

STATE OF NEW YORK

JUDICIARY

—REQUEST FOR BID—

**(This is not an order)
 BID MUST BE MADE ON THIS SHEET
 OR AS OTHERWISE SPECIFIED**

NYS OFFICE OF COURT ADMINISTRATION
 25 BEAVER STREET
 ROOM 840
 NEW YORK, NY 10004
 (Agency Name and Address)

Direct Inquiries to: Marie-Claude Ceppi
 Telephone No.: 212-428-2727

Price to include delivery to (describe exact location and method of delivery)

PER RFB SPECIFICATIONS

Bid Number: OCA/AR-112	Commodity Group: PRINTING SERVICES
Opening Date: JUNE 13, 2006 Time: 3:00 P.M.	Commodity Name: PRINTING & MAILING OF ATTORNEY REGISTRATION FORMS

OFFICE OF GENERAL SERVICES "GENERAL SPECIFICATIONS" (DECEMBER 1998) ARE FULLY INCORPORATED HEREIN.

Agency's Specification of item(s) Required (include quantities)	Bidder's Quotation and Specific Description of Item Offered
<p><u>UCS ATTACHMENTS I, II, III AND IV ATTACHED & INCORPORATED HEREIN.</u></p>	<p>ALL BID RESPONSES <u>MUST</u> BE ENTERED ON THE ENCLOSED BID RESPONSE FORM UNLESS SPECIFIED OTHERWISE HEREIN.</p>

NOTICE TO BIDDERS

Pursuant to the Rules and Regulations of the Chief Administrator for the Courts, sealed bids for furnishing the item(s) in this Request for Bid will be received at the above address. When submitting a bid, you must:

1. Complete this form in its entirety using ink or typewriter and return with all other documents.
2. Explain any deviations or qualifications if your bid deviates from the specifications. If necessary, attach a separate sheet setting forth such explanations.

3. Sign the bid. The bid must be completed in the name of the bidder (corporate or other) and must be fully and properly executed by an authorized person.

4. INDICATE THE BID NUMBER, THE BID OPENING DATE AND TIME ON THE ENVELOPE CONTAINING THE SEALED BID.

5. Mail the bid to the above agency address in sufficient time for it to be received before the specified bid opening. **LATE BIDS WILL BE REJECTED.**

BIDDER HEREBY CERTIFIES THAT THE ABOVE QUOTED (OR OTHERWISE NOTED) PRICES ARE APPLICABLE TO ALL CUSTOMERS FOR COMPARABLE QUANTITIES, QUALITY, STYLES OR SERVICES.

BIDS MUST BE SIGNED

Bidder's Firm Name:		Employer's Federal Identification Number	
Address Street	City	State	Zip
Bidder's Signature		Official Title	
Printed or Typed Copy of Signature		Area Code/ Telephone Number	

**PRINTING AND MAILING OF ATTORNEY REGISTRATION FORMS
DOCUMENT ENCLOSURE CHECKLIST**

All of the following documents and information must be fully executed and returned as specified. Failure to include any of the required documents or information may result in rejection of the bidder's proposal:

1. UCS Request for Bid Form with original signature.
2. Non-collusive bidding certificate with original ink signature - Attachment I, p.3
3. Corporate acknowledgment with original ink signature. - Attachment I, p.4
4. Bidder's Certification of Work (Printing) - Attachment I, p.5
5. Bidder's Certification of Recycled Product(s) - Attachment I, p.6
6. Manufacturer's Affidavit of Recycled Content - Attachment I, p.7
7. Vendor Tax Compliance & Certification - Attachment II, Form ST-220, 4 pages
8. Vendor Responsibility Questionnaire - Attachment III
9. Attachment IV, 3 pages
10. List of at least three (3) references (names, contacts, addresses, phone numbers)
11. Bid Response Form (Bid Sheet)
12. Certificate of insurance coverage
13. Bidder's full and complete original bid response with signature
14. Five (5) complete copies of the original bid response including all the above

Note: all documents requiring original signature must bear the signature of the same authorized individual. Signatory notarization must be that of the person whose signature is affixed to required documents.

***** GENERAL SPECIFICATIONS *****

Note: In addition to such other specifications and criteria presented herein, the NYS Unified Court System Attachment I - Standard Request for Bid Clauses & Forms, Attachment II - Contractor Certification Form ST-220, Attachment III - Vendor Responsibility Questionnaire, and Attachment IV, must be downloaded from the Contract & Procurement website under “Addenda” for the appropriate solicitation and are incorporated and made a part hereof.

