT AND COMPLIANCE

Exceptions to Requirements **shall** cause the vendor's proposal to be disqualified.

By signature below, vendor agrees to and **shall** fully comply with all Requirements as shown in this section of the bid solicitation.

| | | | |
|----------------------|--|---------------|--|
| Vendor Name: | | Date: | |
| Signature: | | Title: | |
| Printed Name: | | | |

OFFICIAL BID PRICE SHEET

Prices **must** include all costs for performing the requirements stated in the Scope of Work, which includes all reporting to DHS. This also include all costs that are associated with the production, printing and mailing of all tax forms and any other associated documents that may be required to implement this process. All fees for the requested services **must** be disclosed in your response.

Pricing Table 1

| DESCRIPTION | ESTIMATED QUANTITY | UNIT PRICE | EXTENDED AMOUNT |
|--|-------------------------|------------|-----------------|
| I. Initial Mailings to Recipients | | | |
| NOTE: The Initial Mailing function will occur in January of the respective tax filing year. | | | |
| Creation of mail piece (envelope, cover-letter, 1095-B Form) | 1,176,288 (annually) | \$ | \$ |
| II. Corrected Mailings to Recipients | | | |
| NOTE: The Corrected Mailing function will be spread across the subsequent months, with the numbers varying. | | | |
| Creation of mail piece (envelope, cover letter, 1095-B Form) | 327,894 (annually) | \$ | \$ |
| III. Mailing/Delivery to USPS Facility | | | |
| NOTE: Price must be inclusive of LACSLink, DSF/DFS2 and NCOALink services | | | |
| First Class Mail Postage | 1,504,182 (annually) | \$ | \$ |
| IV. IRS Submissions/Transmissions | | | |
| NOTE: The initial IRS filing will occur in February of the respective tax filing year, and will include approximately 45 of the 100 filings. | | | |
| All submissions/transmission to the IRS on behalf of DHS (IRS Form 1094-B); Interface with IRS AIRS (Initial and Corrected filings); and UAT and sign-off. | 100 (annually) | \$ | \$ |
| TOTAL | | | \$ |

The above quantities are estimates only and are subject to fluctuation. Estimated volume is intended to serve as a guide only and not a guarantee of minimum or maximum activity.

Pricing Table 2

| ITEM | DESCRIPTION | ESTIMATED QUANTITY | UNIT PRICE | EXTENDED AMOUNT |
|--------------|--|--------------------|------------|-----------------|
| 1. | Portal Creation One-Time Cost (Includes: UAT and sign-off, as well as; set-up, testing, training, deployment, and support) | N/A | \$ | \$ |
| 2. | Portal Maintenance (Monthly fee which requires reporting to DHS) | 12 (months) | \$ | \$ |
| TOTAL | | | | \$ |

AUTHORIZATION SIGNATURE

By my signature below, I certify that the aforementioned statements are true and correct and that I accept the Terms and Conditions as presented in this bid, and that I am authorized by the respondent to submit this bid on his/her behalf.

| | |
|----------------------|---------------|
| Vendor Name: | Date: |
| Signature: | Title: |
| Printed Name: | |