

REGIONAL INCOME TAX AGENCY
2014 TAX FORM & CORRESPONDENCE RFP

Issued January 29, 2014

Contract Proposals Due:

Wednesday February 26, 2014
At 12:00 P.M., EST

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I.

**INVITATION FOR PROPOSALS
TAX FORM BOOKLETS/ MAILERS**

The Executive Director of the Regional Income Tax Agency (R.I.T.A.) will accept contract proposals for Tax Forms and Correspondence at 10107 Brecksville Road, Brecksville, Ohio until 12:00 P.M. EST, Wednesday February 26, 2014

Copies of the Tax Form/Correspondence RFP documents will be on file for inspection and may be obtained at the offices of R.I.T.A., by calling Jennifer McMurdo at (440) 526-0900, extension 3598, TDD (440) 526-5332, or on the R.I.T.A. website at www.ritaohio.com.

In summary, the capability to image variable data from computer based media is required. The vendor must be able to merge R.I.T.A.-provided data onto the vendor-created forms, to produce Tax Forms and Correspondence.

R.I.T.A. intends to award a 5 year contract with two one year options for the printing and mailing of Tax Forms and Correspondence. R.I.T.A. intends to solicit contract proposals for all of its printing and mailing needs, including, but not limited to, tax form booklets/mailers, correspondence, billing, and the like, by the end of the first quarter of 2014.

A conference will be held for all interested parties at R.I.T.A. located at 10107 Brecksville Road, Brecksville, Ohio on February 13, 2014 at 10:00a.m.

R.I.T.A. is not responsible for any costs incurred by the respondent in preparation of a proposal. R.I.T.A. reserves the right to negotiate with the vendors submitting proposals in order to obtain the most favorable terms, conditions and pricing for the Agency as determined by the Agency in its sole discretion. Also, as deemed in the best interest of the Agency by the Board of Trustees, R.I.T.A. reserves the right to reject any or all parts of the proposal and may waive any and all informalities or irregularities in the proposals or the proposal process.

II. INSTRUCTIONS TO VENDORS/RESPONDENTS

A. Purpose

The purpose of this RFP is to solicit proposals for the printing and mailing of municipal tax forms/correspondence for R.I.T.A. The objective of the RFP is to provide vendors/respondents minimum requirements necessary to partner with R.I.T.A., while allowing the vendor to provide alternative solutions to print, mail and process forms more efficiently. Vendors must provide a response on this entire proposal, and not only on selected portions of the proposal. R.I.T.A. reserves the right to award separate portions of the proposal to different vendors. R.I.T.A. will require the vendor to provide samples of each type of document contained in the RFP. A contract shall be awarded to the most responsive and responsible vendor/respondent as soon as practicable after the opening of proposals, subject to the reservations as stated in the "Instructions to Vendors/Respondents", and the vendor/respondent to whom award is made shall enter into a written contract in a form acceptable to R.I.T.A. within ten (10) days of notification of award. A performance bond or certified check for the full amount of the contract shall be furnished at the time of signing of the formal agreement.

B. Timetable

RFP Documents Available/ Open for Proposals – January 29, 2014
Advertisement – January 29th, 2014
Advertisement – February 5, 2014
Conference – February 13, 2014
Proposals due – February 26, 2014
Contract Award Date – Within 60 days of proposal opening,
Anticipate board approval on March 20, 2014
Written Contract Date – Within 10 days of contract award date

C. R.I.T.A. Project Coordinator

All inquiries concerning the RFP should be directed to:

Jennifer McMurdo, Records Processing Manager
10107 Brecksville Road
Brecksville, Ohio 44141
(440) 526-0900, extension 3598
TDD (440) 526-5332
jmcmurdo@ritaohio.com

Inquiries should be submitted in writing, prior to the February 13, 2014 conference, clearly indicating the area of the RFP that is in question.

D. Vendor Project Coordinator

1. The requirements described in this RFP require an in-depth understanding of the various issues and internal systems which are crucial to the business affairs of the Regional Income Tax Agency. For this reason prospective vendors must assign one individual at the manufacturing location to take responsibility for all mail projects from R.I.T.A. In addition, there shall be one individual at the manufacturing location responsible for overall quality control.