Online RFB Package: Disclaimer:

Bidders accessing any UCS/OCA solicitations and related documents from the NYS UCS website www.nycourts.gov/admin/bids under “Current Solicitations” shall remain solely and wholly responsible for reviewing the respective solicitation & bid documents on the internet regularly, up to the scheduled date and time of the bid/proposal due date, to ensure their knowledge of any amendments, addenda, modifications or other information affecting the solicitation or bid documents in question.

Purpose and Scope:

The New York State Unified Court System (hereafter “UCS”) Office of Court Administration (hereafter “OCA”) is soliciting sealed bids to establish a single, estimated quantity term contract for the production and mailing of attorney registration forms.

Term of Award:

A single estimated quantity term contract will be awarded for an initial term of three (3) years effective September 1, 2006. The UCS reserves the right to renew the contract for two (2) additional one-year (1) periods. The contract and its renewals shall be subject to the approval of the Office of the Comptroller (OSC).

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Method of Award:

Award shall be made to the lowest cost, responsible bidder. "Responsible" is determined by compliance with these specifications, references, past performance history, financial stability and any other criteria necessary and reasonable to establish bidder's responsibility.

Lowest Cost:

Lowest cost shall be determined by the following formula:

Cost to be net and include all services described herein and stated as price per thousand (\$/M) for each style of form times (x) respective estimated two year quantity = extended item prices which will be combined for grand total price.

Note: Although pricing must be stated for "optional extra color", "additional enclosures" and "fixed text modifications per hour editing costs" on the bid response form, due to their optional and variable nature, these item **will not** be a factor in determining "grand total". However, pricing for such items shall be subject to negotiation if they appear excessive and failure to reach an accord may be grounds to disqualify an otherwise "low responsible bidder".

Mandatory Pre-Bid Conference:

A mandatory pre-bid conference will be held at 2:30 pm on Tuesday, May 23, 2006 at the Office of Court Administration, 25 Beaver Street, New York, NY 10004, on the 11th floor, conference room # 1106. Bidders will be asked to sign-in. Failure to attend will disqualify bidders' responses.

Submission of a response to this RFP shall indicate bidder's ability to comply with this solicitation's specifications.

Questions:

1. All questions concerning this RFB, including questions for the pre-bid conference, must be submitted, in writing, by fax or email, only to

Marie-Claude Ceppi
Management Analyst
25 Beaver Street, R-840
New York, NY 10004
Fax: 212-428-2819 Email: Mceppi@courts.state.ny.us

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2. The deadline to submit question is Wednesday May 17, 2006 at 5:00 pm. No questions will be entertained after this deadline.

A Q&A will be distributed at the pre-bid conference. The Q&A will be updated with questions and answers raised during the pre-bid conference. A final Q&A answering all questions raised will be posted online at www.nycourts.gov/admin/bids/currentsolicitations under OCA/AR-112 in the column "Addenda".

IMPORTANT: All questions regarding this solicitation must be directed solely to the attention of the above-designated person. Contact by any prospective bidder, or representative thereof, with any other personnel of the UCS/OCA in connection with this RFB may jeopardize respective bidder's standing and cause rejection of their proposal.

Estimated Quantities

Any quantity specified in this solicitation constitute **estimates only**, and accordingly, no commitment or guarantee to reach any specified volume of business is made or implied. Accordingly, the award shall be for an **estimated quantity term contract**.

Price:

All prices submitted by bidders shall be net f.o.b. destination and shall include all materials, labor and supplies, including plates and negatives which shall become the property of the Unified Court system (UCS) and delivered upon cessation of the awarded contract, and mailing costs.

Important: All pricing shall remain firm throughout the initial three-year period. Reasonable, necessary and documented price increases for materials and supplies or other costs beyond contractor's control will be considered for any renewal period upon written request to OCA thirty (30) days prior to the expiration of the initial term or its renewal. No increases for labor will be allowed, except as may be required by the New York State Department of Labor' prevailing wage rates.

Delivery:

See "Detailed & Technical Specifications - Mailing and Shipping".

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Billing:

Contractor shall submit appropriate invoices on a monthly basis to OCA Attorney Registration, Attn: Sam Younger, Principal Management Analyst, 25 Beaver Street, R-840, New York, NY 10004. Contractor may use their standard invoice format, but must separately identify the month's production quantity and postage amounts. Postage amounts must be supported with sufficient documentation issued by the US Postal Service - PS3600-R or equivalent.

Payments:

Payments due to the contractor shall be processed in a timely manner upon receipt of true and accurate invoices.

Orders, Proof(s), Text Changes - Communications:

Orders: Any and all orders will be by issuance of a purchase order directly to the awarded contractor.

