



Mississippi Department of Employment Security

Tate Reeves
Governor

Dr. William J. Ashley, Ph. D.
Executive Director

Amendment #2 Consolidated Question and Answers
Printing and Mailing Services
RFx 3120003360

*All Answers in **Red Font**

*Please see Amended Attachment B

1. Could you confirm whether vendors may include recommendations around portal workflow and digital process optimization in their proposal?
Yes a vendor is well within the scope of the RFP to include:
 - Portal improvements
 - Workflow redesign proposals
 - Automation strategies
 - Digital optimization recommendations
 - Suggested enhancements to MDES' current processes**In fact, such recommendations may **strengthen** a vendor's technical and managerial scoring because they demonstrate expertise, modernization, and value-added capability.**
2. What baseline assumptions should vendors use when developing this monthly price? **Vendors should assume**
 - **One flat monthly fee** must cover everything.
 - **Should assume an annual processing load of 600,000 documents and checks (based on last three years of usage).** Please refer to Historical Data provided in RFP.
 - **All system, staffing, compliance, and IT requirements.**
 - **All start-up and transition costs.**
 - **A stable price for up to 5 years.**
 - **No additional fees ever.**

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3. Is MDES expecting pricing to be based on historical averages, peak volumes, or another defined workload model? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose **one fixed monthly price** that covers **an annual processing load of 600,000 documents and checks.**
4. Should vendors assume a normalized monthly volume based on the historical data provided, and if so, what period or methodology should be used to calculate that baseline? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose **one fixed monthly price** that covers **an annual processing load of 600,000 documents and checks.**
5. How MDES expects vendors to account for volume variability in a fixed monthly pricing model? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose **one fixed monthly price** that covers **an annual processing load of 600,000 documents and checks,.**
6. Will any minimum or maximum volume thresholds will be established for pricing assumptions? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose **one fixed monthly price** that covers **an annual processing load of 600,000 documents and checks.**
7. If volume materially exceeds historical averages, how will that impact the contract (i.e., is the vendor expected to absorb all variability within the fixed monthly price)? If MDES expects volume to exceed 600,000 documents and checks in a year, MDES will address the exceeding volume in another contract. MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage.
8. What specific criteria will MDES use to determine whether a proposed monthly price is realistic and responsive to the scope? As stated in the RFP, MDES will evaluate cost proposals in accordance with Section 9, Proposal Evaluation and Basis for Award. Proposed pricing must comply with all pricing requirements in the RFP, including submission of a single fixed monthly price that encompasses all printing and mailing services required under the contract. The price must also be fully inclusive of all required labor, materials, equipment, insurance, overhead, and any other costs necessary to perform the work as described in the Scope of Services.

In addition to the cost scoring formula established in Section 9.4.1, MDES will determine whether a proposed monthly price is realistic and responsive based on the overall content of the vendor's proposal, including but not limited to:

1. **Compliance with Mandatory Requirements:** Vendors must demonstrate that the proposed price covers the complete Scope of Services and all required deliverables. Failure to submit pricing in the required format or to include all required services may result in a determination of non-responsiveness as outlined in Section 9.3.
 2. **Technical and Managerial Evaluation:** MDES will assess whether the vendor's technical approach, operational plans, staffing, equipment, resources, and demonstrated experience support the vendor's ability to perform all required services at the proposed price. These factors are evaluated under Section 9.4.2 (Technical) and Section 9.4.3 (Managerial).
 3. **Financial Stability and Resource Capacity:** Vendors must meet the minimum qualifications in Section 7, including demonstrating adequate facilities, resources, and financial stability to support the fixed monthly price for the duration of the contract term.
 4. **Past Performance and References:** References submitted in accordance with Attachment C will be evaluated as required by the RFP and will help determine whether the vendor has successfully provided similar services at the scale required by MDES.
9. How will MDES ensure that pricing comparisons are equitable across vendors who may interpret volume assumptions differently? All vendors are required to submit a single fixed monthly price that includes all printing and mailing services described in the RFP. Because conditional, tiered, or volume-based pricing is not permitted, all proposals are evaluated using the same pricing structure. Cost scoring will be conducted using the formula in Section 9.4.1, which compares each vendor's monthly price to the lowest responsive price received. Technical and managerial evaluations under Sections 9.4.2 and 9.4.3 will also be used to assess whether the proposed price is supported by the vendor's demonstrated capability to meet the full Scope of Services. Historical volume data in Section 6.1 is provided equally to all vendors but does not affect the cost-scoring methodology.
10. Is there an expected or target volume/cost model MDES will use internally to normalize pricing comparisons? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage.