2. The successful vendor must provide timely, local service to R.I.T.A. and be available on a “demand” basis for consultation. In the event of a separate institution performing lockbox scanning and or keypunching of the printed document, vendor shall work closely with such institution to maintain proper specifications and quality of documents, in accordance with said institution’s processing equipment.

E. Pricing

1. Vendor/respondent agrees that all prices are guaranteed for a period of sixty (60) days from the time of the opening of the contract proposal.
2. Prices proposed should be delivered prices, exclusive of all federal or state taxes, state sales taxes, and manufacturer’s taxes.
3. All items proposed will be inspected upon finalization to ensure compliance with minimum specifications. Items not in compliance will be rejected until proper remedial measures are taken at vendor’s sole expense to ensure compliance.
4. R.I.T.A. IS TAX EXEMPT AND ELIGIBLE FOR GOVERNMENT PRICING.

F. Vendor Security Requirements

R.I.T.A. deals with highly confidential income tax information. As such, R.I.T.A. has the following security requirements to ensure the confidentiality of taxpayer information. R.I.T.A. reserves the right to audit your premise (advance notification would be provided) to ensure that the proper controls are in place as part of awarding a contract for the services outlined in this RFP. R.I.T.A. is willing to sign a mutual non-disclosure agreement as part of the RFP response process so that the vendors data security controls can be adequately evaluated.

If available, the Vendor shall provide its most recent service auditor’s report (commonly referred to as a SAS 70 or SSAE 16 report) or similar document that describes the effectiveness of the vendor’s internal control environment as it relates to data security. The systems and facilities intended to be used for RITA processing must be within the scope of the service auditor’s report. In addition, R.I.T.A. requires the vendor to provide annual updates of these reports during the life of the contract. Vendors who cannot provide an equivalent service auditor’s report need to submit their company’s state of compliance with the control objectives contained in the attached document R.I.T.A. Data Safeguards for 3rd Party Print Facilities. This document is provided in Excel format and should be submitted, if applicable, with the Vendor’s RFP response.

The Vendor shall include a narrative and data flow diagram that shows key points in the processing of RITA’s data from the time it is received until it is delivered to the United States Post Office in a sealed envelope. The narrative should describe where the data is stored at each point and the security controls in place to prevent unauthorized access.

Please explain in detail how your organization will meet the stated requirements. Single sentences or answers of “yes” or “no” will not be sufficient. Attach a separate sheet if necessary. If the response is answered in sufficient detail with the complimenting service auditor’s report, the vendor can simply reference the section and page of the report for their response.

#	Security Requirements	Vendor Response
1	If available, the Vendor shall provide its most recent service auditor's report (commonly referred to as a SAS 70 or SSAE 16 report) or similar document that describes the effectiveness of the vendor's internal control environment as it relates to data security. RITA requires the vendor to provide annual updates of these reports. Vendors who cannot provide an equivalent service auditor's report need to submit their company's state of compliance with the control objectives contained in the attached document RITA Data Safeguards for 3rd Party Print Facilities.	
2	The Vendor shall include a narrative and data flow diagram that shows key points in the processing of RITA's data from the time the data is received until it is delivered to the United States Post Office in a sealed envelope. The narrative should describe where the data is stored at each point, the security controls in place to prevent unauthorized access and how the data will be destroyed when processing is complete.	
3	Vendor shall set out its current hiring practice and the process for performing personnel background checks or its intent to incorporate such a practice prior to work on this project. RITA expects that the Vendor will use its best judgment and discretion in determining the personnel appropriate to work on this project, keeping in mind the sensitive nature of the information to be provided by RITA. RITA reserves the right to require any of Vendor's personnel to be removed from this project if it deems that such personnel having access to this information amounts to an unacceptable risk to RITA, its members or its members' taxpayers.	
4	Vendors must not engage the services of sub-contractors without prior approval by RITA. Subcontractors approved by RITA must have contract provisions that accept the risk of protecting the confidentiality and integrity of RITA's data while in its possession. This includes using third party IT cloud service providers for outsourcing of technology services.	
5	The vendor must have a primary facility where materials are printed and a backup facility for disaster recovery services. The backup facility must be linked to the primary facility to ensure the vendor can meet RITA's service level agreement (SLA) for printed material. The backup facility must meet RITA's security requirement as outlined in this section.	