Proofs: Contractor shall be required to produce and deliver a first proof of all forms within ten (10) business days of receipt of purchase order. OCA shall have the right to make such corrections as necessary at no additional costs. Contractor shall then produce a second proof of all forms for final approval by OCA within seven (7) business days of receipt of "corrected" first proof. All proofs shall be submitted to the attention of Sam Younger at the address set forth above in "Billing".

Text Changes: See "Detailed & Technical Specifications".

Communications: Any and all "order" changes, proof corrections, text changes, clarifications, etc., communicated between OCA and the awarded contractor **must be addressed in writing** to Sam Younger, Principal Management Analyst. Under no circumstances should vendor act on verbal communications. **Contractor will assume all risks if acting otherwise.**

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Postal Regulations:

All mailings must be in full compliance with all US postal regulations and contractor shall endeavor to utilize proper postal regulations to ensure the lowest possible cost per piece.

Contractor's/Manufacturer's Logo:

No trade mark (other than a union designation), name, logo other identifying information of the contractor or manufacturer of the forms specified herein may appear on any visible part of the forms.

Transmission of Data to Contractor:

The OCA Division of Technology (DOT) will transmit the requisite attorney data to the contractor on a regular basis and in a time frame which shall be mutually agreed upon that is conducive to OCA needs and contractor('s).

Site Visit:

In order to properly evaluate bid responses, OCA and Attorney Registration personnel may schedule a site visit to bidder's facilities. Such inspection shall be during normal business days and hours and convenient to all parties.

Test Runs:

For purposes of verifying data interface and other operational necessities, one or more test runs of the forms will be conducted by OCA/DOT and Attorney Registration. Bidder will be expected to fully support and comply with any necessary and reasonable OCA needs to this end, including providing a reasonable quantity of finished forms at no cost.

Qualification of bidders:

All products and mailings shall be done on awarded vendor's premises, by vendor's own staff with own equipment.

Submission of a response to this RFP shall indicate bidder's ability to comply with this solicitation's specifications.

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References:

Bidders must provide at least three references including company/agency name, complete address, contact name, title and telephone number, for whom bidders have provided similar services for the past five (5) years.

Subcontracting:

No subcontracting or outsourcing is permitted. Awarded vendor shall use its own qualified personnel to perform the work and services described herein. The work to be performed pursuant to this RFB's specifications shall be performed at the awarded vendor's place of business and shall not be assigned, transferred or subcontracted.

Independent contractor status:

It is expressly understood and agreed that awarded contractor's status shall be that of an independent provider of services and that no officer, employee, servant or subcontractor of the contractor is an employee of the UCS, OCA or State of New York. Contractor is solely responsible for the work assignment, compensation, benefits and personal conduct and standards of all such persons assigned to the provision of services. Nothing herein shall be construed to impose any liability or duty on the UCS, OCA or State of New York to persons, firms, consultants or corporations employed or engaged by contractor either directly or indirectly in any capacity whatsoever, nor shall the UCS, OCA or State of New York be liable for any acts, omissions, liabilities, obligations or taxes of any nature including, but not limited to, employment and worker's compensation insurance of contractor or any of its employees or subcontractors

Confidentiality:

By submission of a bid, the vendor warrants that it will preserve the confidentiality of all data provided by OCA. **This confidentiality must be ensured for all employees, agents, subcontractors, jobbers, representatives, volunteers (paid or unpaid) or any other enterprise or individual with whom the contractor has an established business relationship.** It further certifies that it will not reproduce, or allow any reproduction of any of the information contained in the data provided by OCA, nor use or allow any persons to use the data for any purpose other than the express purposes of producing, inserting and mailing these materials. When the monthly jobs are completed, the data is to be deleted or returned intact to OCA. All produced material that contains the computer-generated data are to be mailed to their rightful recipients, provided to OCA as proofs or destroyed if damaged in processing.

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ANY VIOLATION OR BREACH OF CONFIDENTIALITY BY CONTRACTOR SHALL BE GROUNDS FOR IMMEDIATE TERMINATION OF THE CONTRACT AND MAY SUBJECT CONTRACTOR TO FURTHER PENALTIES.

Liability Insurance:

Bidders must include with their response proof of general liability insurance coverage in the minimal amount of \$1,000,000.00. A copy of the certificate of coverage issued by bidder's carrier is sufficient. Such coverage shall be at no cost to the UCS and OCA and shall remain in force for any period a contractual agreement exists with OCA.

Bid Response: Original and Copies

Bidder shall submit all **required original RFB documents: Proposal, executed RFB Form, Attachment I , pages 3, 4, 5, 6, 7 of 10 Attachment II - Form ST-220, Attachment III - Vendor Responsibility Questionnaire, Attachment IV, and any other required documentation, brochures, etc. as listed on the Document Enclosure Checklist.**

Failure to provide all original documents and the requested number of copies may result in disqualification of bidder's response.

