

Atlanta Regional Commission
Network Printing & Metered Postage Services
Technical Questions & Answers

Q1: On Section I (Introduction) it states that this RFP may result in multiple awards with the right reserved to grant all or part of this project to one or more firms. Is Pitney Bowes, Inc. as the manufacturer, direct supplier, direct servicer and direct financier of Postage and Mailing systems and not of Multi-Function Printers at a disadvantage since we don't offer the Multi-Function Printers you are requesting?

A1: As stated in the RFP, ARC reserves the right to make multiple awards if, after evaluating the proposals received, it determines that doing so is in its best interest. This includes the possibility of awarding a contract for postage and mailing, and a contract for multi-function printers.

Q2: What would be the effective (start) date of the new agreement for the postage meter?

A2: ARC anticipates an effective date of July 1, 2019 for any agreement(s) into which it enters.

A3: What media or method should be used to deliver the digital format of the proposal? (DVD, portable drive, email, FTP)

A3: Either of the aforementioned formats is acceptable as long as submittals are received by the deadline set forth in the RFP. Because emails can be filtered or hung up, we strongly recommend submitting a USB drive with your hard copies to satisfy the digital requirement.

Q4: Currently you pre pay for your postage downloads. Would you like to have the ability to be billed for your postage downloads after the fact?

A4: Please include all options that, in your estimation, will provide the best level of service possible to ARC.

Q5: On the request to *"Accommodate the use of 20-25 different group codes and separate log-ins for chargebacks by codes"*; would you like to access reports on the mailing system and print them on the tapes or export them to a USB drive or would prefer to also have access them via a web based portal so that that may be accessed remotely and more easily?

A5: Please present any and all report generation and export options that you determine will meet the requirements set forth in the RFP and which will allow your company to offer competitive pricing for services proposed.

Q6: Currently you have a touch screen that is 10.1 inches, will you require the new postage meter to be the same size or larger?

A6: The equipment proposed should meet or exceed the specifications and capabilities of current equipment under lease by ARC, and as is set forth in RFP requirements.

Q7: On the *"Be able to process batched mail containing mixed weights and sizes"* requirement; your current system can feed, seal, weigh, measure and rate mail in one pass letters and flats up to 3/4" thick. Normally for systems that have the ability to manage mail containing mixed weights and sizes, the minimum requirements are 1/2" – what are your minimum thickness expectations for this requirement?

A7: Proposals should include the best options your organization can offer based on the preparer's knowledge and expertise as well as the requirements set forth in the RFP.

Q8: What capacity scale do you require?

A8: Please include the equipment size/capacity in the proposal that will support ARC's needs as prescribed in the RFP.

Q9: The newest and most advanced technology of postage meters not only provide users the ability to print postage for letters and flats but also the US Postal Services compliant shipping labels for package services. This ability also affords the user to take advantage of the discounted Commercial Rates offered by the US Postal Service, providing savings over traditional retail rates. Considering that a large percentage of the mail you run is Priority Mail, Priority Mail Express, Package Services - would you be interested of having this as an integrated part of the system provided?

A9: Proposals should include any system provisions that will support ARC's business practices as prescribed in the RFP.

Q10: Would you like for the system to have the future capability to expand to desktop users and other carries like FedEx and UPS?

A10: Proposers should offer any and all capabilities that will support ARC's expressed, and in the proposer's estimation, future needs; and which will make the proposal competitive.

Q11: Can you provide current models to understand required specs?

A11: ARC currently utilizes a mixture of models, including but not limited to Kyocera Ecosys FS-4200DN and Sharp MXC400P.

Q12: The 38K volume states this is annual volume? Is this correct or is this monthly?

A12: The stated volume reflects annual output.

Q13: What speeds are required?

A13: Speeds which are conducive to productivity for an office of 200+ staff with varying printing requirements.

Q14: Is 11 X 17 size required?

A14: Yes

Q15: Are Copy, Scan or Fax required on any of the devices?

A15: Fax capability is not required.

Q16: Does ARC already have Proxy Cards or will these need to be provided?

A16: ARC already has prox cards.

Q17: Is there a minimum speed required for the mailing system?

A17: Please propose best speed options available based the information provided in the RFP on the current model used by ARC.

Q18: Does each department require a PIN or code to prevent unauthorized use/access?

A18: Each Group should have a unique PIN.

Q19: How is postage to be funded? Mail in a check or does ARC prefer for vendor to bill for postage?

A19: Please include all options that, in your estimation, will provide the best level of service possible to ARC.

Q20: Is there a minimum size touch screen display for the mailing system?

A20: The equipment proposed should meet or exceed the specifications and capabilities of current equipment under lease by ARC, and as is set forth in RFP requirements.

Q21: Is a conveyor required?

A21: The equipment proposed should meet or exceed the specifications and capabilities of current equipment under lease by ARC, and as is set forth in RFP requirements.

Q22: USPS only or UPS? Fed Ex?

A22: USPS is required. However, proposers can also propose on additional options if, in your estimation, those options are cost-effective and can support efficient use of staff time when utilized.

Q23: For Priority Mail, is a barcode label printer for printing IMPB barcodes (discounted postage) required?

A23: The equipment proposed should meet or exceed the specifications and capabilities of current equipment under lease by ARC, and as is set forth in RFP requirements.

Q24: What capacity scale?

A24: Please include the equipment size/capacity in the proposal that will support ARC's needs as prescribed in the RFP.

Q25: Do you simply want to “print” usage reports or would web access be preferred?

A25: Please present any and all report generation and export options that you determine will meet the requirements set forth in the RFP and which will allow your company to offer competitive pricing for services proposed.