6	RITA recommends that the vendor not make backup copies of the data exchanged as part of the printing and mailing process. If data loss occurs due to equipment failure or a software malfunction, the vendor can work with RITA to re-transmit the data file.	
7	The vendor must have physical security controls in place to limit access to areas of their facility where RITA data is stored and processed. Access to the processing and storage areas within the facility must be restricted to employees assigned to process RITA's information. Further, the vendor must ensure the physical security of RITA's data from the time it is received until it is delivered to the post office. This requirement is for all processing facilities.	
8	Printed tax information will be stored in secured locations when assigned staff are not actively working with the forms.	
9	The area for processing RITA printed materials will be restricted to only those personnel authorized to handle RITA information.	
10	The vendor must have a procedure for handling visitors to their facilities. This includes a process for verifying the person's identity by comparing their name and signature to a photo ID. Visitor logs must be maintained for any non-employee accessing the facilities where RITA's data is processed or stored. Visitors entering the restricted processing area will log their name, signature, escort name, purpose of entry, and date/time of entry on a register.	
11	Visitor registers should be closed each month and reviewed by the area supervisor/manager. Copies of visitor registers must be made available to RITA upon request and kept on file for a period not to exceed 6 months past the contract end date with RITA.	
12	All printed materials will be transferred between the Post Office, vendor locations, and RITA facilities in a locked container and delivered by responsible individuals or couriers who have undergone background checks. The materials must be transferred to RITA in locked transport containers.	
13	Computers, software and network equipment used to process RITA data will have access controls that include the use of strong passwords, audit trails of usage, virus/malware protection and inactivity screen savers set for activation at a maximum of 15 minutes.	

14	RITA data must be centrally stored and not reside on a client PC's hard drive, USB drive, or other removable media.	
15	All computers, software and network equipment used in the processing of RITA's data must undergo risk and vulnerability assessments and must be part of a software patch management program.	
16	RITA data stored electronically on the vendor's network server must be protected from unauthorized access and segregated from all other company data.	
17	Disposal of any media used to store RITA information (hard drives, backup tapes, etc.) must be done in accordance with NIST publication 800-88 for moderate security systems.	
18	Access control logs showing who, when, and from where a vendor's employee accessed electronic copies of RITA information must be maintained and protected from alteration. The vendor must ensure that audit information is stored for a period not to exceed 6 months past the contract end date.	
19	The entire facility should have perimeter security with intrusion detection systems that are actively monitored.	
20	Information systems that process RITA tax information must be continually monitored for intrusion attempts and unauthorized access events.	
21	Processing of RITA information may not occur from an employee's residence.	
22	Electronic transmission of RITA information must be secure during the sign-on to the remote system and during the transfer of data.	
23	Describe your firm's compliance with the Federal and State laws governing the processing of confidential information and financial transactions.	
24	RITA will exchange all data using secure electronic file transfer methods. The file will be encrypted using GPG encryption software and a RSA or DSA 2048 bit key (minimum). The encrypted file will be transmitted to the vendor facility using SFTP, FTPS or HTTPS.	

G. General Expectations of the Vendor/Respondent

1. R.I.T.A. expects the successful vendor will be able to make recommendations/suggestions with regard to the design, printing and mailing of all forms, as such to reduce cost and increase effectiveness by R.I.T.A. and the end users.
2. Reconciliation reports, including, but not limited to, postage usage and form/correspondence sent out are required on a daily and monthly basis. Invoicing will be done on a monthly basis and require detailed documentation for the month.
3. All subcontractors, vendors, or other third parties shall be the responsibility of the vendor. The successful vendor will be responsible for all preliminary drafting and finalization of the municipal tax forms/correspondence.
4. Each proposal must contain the full name and address of every person or company interested in said proposal and be accompanied by a contract bond or certified check in the sum of five percent (5%) of the contract amount to the satisfaction of the Executive Director as a guarantee that if the proposal is accepted, a contract will be entered into and its performance properly secured.
5. Should any proposal be rejected, the contract bond or check will be forthwith returned to the vendor/respondent.
6. Vendors/respondents are required to use the printed RFP forms, which shall be submitted back in sealed envelopes, addressed to the Executive Director, R.I.T.A., 10107 Brecksville Road, Brecksville, Ohio 44141 and shall be plainly marked on the outside thereof "Tax Form & Correspondence RFP" and shall bear the name of the vendor/respondent. The respondent should supply three (3) originals of their proposal. An electronic version on CD-ROM should also be sent, preferably in Adobe .pdf format, but Microsoft Word format is acceptable also.
7. Contract proposals shall be submitted prior to the time fixed in the "Invitation for Proposals". Proposals received after the time so indicated shall be returned unopened. Proposals may not be withdrawn at any time. At the time and place fixed for opening of proposals, the contents of all proposals will be made public to all vendors/respondents and other interested parties who may be present in person or by representative.
8. R.I.T.A. reserves the right to reject any and all proposals or any and all items covered in the proposal request, to waive informalities or defects in proposals, or to accept such proposals, as it shall deem to be in the best interest of the Agency.
9. Vendors/respondents must submit a proposal on all sections of the proposal, and not only on selected sections. R.I.T.A. reserves the right to award separate sections of the proposal to separate vendors.
10. Tax Form Booklets/Correspondence must be supplied in quantities as shown with no over-run or under-run permitted. R.I.T.A. reserves the right to adjust quantities based on agency needs.
11. By submitting a proposal, each vendor/respondent is insuring that the company is an Equal Opportunity Employer and that all employees and applicants for employment are not