Please note: original and copies of the solicitation should not be submitted in a three-ring binder, or in any other bound fashion. Please submit the original and copies bound only by rubber bands, clips or similar devices.

All proposals shall remain binding on bidders until such time as OCA provides written notification of intent to award contract, or bidders withdraw their proposals in writing, whichever occurs first.

Packaging, Identifying and Delivery of Proposals:

Bidders may not submit their bid responses online.

All bid submissions must be securely contained in a sealed package or carton and **clearly labeled** in large block letters on two sides as follows:

“DELIVER IMMEDIATELY TO MARIE-CLAUDE CEPPI R-840” “SEALED BID DO NOT OPEN” “ ”OCA/AR-112 DUE TUESDAY JUNE 13, 2006 AT 3:00 P.M.”.

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Failure to seal and mark as prescribed may result in non-delivery and/or rejection of proposal. **Please note that bids must be received by Marie-Claude Ceppi on June 13, 06 at 3:00 pm at the latest, or bids will be declared “late bids”. It is recommended that bidders allow several extra days for shipping in order to meet the deadline.**

Bids must be clearly addressed and submitted to:

**MARIE-CLAUDE CEPPI
MANAGEMENT ANALYST
NYS OFFICE OF COURT ADMINISTRATION
25 BEAVER STREET, R-840
NEW YORK, NY 10004**

The OCA reserves the right to reject any and all proposals or bids submitted in response to this solicitation.

No-Bid:

Bidders are **requested to send a no-bid letter** to OCA, attn: Marie-Claude Ceppi, at the above address, should they decide not to answer this solicitation. **The envelope shall be clearly marked** in the lower left corner as follows: **OCA/AR-112**.

Unacceptable Proposals:

OCA may reject any proposals from bidders who are in arrears to the State of New York upon any debt or contract; who previously defaulted on contract obligations, as surety or otherwise, upon any obligation to the State of New York; who have been declared not responsible, or disqualified, by any agency of the State of New York; or have any proceeding pending relating to the responsibility or qualification of the bidders to receive public contracts.

Compliance with laws:

Contractors shall be compliant with all applicable federal, state and local laws, rules and regulations.

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Termination

If awarded contractor fails to fulfill any terms of this agreement on time, OCA shall have the right to terminate said agreement, except that OCA shall allow bidder a period of thirty (30) days to rectify the problem(s). In the event that problems are not rectified to the satisfaction of OCA or any performance deemed unsatisfactory, OCA will notify contractor in writing of the contract termination.

Such a termination may result in a vendor being declared “non responsible” by the UCS/OCA, pursuant to the Office of the State Comptroller’s 2005 guidelines on vendors responsibility and in the vendor’s removal from the UCS/OCA’s bidders list.

***** DETAILED AND TECHNICAL SPECIFICATIONS *****

Background:

The New York State Unified Court System’s (UCS) Office of Court Administration (OCA) sends a biennial registration notice to each of the approximately 200,000 duly admitted New York attorneys. The notices are mailed to the attorneys on a biennial schedule corresponding to the individual’s date of birth. This is an ongoing mailing and is done on a rolling basis each month.

All attorneys are provided with a **Registration Notice**, which is mailed to their home address on file. Attorneys who fail to respond to this first notice are mailed a **Second Notice**, to the business address on file, at a later date. Attorneys who do not respond to the first two (2) notices are mailed a **Final Notice**, to the home address on file. Attorneys who fail to respond to any of the first three (3) notices are eventually sent a **Delinquency Notice**. Periodically during the year, **Special Notices** may be mailed to particular attorneys who may not have received on of the other categories of notices.

Reprinted Notices will also be required to be mailed on a weekly basis outside of the normal monthly printing runs. See section on reprints for additional information.

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Estimated volume of each type of notice during the next two (2) years is provided in the specifications. The names and other relevant data to be printed on the Notice to each attorney for each category of form will be provided to the vendor monthly by the OCA Division of Technology (DOT) in electronic format. A sample data format is contained in the Data Files portion of this bid, and a final file definition and layout will be determined between the winning vendor and DOT after final award.

The contractor will be required to print, prepare as per the specifications and mail the forms each month on behalf of the UCS **within 10 business days after receiving the data file**. The form is proposed to be an 8-page document with variable text on three (3) or four (4) pages and fixed text on all pages. The fixed text may be required to be revised at any time due to rules updates or changes. The most up-to-date fixed-text version must be used for each month's forms; all prior versions should be destroyed.