11. Does MDES has an assumed service mix (e.g., percentage of work by type) vendors should apply when building the monthly price? MDES does not provide an expected or target service mix for pricing purposes. The RFP requires vendors to submit a single fixed monthly price that covers all printing and mailing services, regardless of the mix work. Vendors may review the historical data provided in Section 6.1, but MDES does not prescribe any percentage breakdown or workload distribution to be used when developing pricing. Vendors are expected to account for all required service types in the Scope of Services.
12. If vendors should weight pricing toward specific high-volume or high-cost services reflected in historical data? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose one fixed monthly price that covers an annual processing load of 600,000 documents and checks. If MDES expects volume to exceed 600,000 documents and checks in a year, MDES will address the exceeding volume in another contract.
13. Will MDES provide a breakout of expected service distribution to support pricing accuracy? MDES will not provide an expected or target distribution of services for pricing purposes. The RFP requires vendors to submit a single fixed monthly price that encompasses all printing and mailing services described in the Scope of Services, regardless of the mix or frequency of specific work types. The historical data in Section 6.1 is provided for general context only and does not represent an expected service mix. Vendors are expected to account for all required services and the obligation to scale operations in response to fluctuating volumes and service types.
14. Will postage expected to be fully embedded into the fixed monthly fee or treated as a pass-through (based on actual usage)? No MDES will prepay postage in the exact amounts utilized by the vendor for mailing. Vendors must guarantee the lowest applicable postage rates, use all mechanisms including presorting to ensure the lowest rates available, and report postage activity monthly.
15. How vendors should account for fluctuations in postal rates and mailing classes within a fixed pricing model? MDES will prepay postage in the exact amounts utilized by the vendor for mailing. Vendors must guarantee the lowest applicable postage rates, use all mechanisms including presorting to ensure the lowest rates available, and report postage activity monthly.
16. Whether MDES has preferred or assumed mail classes to be used for pricing consistency? No. MDES does not prescribe or assume specific USPS mail classes

for pricing purposes. Vendors are required to propose a single fixed monthly price that includes all postage costs, regardless of the mix of mailing classes used. As outlined in the RFP, vendors must guarantee the lowest applicable postal rates and manage all USPS mailing requirements, including presort, automation, and compliance with postal addressing standards. The selection and optimization of mailing classes is the responsibility of the vendor.

17. Are vendors expected to fully absorb surge capacity within the fixed monthly price? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose one fixed monthly price that covers an annual processing load of 600,000 documents and checks. If MDES expects volume to exceed 600,000 documents and checks in a year, MDES will address the exceeding volume in another contract.
18. Does MDES anticipate defined surge scenarios that vendors should include in pricing assumptions? No. MDES does not define or prescribe specific surge scenarios for pricing purposes. MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose one fixed monthly price that covers an annual processing load of 600,000 documents and checks. If MDES expects volume to exceed 600,000 documents and checks in a year, MDES will address the exceeding volume in another contract.
19. Are vendors expected to price extraordinary surge events (such as 2020–2021 volumes) into the base monthly fee? No. MDES does not expect vendors to price extraordinary surge events into the base monthly fee. MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose one fixed monthly price that covers an annual processing load of 600,000 documents and checks. If MDES expects volume to exceed 600,000 documents and checks in a year because of an extraordinary surge event, MDES will address the exceeding volume in another contract.
20. Will MDES accept clearly documented vendor assumptions as part of the pricing model? If so, how will proposals be evaluated if assumptions differ between vendors? MDES will accept clearly documented assumptions within vendor proposals for explanatory purposes. However, the fixed monthly price must remain fully compliant with the RFP and cannot be conditioned on any assumptions. If assumptions differ between vendors, they will not affect cost scoring or be used to normalize pricing. All proposals will be evaluated solely on the required fixed monthly price and the vendor's demonstrated ability to meet the full Scope of Services, as outlined in Sections 9.3, 9.4.1, 9.4.2, and 9.4.3.

21. Is there an opportunity for MDES to confirm or standardize vendor assumptions prior to final proposal submission? MDES is expecting vendors to assume an annual processing load of 600,000 documents and checks based on the last three years of usage. MDES expects vendors to propose one fixed monthly price that covers an annual processing load of 600,000 documents and checks.
22. Will MDES consider allowing vendors to submit only an electronic version of the proposal, eliminating the requirement to provide printed proposal packages? No. The RFP requires vendors to submit one signed original hard-copy proposal package, four additional hard-copy copies, and an electronic version, as stated in Section 8.2.1. Proposals must be physically delivered in a sealed package to the address identified in Section 8.2.3. MDES cannot modify these submission requirements. Therefore, electronic-only submissions will not be accepted.
23. Please clarify what MDES means by “Fixed Price.” Does this refer to a set price for a month regardless of consumption, a per-piece rate, a per-unit cost, or something else? “Fixed Price” refers to a single, all-inclusive monthly fee that covers all printing and mailing services described in the RFP, regardless of actual usage or consumption. Vendors must submit one fixed monthly price that includes all required labor, materials, equipment, postage, and any other associated costs. This pricing is not per-piece, per-unit, or consumption-based, and it must remain firm for the duration of the contract without escalation for any reason.
24. Would MDES accept Secure Destruction, with the United States Postal Service providing a raw data file in lieu of physical returned mail processing? No.
25. Please provide the link that will allow the vendor access to the MDES RFP No. 2026-01, RFX Number: 3180002918, Mississippi Contract/Procurement Opportunity Search Portal website.