discriminated against because of their race, creed, color, sex or national origin. By signing a contract with R.I.T.A., the successful vendor/respondent guarantees that the company meets and will comply with the above provision and all other applicable state and federal laws regarding public contract work, and agrees to indemnify and hold R.I.T.A. harmless from any claims or damages incurred against or by R.I.T.A. resulting from any non-compliance by the successful vendor/respondent.

12. Vendors are requested to submit a response for a five year contract.
13. R.I.T.A. intends to transmit ASCII files that are specific to the type of form and have specific file layouts.
14. In addition to vendor's ability to meet the criteria throughout this RFP, the contract will be awarded according to the following:
 - Ability to perform. Vendor must be able to demonstrate that the organization understands the municipal income tax guidelines and can provide insight to processing tax forms and correspondence more efficiently.
 - Vendor must provide the following guarantees in writing:
 - a. Service – A representative of the company will respond to all correspondences within 3 business hours.
 - b. Delivery – As outlined below.

H. TAX FORM DELIVERY AND MAILING REQUIREMENTS:

1. **FORM 17**

a) **Imaged:**

1. Mail Date from vendors location: October 31(date is approximate)

FORM 37 Booklets

a) **Blank booklets:**

1. Mail date from vendor's location: December 21 (date is approximate)
2. Shipping Address:
 - R.I.T.A.
 - 10107 Brecksville Road
 - Brecksville OH 44141
3. Terms: F.O.B.

2. **37 Postcards**

1. Mail date from vendor's location: December 26 through December 31(dates are approximate)

3. **FORM 11 – QUARTERLY AND MONTHLY EMPLOYER WITHHOLDING**

a) **Imaged booklets/mailers:**

1. Mail date from vendor's location: December 26 through December 31(dates are approximate)

4. 27 Postcards

- 1. Mail date from vendor’s location: December 26 through December 31(dates are approximate)

5. 1099 - G

a) Imaged booklets/mailers:

- 1. Mail date from vendor’s location: January 16 (date is approximate)

6. BILLING STATEMENTS AND CORRESPONDENCE.

BILLING STATEMENTS & CORRESPONDENCE Mailing Requirements

Data for producing the billing statements will be electronically transmitted to the successful bidder minimally at least once a week while data for correspondence will be transmitted nightly on business days. Data proofs will be issued from each production run and emailed to R.I.T.A., over a secured connection. Note: R.I.T.A. will consider alternative proposals for the electronic review and approval process that the vendor may propose. It is the expectation of R.I.T.A. that billing statements and correspondence will be deposited by the vendor with the United States Postal Service no later than fifty-six (56) hours after the vendor receives each data file. Alternative timeframes for mailing may be required or permitted in certain circumstances by mutual agreement of the parties. For larger billing runs, R.I.T.A. requests that the actual mailings of the bills be staggered over a period of days to accommodate the handling of phone inquiries regarding the statement information. We anticipate the limit for a daily mailing run to not exceed 25,000 bills of the same type, but reserve the right to modify the daily limit as needed. Listed below are tables of the approximate monthly mailings per category. A more exact production/mailing schedule will be developed with the successful vendor.