After the statement is printed, the document is to be folded three times and inserted into a window envelope together with a pre-printed reply envelope. The completed packages will then be mailed directly to each attorney's specified address via US Postal Service. The UCS will reimburse the vendor for all postal costs **and are not to be included in bidder's costs.**

SPECIFICATIONS

Item:

NYS UNIFIED COURT SYSTEM (UCS) MONTHLY ATTORNEY REGISTRATION NOTICES

Quantity:

The following **estimates** are the total number of notices for the **2007** and **2008** calendar years. The average printing and mailing volume during even-numbered years is anticipated to be 15,000 notices per month, and during odd-numbered years 7,500 forms per month. The number of notices required to be printed in even-numbered years will usually be higher than in odd numbered years. The quantities will increase each year by approximately 5%. These numbers are estimates based on past experience; there is no guarantee that the total number of notices will not be below or above these quantities.

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2007 Calendar Year Estimated Quantities

Registration Notices -	60,000
Second Notices -	15,000
Final Notices -	8,000
Delinquency Notices -	7,000
Special Notices -	500
Reprints	2,000

Annual Total- 92,500

2008 Calendar Year Estimated Quantities

Registration Notices -	120,000
Second Notices -	30,000
Final Notices -	15,000
Delinquency Notices -	13,000
Special Notices -	1,000
Reprints	2,000

Annual Total- 181,000

Size:

Registration Notice - (**See Appendix B**) Two 11" x 17" sheets folded to 8 ½" x 11" and then refolded to 3 ½" x 8 ½" for insertion into a Window Envelope (Standard # 10 or alternate size recommended by vendor). Inner sheet will be perforated as detailed below.

Construction:

Registration Notice - once the computer generated information is printed the notices will be collated (nested) and then both sheets are to be folded and then triple folded for insertion into the window envelope, with the attorney's full name and complete address (including USPS bar code as appropriate) showing through window to ensure lowest possible mailing cost per piece.

Mailing Envelope - Standard #10 (or alternate size recommended by vendor) as required to fit the registration notice and a reply envelope (**See Appendix B**). Window size and location must be adequate to show the attorney's complete name and address information including USPS bar code contained on each notice. Window patches must be securely fastened to prevent snagging of inserted materials. Envelope and window must conform to all current USPS standards and be able to be read and sorted by the USPS automated equipment, to ensure lowest possible mailing cost per piece.

Pre-printed Reply Envelope - a return address envelope is to be enclosed with each notice (**See Appendix B**). This envelope must comply with all current USPS standards and the size must be sufficient to fit inside of the mailing envelope without folding and be able to fit the return of two 8 ½" x 11" triple folded sheets.

Possible additional enclosures - additional enclosures may be required at varying times.

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Vendors must include a price per thousand to cover the cost to insert an additional page(s)/card(s) if needed. Printing of these additional inserts is not a requirement under the scope of this bid, and any inserts would be provided by OCA. Any additional postal costs for these inserts will be included in the postal cost reimbursements.

SAMPLE NOTICE & ENVELOPES:

Upon request OCA will provide actual samples of the registration notice and envelopes specified in this RFB.

Copy:

Camera ready files in electronic format (Quark XPress) will be provided for the fixed text portion of the registration notice. **NOTE:** Upon written request, file may be provided to vendor for review in PDF or EPS format. Furnish a per hour editing cost if it is ever necessary for the vendor's staff to make additional changes or corrections to the fixed text portion of the notice.

Stock:

Registration notices: - 60 lb. (Text weight) Recycled white opaque, laser finish, Lynx Opaque Laser or equal.

Envelopes - 80 lb. Recycled white wove

Presswork:

Registration notice - Print 2 colors - 2 sides (and possible screens of color)

Envelopes - Print 1 color - 1 side

Provide a cost for the option to print one additional color on the registration notice if needed in the future.

Ink - PMS color to be specified for pre-printed portions of both the registration notices and envelopes. Black print for the variable information.

Perforation:

Registration notice - one vertical perforation on the fold of the inner 11" x 17" sheet (See Sample), one 8½" horizontal perforation from the right outside edge of the fold to allow removal of pages 3 & 4 to be returned as a response device.

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Bar Coding:

POSTNET bar codes - USPS compliant bar codes must be derived by the vendor from the address data that will be supplied by the OCA - DOT. Notices will have delivery addresses in all 50 states, the District of Columbia, as well as many foreign countries. The bar codes may be printed in either two places: 1) the address block on the statement, or 2) on the outside of the envelope.

Tracking bar code - an internal OCA bar code for tracking the notice form in our systems will also be required - the elements included in this bar code will be determined in the final design of the notice.

Mailing and Shipping:

The vendor must agree to mail all addressed registration notices in full compliance with all USPS regulations and provide the OCA with the lowest possible first class, pre-sort postage rates. A New York State postmark or permit indicia is required. The monthly data provided by OCA-DOT can be sorted or unsorted as the vendor prefers.

