

Question #1: Is this for U.S. Domestic only address data?

Answer #1: Yes, New York State.

Question #2: There are very few USPS licensed NCOA vendors in the US. Our company, like most processing companies, is a subscriber to BCC Data who is the licensed USPS vendor. We install their postal software on our computers and participate with them in functions such as NCOA. Does this qualify under the terms of the project requirements?

Question #3: I am wondering if there is any way our company might still be considered for bidding if the proof of licensing for that portion only would be from a third party?

Answer #2 and #3: The RFB requires the bidder to be a licensed USPS vendor. Licensing through a third party vendor is not acceptable.

Question #4: In reference to the RFB listed above we have a question about the information you need in the final record. On page 12 under Annual Processing, it states that the final record must contain social security number. Because our company is not a credit reporting agency, we will not have this information available. We compile our data by other means such as voter registration, census data, tax assessment and real estate deed information, utility and telephone connects and disconnects, and additional information from 75 contributing sources. Please let us know if we will be considered if this information would not be available.

Answer #4: The UCS will provide the awarded vendor with a Masterfile containing jurors' personal information including Social Security Numbers.

Question #5: ***Please see answers to Questions #5 in italics in the text below.***

Is the data you will be sending over strictly for persons in New York State? ***Yes.*** You mention that the Master Source file will have approximately 35 million records. Is that the high number due to duplicates? ***There are 5 sources and there are duplicates.*** I'm assuming this is the case. You mention correcting municipalities, which to the best of my understanding is city/town in New York, so I'm hoping it's just strictly New York data. ***Yes.***

Question #6: ***Please see answers to Questions #6 in italics in the text below.***

Is it possible to get more information from you about what fields will be in the files you will send: Master Source and the JMS2 Jury File? ***Please see answer #26 about fields.*** You mention when describing the requirements for duplicate detection: "The final record must contain as much of the following information as possible: Name, address, city (or municipality), state, zip code plus 4, date of birth, Social Security number and census tract number." So it sounds like you will indeed provide date of birth & social security? ***Yes. Date of birth and Social Security Numbers are provided in some of the source files. If a record comes from a file that does not include that information (e.g., BOE has DOB but NOT SSN) then it won't be there. Please note that the record layout is attached to the RFB specifications as Exhibit 1 – OCA Source List Codes.***

Question #7: Please clarify the statement that “No subcontracting or outsourcing will be permitted”. In the performance of this contract, data provided by the USPS and other providers are required to fulfill the address validation, enrichment, and data quality functions.

Answer #7: Subcontracting would include the provision of a substantial part of the work to a third party. The work described above would not amount to subcontracting.

Question #8: Payment terms have not been addressed in the RFP. Are there any specific terms of payment that the Courts prefers or is it up to the bidder to specify their terms?

Answer #8: The UCS will make monthly payments.

Question #9: For the quarterly and annual processes described, is the required turn-around of seven (7) and twenty (20) days, respectively, based on business or calendar days?

Answer #9: Business days.

Question #10: What is the schema of the quarterly (jury) file(s)?

Question #11: What is the schema of the annual (master) file(s)

Answers # 10 and #11: We do not have information about the schemas at this time. Please refer to answer #26 about fields.

Question #12: If the schema cannot be provided, do the input files contain a birthdate?

Answer #12: If a birthdate is available then it is included in the input files.

Question #13: Will the vendor be provided the addresses of NYS Dept. of Corrections facilities?

Answer #13: No

Question #14: Referring to Section II, Item 4 – What are examples of typical “variations and matching criteria specified by the UCS”?

Answer #14: We cannot give examples at this time.

Question #15: Does the NYS OCA/JSO have access to death information or other relevant information? If so, can that data be shared with the vendor?

Answer #15: No. We expect the vendor to have access to such information.

Question #16: Can the vendor be provided a dataset that represents the state detention population, rather than just addresses?

Answer #16: No.

Question #17: Can the vendor be provided a dataset that represents the federal detention population, rather than just addresses?

Answer #17: No.

Question #18: Please clarify what licensing vehicle for software terms and conditions shall be used for the procurement of our Product? What Section references the ability to include Bidder Agreement(s), including Maintenance and Support policies? We would like to include our Master License Agreement and any support policies if applicable, but not sure where we have the option to include a reference to them?

Answer #18: This solicitation is not to purchase software or other “Product.” It is to procure the performance of services. Therefore, UCS should not be required to enter into/abide by any extraneous software/license agreement.

Question #19: We hold a NYS OGS Contract and recognize that Appendix B NY SOGS General Solicitation Terms and Conditions dated (May 2015) are incorporated in by reference. We have negotiated terms and conditions of this Appendix B for our NYS Contract and desire to include same for this Award. Please confirm.