PENALTY FOR LATE MAILINGS

Any mailing delay by the vendor beyond any prescribed mailing timeframes will result in a credit to R.I.T.A. in an amount equal to 10% of the cost of processing the data file for each twenty-four (24) hour period, or portion of a twenty-four (24) hour period, that the mailing is delayed. Example – a delay of 8 hours results in a 10% credit, a delay of 23 hours results in a 10% credit, a delay of 26 hours results in a 20% credit. The credit will be provided to RITA on its next monthly invoice after the mailing delay. Vendor and R.I.T.A. will determine when and how the vendor will report mailing delays to R.I.T.A.

08 Billing statements

Month	Estimated Quantity
January	8,000
February	2,000
March	72,000
April	7,000
May	5,000
June	85,000
July	142,000
August	30,000
September	175,000
October	23,000
November	1,000
December	185,000

07 Billing Statements

Month	Estimated Quantity
January	11,000
February	10,000
March	8,000
April	11,000
May	8,000
June	7,000
July	10,000
August	7,000
September	8,000
October	9,000
November	12,000
December	8,000

III.

DOCUMENT DESCRIPTIONS AND SPECIFICATIONS

THE FOLLOWING SHOULD BE UNDERSTOOD AND MUST BE INCLUDED IN EACH CONTRACT PROPOSAL:

1. Sort must be done by the vendor and be USPS-automated compatible and by lowest USPS rates available at time of mailing: R.I.T.A. shall receive the full monetary benefit of any postal discounts gained as a result of postal pre-sorting. Vendor shall provide Government Postal Form 3602 and USPS PAVE Report to R.I.T.A. within 30 days following the mailing.
2. Vendor to exclude USPS charges of Imaged Tax Forms/Correspondence on proposal price sheet.
3. Vendor must provide a timetable listing of events from contract inception to mailing.
4. Vendor must explain in detail Information Technology (IT) services that will be utilized to facilitate printing and distribution of all documents included in this contract. The description should include items such as location, equipment, software, tables, sorting, etc. In addition, services to facilitate the distribution of documents to the postal service are required. These services include Zip+4 coding, delivery point barcode generation, and mail sorting. R.I.T.A. also desires that the vendor utilize CASS Certify/Address certification/delivery-point bar code for all its outgoing mail (R.I.T.A holds a CASS certification with the Post Office). In addition, the vendor should include a description of any software it may use to standardize addresses prior to mailing. The vendor must be able to generate fixed and variable messages for incorporation into documents based on condition logic determined by R.I.T.A.
5. Vendor must be able accept a secured transmission of the data for printed materials as outlined in section F of this RFP. R.I.T.A. will transmit an encrypted ASCII file containing the form / correspondence data at various times each business day between 6PM to 7 AM. The exact frequency and number of transmission will be agreed to by the vendor and R.I.T.A.

6. The cost for all graphic services shall be included in the proposal. The responding organization must provide consulting services during the creative design process, graphic design services to communicate prototypes and alternative designs, logo/artwork, text, typesetting, negatives & PDF's.
7. Vendor to include evidence of adequate back-up facilities in the event the primary facility is rendered inoperable. The timetable listing of events (#3 above) must be adhered to.
8. The electronically imaged information must be applied with water-resistant ink. The imaged information on the remittance coupons must be 300 dpi (dots per inch) or greater (including the OCR scan lines used by the payment processing center).
9. All other imaging must be 600 dpi (dots per inch) or better. Imaging technology should be capable of producing different text fonts on the same page, combining different font sizes on the same page, and generating upper and lower case letters.
10. The vendor must have the ability to provide Zip+4 coding of the human-readable outgoing mail address. The vendor must also image a delivery point bar-code in order to gain eligibility for automated postal rates from the U.S. Postal Service.
11. The vendor must utilize NCOA processing for all files presented to them whether Billing, Tax Forms or Correspondence. The vendor must update the addressee information prior to printing and mailing on all files presented to the vendor. The changes applied to the addressee are required to be communicated back to RITA via transmitted files that meet R.I.T.A. specifications for electronic processing. The transmission of a separate reject file is required for records that could not be processed by the vendor.
12. The vendor must provide for a method for billing files to be processed and available to R.I.T.A. staff to be viewed electronically prior to printing and mailing.
13. The vendor must allow for a method for R.I.T.A. to indicate specific items presented to the vendor for mailing to be pulled out and not processed.
14. Successful vendor must provide 100 samples of each R.I.T.A. form type for OCR/ICR testing purposes prior to final approval and production.
15. Vendor should have "intelligent inserter usage" equipment to reduce double-stuffs or other insertion problems.
16. Vendor should use turn-key inserting system where as the inserters do the folding, inserting and metering all on one machine to reduce errors, or provide detailed information as to the controls currently in place to avoid mailing errors.
17. Vendor must have the ability to deliver variable color print at a minimum of two colors for certain forms.
18. The references required on page 41 of this document must be from other Government mailing projects utilizing the proposed manufacturing processes.
19. Electronic files (PDF's) of all forms are to be provided to R.I.T.A. within five (5) days from the date the final proof is approved.
20. The vendor is to securely erase all electronic data from the vendor's computers that has been provided by R.I.T.A. within 24 hours of processing the data, according to contract, in their facility. All paper documents not processed and mailed must be securely shred beyond recognition.