The entire monthly printing, inserting and mailing must be completed and postmarked each month no later than the last business day of the month or within 10 business days of the delivery of the data file. The data file will be provided to the vendor on approximately the 15th of each month.

REPRINTED NOTICES MUST BE PRINTED AND MAILED WEEKLY.

A monthly report of the final number of each category of notice type, date that the mailing was prepared and the total postal cost to be reimbursed to the vendor must be reported to OCA in a monthly invoice.

Preparatory Materials:

All disks, mechanicals, magnetic tapes and/or negatives are or will become the property of the State of NY and must be returned to OCA upon request or completion of the contract.

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Data Files:

1. A test data file and camera ready design will be provided to the selected bidder.

A sample file definition (**APPENDIX C**) is attached, which **DOES NOT** constitute a final production definition. OCA shall provide this test data file in ASCII text format via E-mail directly to contractor's E-mail account which shall be provided by contractor, or by CD, floppy or tape.

2. Within three (3) weeks from receipt of test data file and design layout, contractor shall supply a sample of each of the six (6) types of Registration Notice utilizing the sample data and incorporating a sample registration statement from the design layout.

OCA shall review the preliminary sample Registration Notice and provide any necessary corrections in writing. OCA may provide additional test data files in the format described above and/or design layouts to contractor. Contractor shall then provide additional, or corrected, sample Registration Notices as needed for review and approval by OCA.

3. Additional testing and sample runs may be required prior to actual monthly production run to ensure that all necessary elements are included in a final production electronic data file, that all systems are working for delivery and acceptance of this production data file and that said file meets all bid requirements of OCA and contractor. At the completion of this testing a final production data file and file definition will be determined. A final version of all six (6) types of Registration Notices will be approved for production by OCA in writing.
4. The method of delivery of the production data from OCA-DOT to contractor **must be via FTP protocol**. This method must assure the security and integrity of the data file, ensure that all production data transmitted is received and acknowledged by contractor and include an audit check that all records are in fact printed and distributed.

OCA-DOT will be available to assist contractor during all phases to address any and all technical issues relating to the data files.

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Pulls:

Certain Attorney Registration notices may be required to be removed from a monthly or weekly mailing following the printing and insertion and forwarded directly to the OCA office. Requests for these pulls must be made in writing by an authorized person to be pre-selected by OCA.

Reprints:

It is expected that over the course of each month additional notices will need to be reprinted. It is expected that these reruns will be no more frequent than weekly and will be much smaller than the monthly run. The OCA-DOT will provide a separate data file for the weekly run of reprints. Registration form reprints will be mailed using first class postage and billed accordingly, unless able to be included in the normal monthly bulk mailing. A separate cost can be included in the bid repose for the cost of these reprints. Estimated quantity for these reprints is not available, but is estimated to be in the range of 50-150 notices per week.

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BID RESPONSE FORM

Note: bidders are to enter all pricing required by the specifications on this form, **exclusive of postal charges**. A separate sheet on bidder's letterhead bearing the same signature which appears hereon may be used for any clarifications.

<u>Forms:</u>	Price per Thousand		2 year est. Quantity	=	Extension
Registration notices	\$ _____	x	180,000	=	\$ _____
Second notices	\$ _____	x	45,000	=	\$ _____
Final notices	\$ _____	x	23,000	=	\$ _____
Delinquency notices	\$ _____	x	20,000	=	\$ _____
Special notices	\$ _____	x	2,000	=	\$ _____
Reprints	\$ _____	x	4,000	=	\$ _____
<u>Envelopes:</u>					
Window envelopes	\$ _____	x	272,000	=	\$ _____
Preprinted reply Envelopes	\$ _____	x	272,000	=	\$ _____
Optional extra color	\$ _____/m *				
Additional enclosures (Insert only no printing)	\$ _____/m *				
Fixed text modifications Per hour editing costs	\$ _____/hour*				
					Grand total: \$ _____

_____	_____
Name of Firm	Authorized Signature
_____	_____
Date	Name in Print and Title

* although you must enter a price, these items will not be calculated in "grand total".