https://www.ms.gov/dfa/contract_bid_search/Bid/Details/45436?AppId=1&Keyword=3120003360

The Request for Proposal can also be found here:

<https://mdes.ms.gov/information-center/about-mdes/mississippi-employment-security-law-mdes-regulations/rfps-rfqs-bid-notices/>

Attachment B

PROPOSAL FORM

| Company | Contact Person | Telephone Number |
|----------------|-----------------------|-------------------------|
| | | |

The pricing quoted shall be inclusive of, but not limited to the following:

1. All required equipment/material;
2. All required insurance, bond, or other surety;
3. All required overhead;
4. All required profit;
5. All required vehicles;
6. All required fuel and mileage;
7. All required labor and supervision;
8. All required business and professional certifications, licenses, permits, or fees; and,
9. Any and all other costs.

The vendor shall submit a **monthly** price to encompass all printing and mailing requirements associated with this proposal. All pricing for providing Printing and Mailing Services should include all associated costs for the items with no additional or hidden fees.

The monthly price shall constitute the entire compensation due to the Vendor for all Printing and Mailing Services and all obligations hereunder regardless of difficulty, materials, necessary equipment, postage, and any associated inflation throughout the contract. MDES shall not provide any prepayments or initial deposits in advance of services rendered. Payment for services provided by the Vendor to MDES shall be made only after Printing and Mailing Services have been duly performed and properly invoiced.

Pricing for performing Printing and Mailing Services shall be firm for the duration of this contract and are not subject to escalation for any reason unless the contract is amended and agreed-to in writing by both parties.

OFFICIAL PROPOSAL PRICE

MONTHLY

AMOUNT

\$

By signing below, the company Representative certifies that he/she has authority to bind the company, and further acknowledges and certifies on behalf of the company:

1. That he/she has thoroughly read and understands the Request for Proposals and Attachments thereto;
2. That the company meets all requirements and acknowledges all certifications contained in the Request for Proposals and Attachments thereto;
3. That the company agrees to all provisions of the Request for Proposals and Attachments thereto including, but not limited to, the Required and Optional Clauses to be included in any contract resulting from this RFP (Attachments E and F);
4. That the company will perform the services required at the prices quoted above;
5. That, to the best of its knowledge and belief, the cost or pricing data submitted is accurate, complete, and current as of the submission date;
6. **NON-DEBARMENT:** By submitting a proposal, the Vendor certifies that it is not currently debarred from submitting proposals for contracts issued by any political subdivision or Agency of the State of Mississippi and that it is not an agent of a person or entity that is currently debarred from submitting proposals for contracts issued by any political subdivision or Agency of the State of Mississippi.
7. **INDEPENDENT PRICE DETERMINATION:** The Vendor certifies that the prices submitted in response to the solicitation have been arrived at independently and without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Vendor or competitor relating to those prices, the intention to submit a proposal, or the methods or factors used to calculate the prices proposal/offered.
8. **PROSPECTIVE VENDOR'S REPRESENTATION REGARDING CONTINGENT FEES:** The prospective Vendor represents as a part of such Vendor's proposal that such Vendor *has not* retained any person or agency on a percentage, commission, or other contingent arrangement to secure this contract.
9. **REPRESENTATION REGARDING CONTINGENT FEES:** Vendor represents that it *has not* retained a person to solicit or secure a State contract upon an agreement or understanding for a commission, percentage, brokerage, or other contingent fee, except as disclosed in the Vendor's proposal.
10. **REPRESENTATION REGARDING GRATUITIES:** Vendor represents that it has not violated, is not violating, and promises that it will not violate the prohibition against gratuities set forth in Section 6-204 (Gratuities) of the *PPRB OPSCR Rules and Regulations*.

Company Name:

Printed Name of Representative:

Date:

—

Signature:

Note: Failure to sign the proposal form may result in the proposal being rejected as non-responsive. Modifications or additions to any portion of this proposal document may be cause for rejection of the proposal.