21. The Vendor's contract with R.I.T.A. must contain language whereby the Vendor will assume all risk associated with protecting the confidentiality and integrity of R.I.T.A.'s data while in their possession. The Vendor is responsible for ensuring that no unauthorized access, data loss or misuse occurs while RITA data is in the Vendor's possession
22. The Vendor's contract must include R.I.T.A. approved language that prohibits the Vendor from disclosing any confidential taxpayer information.
23. The Vendor's contract must include language that prohibits the storage or processing of R.I.T.A.'s data in facilities outside the continuous United States of America.
24. The Vendor must demonstrate annually their compliance with the R.I.T.A.'s stated security requirements by submitting an updated service auditor's report (commonly referred to as a SAS 70 or SSAE 16 report), similar document that describes the effectiveness of the vendor's internal control environment as it related to data security or R.I.T.A. Data Safeguards for 3rd Party Print Facilities report. The systems and facilities intended to be used for R.I.T.A. processing must be within the scope of the submitted report.

DOCUMENTS REQUIRED:

R.I.T.A. will direct the chosen vendor to produce and distribute output documents to specified individuals through the U.S. Postal Service. The specified individuals (along with outgoing address and other pertinent information) will be provided through RITA's secure file transfer process. The chosen vendor will produce and distribute the following documents:

Document Name	Document Description	Quantity
Substitute 1099G	Document sent to individuals for reporting refunds, credits or offsets of state or local income tax received by the recipient.	Est. 116,000 Imaged
Form 37 Postcard	A postcard sent to individuals that lived in specified municipalities, worked in specified municipalities, or conducted business in specified municipalities as a reminder to file a tax return.	Est. 760,000 Imaged
Form 37 Blank Flat Stock	Document sent to specified municipalities and local libraries for calculating municipal income tax. Pricing for 65,000 flat stock should include folding (letter shopping) tax forms and instructions into an outgoing non-window envelope.	Est. 65,000 Flat Stock,
Form 27 Postcard	A postcard sent to organizations that are located in specified municipalities or conduct business in specified municipalities as a reminder to file a tax return.	Est. 64,000 Imaged 5,000 Continuous
Withholding Statement (Monthly, Multiple Municipalities)	Document sent to organizations to use for filing employer withheld municipal taxes for two or three municipalities with their names imaged, or more than three municipalities without imaging the municipalities' names. Document contains 12 address remittance coupons and 12 multiple-city distribution forms for submitting monthly payments.	Est. 14,000 Imaged

Withholding Statement (Monthly, Single Municipality)	Document sent to organizations to use for filing employer withheld municipal taxes for one municipality. Document contains 12 remittance coupons for submitting monthly payments.	Est. 17,000 Imaged
Withholding Statement (Quarterly, Multiple Municipalities)	Document sent to organizations to use for filing employer withheld municipal taxes for two or three municipalities with their names imaged, or more than three municipalities without imaging the municipalities' names. Document contains 4 address remittance coupons and 4 multiple-city distribution forms for submitting quarterly payments.	Withholding Statement (Quarterly, Multiple Municipalities) Est. 13,000 Imaged
Withholding Statement (Quarterly, Single Municipality)	Document sent to organizations to use for filing employer withheld municipal taxes for one municipality with their name imaged. Document contains 4 remittance coupons for submitting quarterly payments.	Est. 16,000 Imaged
Withholding Statement (Semi-Monthly Single Municipality)	Document sent to organizations to use for filing employer withheld municipal taxes for one municipality with their name imaged. Document contains 24 remittance coupons for submitting semi-monthly payments.	Est. 600 Imaged
Withholding Statement (Semi-Monthly Multiple Municipalities)	Document sent to organizations to use for filing employer withheld municipal taxes for two or three municipalities with their names imaged, or more than three municipalities without imaging the municipalities' names. Document contains 24 address remittance coupons and 24 multiple-city distribution forms for submitting semi-monthly payments.	Est. 700 Imaged
Form 17 Reconciliation of Income Tax Withheld	Document sent to organizations to use for reconciling previously filed employer withheld municipal taxes.	Est. 45,000