Answer #19: Only non-substantial modifications to contract terms (as determined by UCS in its sole discretion) will be considered. They will not be considered unless and until a bid is awarded.

Question #20: We hold a NYS OGS contract and inquire if Appendix A Standard Terms for NYS Contracts are incorporated into and made a part of this Bid?

Answer #20: Per Attachment I of the Bid, “New York State Unified Court System Appendix A Standard Clauses for all Contracts” is incorporated in the Bid/awarded contract.

Question #21: We are certified effective June 24, 2015 via our NYS OGS Bid Solicitation for Award of Contract No. [-] The Vend Rep system at: <https://portal.osc.state.ny.us/vendrep/vendor.html?method=displayVendorHome> does not allow us to update to within 6 months as requested. Please clarify?

Answer #21: If your company last certified its Vendor Responsibility Questionnaire on 6/24/15, over a year ago, it should recertify it. By doing so at the end of August or early September the re-certification date will be within six months of the bid opening date. Please contact the Office of the State Comptroller for more information (see Attachment III for contact information.)

Question #22: Please provide a sample of a Bidder Declaration to capture detailed requirements assuring complete confidentiality of records.

Answer #22: The requirement is specifically detailed. No sample is required.

Question #23: Is the specification to run the DSF2 sequence, instead of USPS Delivery Point Validation (DPV), an absolute requirement? DPV can provide all the vacancy and deliverability information that DSF2 can. Is the Carrier Sequence Walk ID a mandatory specification? The reason we ask is this type of functionality is generally required only by marketers doing promotional mailing Standard Business (Bulk Mailing) and not the type of First Class, personalized correspondence that legal matters or notifications would require to be mailed by USPS First Class, and require First Class postage

Answer #23: If a bidder wants to propose providing DPV instead of DSF2 they must also explain how the same criteria are being met.

Question #24: Bid states "IF bidding a recycled product, bidders must attach completed forms..... Being that the RFB is for Services and Software and there is no hardware required, are the forms on recycled products required?

Answer #24: Please see Document Enclosure Checklist: Only pp.3 and 4 of Attachment I are required.

Question #25: Please clarify - Is the vendor required to submit three sets of original signatures or one original signature and two sets of complete copies?

Answer #25: One original signature set and three sets of complete copies.

Question#26: Approximately how many fields/columns do the data sets contain?

Answer #26: There will be approximately 20 fields containing basic identifying information such as but not limited to name, prefix, suffix, address (broken out into specific fields), county, DOB, SSN, etc, and juror id for existing jurors.

Question #27: Are the fields/columns the same across the data sets or is any parsing/standardization needed in order to compare records from data set A to data set B?

Answer #27: OCA will provide a single file in a standard format containing data combined from the original 5 sources. OCA will also provide files (approximately 3) of the current OCA juror data – these will be very similar in format, but may contain a few varying items. The formats for the existing OCA juror data may not be identical to the format for the source data.

Question #28: The RFB is asking for vendor to identify persons under 18 years old. Will Date of birth be provided in all data sets? Is the vendor being asked to append date of birth?

Answer #28: Date of birth is included in the source files.

Question #29: Is there any dissatisfaction with current process that is in place for Address Cleansing, NCOA, and Merge/Purge? Is the Unified Court System looking for new enhancements for these processes? Some of the enhancements that are available are: Proprietary Change of Address (compiled from sources outside the USPS), Apartment Append, Name and Gender Append, Email Validation, Email Append, Phone Information, Phone Validation and Append, and Geocode (latitude and longitude) append.

Answer #29: We thought that Apartment Append was included in other processes. But if not, we would certainly want it. As for the others, not at this time.

Question #30: USPS statistics show that Full Services (48 months of move data) NCOA identifies an average of 192% more moves than Limited Service (18 months of move data) NCOA. Is 48 month NCOA required or preferred?

Answer #30: The 48 months NCOA is required.

Question #31: Our company will work with our affiliate company in providing the requested services. Both companies are both wholly-owned subsidiaries of a third company. Our affiliate company is a licensed United States Postal Service vendor able to provide trademarked USPS address hygiene processing including NCOALink, DPV, LACSink and CASS address processing. Will this working relationship be agreeable to meet this requirement?

Answer #31: An affiliate is not deemed a subcontractor, and is therefore permitted to perform services under the bid.

Question #32: In order to provide the most comprehensive and cost effective solution for the RFB, a potential bidder requested a ten working day extension of the opening date from date the answers to the questions are provided.

Answer #32: The bid opening date for RFB# OCA/JSO/DOT-217 for Address Cleansing, NCOA, Merge/Purge has been changed from 09/08/16 to 09/15/16 at 3:00 pm.