**OCA/AR-112
PRINTING & MAILING OF ATTORNEY
REGISTRATION FORMS**

**BID OPENING: JUNE 13, 2006
3:00 PM**

APPENDIX B Samples:

- NYS Attorney Registration Notice
- Printed Return Envelope
- Window Envelope

APPENDIX C Attorney Registration File Layout



APPENDIX B

NYS Office of Court Administration
Attorney Registration Unit
General Post Office
P.O. Box 29327
New York, NY 10087-9327



APPENDIX B

STATE OF NEW YORK
OFFICE OF COURT ADMINISTRATION
P.O. BOX 2806
CHURCH ST. STATION
NEW YORK, N.Y. 10008

FORWARDING SERVICE REQUESTED

Winton

Presorted
First-Class Mail
U.S. Postage
PAID
Permit#
Albany, NY

APPENDIX C

**Attorney Registration
File Layout**

Attorney Registration prints six(6) types of registration forms the 15th of every month. They are:

1. Re-Registration
2. Second
3. Final
4. Special
5. Delinquent

The data required for all six (5) types of registration forms is the same. A sample file definition is below:

Field (in Form)	Description	Field Name	Data Type	Start	Width	Formatted in
		delim1		1	1	
1	Notice Date	correspondence_date	varchar(10)	2	16	mm/dd/yyyy
		delim18		18	1	
2	Attorney Registration Number	att_reg_id	numeric(10)	19	10	7 digits
		delim29		29	1	
3	start year	reg_period_start_year	int (YYYY)	30	4	yyyy
		delim34		34	1	
4	end year	reg_period_end_year	int (YYYY)	35	4	yyyy
		delim39		39	1	
5	Form Number	attorney_registration	numeric(10)	40	10	xxxxxxxxxx

Field# (on form)	Description	Field Name	Data Type	start	width	formatted
		delim50		50	1	
6	Address: Work or Home	sent_to_description	char(4)	51	4	
		delim58		55	1	
7	Current Name	fname delim79 mname delim100 lname delim130 seniority delim134 suffix	varchar(20) varchar(20) varchar(30) char(3) char(4)	56 76 77 97 98 128 129 132 133	20 1 20 1 30 1 3 1 4	mname - will send period if an initial is used lname - no comma after lname if seniority or suffix is not null seniority- no punctuation suffix - no punctuation
		delim139		137	1	
8	name when admitted	fname delim160 mname delim181 lname delim212 seniority delim216 suffix	varchar(20) varchar(20) varchar(30) char(3) char(4)	138 158 159 179 180 210 211 214 215	20 1 20 1 30 1 3 1 4	name when admitted, may be null
		delim221		219	1	
9	mailing address	firm delim292 address_1 delim343 address_2 delim394	varchar(70) varchar(50) varchar(50)	220 290 291 341 342 392	70 1 50 1 50 1	zip_plus4 will be null country provided only if outside of USA

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
10	business address	city	varchar(50)	393	50	
		delim445	char(2)	443	1	
		state	char(2)	444	2	
		delim448	varchar(50)	446	1	
		zip	char(5)	447	5	
		delim454	char(4)	452	1	
		zip_plus4	char(4)	453	4	
		delim459	varchar(50)	457	1	
		country	varchar(50)	458	50	
		delim510		508	1	
11	home address	firm	varchar(70)	509	70	country provided only if outside of USA
		delim581	varchar(50)	579	1	
		address_1	varchar(50)	580	50	
		delim632	varchar(50)	630	1	
		address_2	varchar(50)	631	50	
		delim683	varchar(50)	681	1	
		city	varchar(50)	682	50	
		delim734	char(2)	732	1	
		state	char(2)	733	2	
		delim737	char(5)	735	1	
zip	char(5)	736	5			
delim743	char(4)	741	1			
zip_plus4	char(4)	742	4			
delim748	varchar(50)	746	1			
country	varchar(50)	747	50			
delim799		797	1			
11	home address	firm	varchar(70)	798	70	country provided only if outside of USA
		delim870	varchar(50)	868	1	
		address_1	varchar(50)	869	50	
		delim921	varchar(50)	919	1	
		address_2	varchar(50)	920	50	
		delim972	varchar(50)	970	1	
city	varchar(50)	971	50			
delim1023		1021	1			

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
		state delim1026 zip delim1032 zip_plus4 delim1037 country	char(2) char(5) char(4) varchar(50)	1022 1024 1025 1030 10311035 1036	2 1 5 1 4 1 1 50	
		delim1088		1086	1	
12	Business phone	number	varchar(50)	1087	14	(xxx) xxx-xxxx
		delim1103		1101	1	
13	Social Security Number	tid	varchar(20)	1102	11	xxx-xx-xxxx
		delim1115		1113	1	
14	Law School	law_school_name	varchar(50)	1114	50	
		delim1166		1164	1	
15	Date of Birth	dob	datetime (mm/dd/yyyy)	1165	10	mm/dd/yyyy
		delim1177		1175	1	
16	Year Admitted to NYS Bar	year_admitted	int(yyyy)	1176	4	yyyy
		delim1182		1180	1	
17	NYS Judicial Dept. of Admission	judicial_department	smallint	1181	1	number
		delim1184		1182	1	
18	Fee amount for biennial period	fee_amount	numeric(6)	1183	6	\$x,xxx.00

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
19	Total of all fees (calculated field)	total fee	numeric(6)	1190	6	\$.xxx.00
		delim1191		1189	1	
		delim1198		1196	1	
20	Identifies the type of Notice: -Re-registration -Second -Final -Special -Delinquent	description	varchar(50)	1197	50	text
		delim1249		1247	1	
22	Notes for correspondence	correspondence message 1a correspondence message 1b correspondence message 1c delim1351 correspondence message 2a correspondence message 2b correspondence message 2c delim1455 correspondence message 3a correspondence message 3b correspondence message 3c delim1559 correspondence message 4a correspondence message 4b correspondence message 4c delim1663 correspondence message 5a	varchar(25) varchar(25) varchar(50) varchar(25) varchar(25) varchar(50) varchar(25) varchar(25) varchar(50) varchar(25) varchar(25) varchar(50) varchar(25) varchar(25) varchar(50) varchar(25)	1248-1273 1274-1299 1300-1350 1351 1352-1377 1378-1403 1404-1454 1455 1456-1481 1482-1507 1508-1558 1559 1560-1585 1586-1611 1612-1662 1663 1664-1689	25 25 50 1 25 25 50 1 25 25 50 1 25 25 50 1 25	string string string string string string string string string string string string string

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
22	Notes for correspondence	correspondence message 5b	varchar(25)	1690-1715	25	string
		correspondence message 5c	varchar(50)	1716-1766	50	string
		delim1767		1767	1	
		correspondence message 6a	varchar(25)	1768-1793	25	string
		correspondence message 6b	varchar(25)	1794-1819	25	string
		correspondence message 6c	varchar(50)	1820-1870	50	string
		delim1871		1871	1	
		correspondence message 7a	varchar(25)	1872-1897	25	string
		correspondence message 7b	varchar(25)	1898-1923	25	string
		correspondence message 7c	varchar(50)	1924-1974	50	string
delim1975		1975	1			
correspondence message 8a	varchar(25)	1976-2001	25	string		
correspondence message 8b	varchar(25)	2002-2027	25	string		
correspondence message 8c	varchar(50)	2028-2978	50	string		
delim2079		2079	1			
correspondence message 9a	varchar(25)	2080-2105	25	string		
correspondence message 9b	varchar(25)	2106-2131	25	string		
correspondence message 9c	varchar(50)	2132-2182	50	string		
delim2183		2183	1			
correspondence message 10a	varchar(25)	2184-2209	25	string		
correspondence message 10b	varchar(25)	2210-2235	25	string		
correspondence message 10c	varchar(50)	2236-2286	50	string		
delim2287		2287	1			
22	Notes for correspondence	correspondence message 11a	varchar(25)	2288-2313	25	string

Field# (on form)	Description	Field Name	Data Type	start	width	formatted in
22	Notes for correspondence	correspondence message 11b	varchar(25)	2314-2339	25	string
		correspondence message 11c	varchar(50)	2340-2390	50	string
		delim2391		2391	1	
		correspondence message 12a	varchar(25)	2392-2417	25	string
		correspondence message 12b	varchar(25)	2418-2443	25	string
		correspondence message 12c	varchar(50)	2444-2494	50	string
		delim2495		2495	1	
		correspondence message 13a	varchar(25)	2496-2521	25	string
		correspondence message 13b	varchar(25)	2522-2547	25	string
		correspondence message 13c	varchar(50)	2548-2598	50	string
		delim2599		2599	1	
		correspondence message 14a	varchar(25)	2560-2585	25	string
correspondence message 14b	varchar(25)	2586-2611	25	string		
correspondence message 14c	varchar(50)	2612-2662	50	string		
delim2663		2663	1			
correspondence message 15a	varchar(25)	2664-2689	25	string		
correspondence message 15b	varchar(25)	2690-2715	25	string		
correspondence message 15c	varchar(50)	2716-2741	50	string		
delim2793		2742	1			
correspondence message 16a	varchar(25)	2743-2768	25	string		
correspondence message 16b	varchar(25)	2769-2794	25	string		
correspondence message 16c	varchar(50)	2795-2845	50	string		
delim2846		2846	1			
correspondence message 17a	varchar(25)	2847-2872	25	string		
correspondence message 17b	varchar(25)	2873-2898	25	string		
correspondence message 17c	varchar(50)	2899-2949	50	string		
delim2950		2950	1			

TOTAL RECORD LENGTH: 2951 (THIS INCLUDE TRAILING CARRIAGE RETURN AND LINE FEED)