Important instructions:

The following pages have a reference to each of R.I.T.A.'s Forms and correspondence which quotes are requested. For each of these, a "table" has been provided that details the specifications for each form and "other material" that is to accompany the form. In short, the taxpayer receives a "package" which is comprised of the tax form itself, plus instructions for filling out the form, mailing labels, return envelopes, etc.

Special notations with in the tables that follow:

- 1) For the "form" itself listed in the table, you may NOT deviate from the specifications that are provided in the table. The specifications listed are exact and must be met without any deviations. These forms are processed through R.I.T.A.'s internal systems exactly as specified. In the tables the forms are noted in **bold** text.

- 2) To contrast, however, you will note there are items in these same tables such as "instructions, mailing labels, and return envelopes". The design and constructions are negotiable, for which your suggestions and creative ideas as to how these items may be designed and manufactured. While the specifications for these items are also in the table, they are offered more as "guidelines" rather than hard and fast "specifications". These items have NOT been bolded in the tables.

DOCUMENT CONSTRUCTION:

NOTE: R.I.T.A. reserves the right to inspect equipment prior to, and during production of the following projects.

Form 1099G

Form 1099G – Annual Statement – See Exhibit 1

Estimated quantities to be 116,000

Document Description	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. 1099 G	8 1/2 X 11	White	20# OCR	Black on face and back	10 lines (approx) variable data on face 12 lines (approx) variable data on inside	

Form 37B

Form 37B – Imaged Municipal Income Tax Return – See Exhibit 2

*PDF Only

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Form 37B				Black and grayscale on face and back		
2. Instructions & Tax Table				Black on face and back		

Form 37

Form 37 – Imaged Municipal Income Tax Return – See Exhibit 3

*PDF Only

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Form 37				Black and grayscale on face and back		
2. Schedule J & Worksheet 123				Black and grayscale on face and back		
6. Instructions #1				Black on face and back		Folded in half
7. Instructions #2				Black on face and back		

Form 37

Form 37 – Municipal Income Tax Return – See Exhibit 4

Estimated quantities to be 65,000 forms, Pricing should include folding (letter shopping) tax forms and instructions into an outgoing non-window envelope.

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Form 37	18 X 11	White	20# OCR	Black and grayscale on face and back		
2. Schedule J & Worksheet 123	8 ½ X 11	White	20# OCR	Black and grayscale on face and back	None	
3. Instructions #1	17 X 11	White	20# OCR	Black on face and back	None	Folded in half vertical
4. Instruction #2	17 X 11	White	20# OCR	Black on face and back	None	Folded in half vertical
5. Outgoing non window envelope	6 x 9 5/8	White		Black on face		
6. Return envelope with 3 tear off return address labels on back flap.	4 ½ x 9	White		Black on face and back		

Form 37 Postcard

Form 37 Postcard – Reminder - See Exhibit 5

Estimated quantities to be 760,000 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Front Panel	6 X 4 1/4	White	Postcard Qualifying (7Pt)	Black on face and back	10 lines (approx) variable data on face	
2. Back Panel	6 X 4 1/4	White	Postcard Qualifying (7Pt)	Black on face and back	None	

Form 27

Form 27 Municipal Income Tax on Net Profits Postcard – See Exhibit 6

Estimated quantities to be 65,000

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Front Panel	6 X 4 1/4	White	Postcard Qualifying (7Pt)	Black on face and back	10 lines (approx) variable data on face	
2. Back Panel	6 X 4 1/4	White	Postcard Qualifying (7Pt)	Black on face and back	None	

Form 27

Form 27 Imaged Municipal Income Tax on Net Profits– See Exhibit 7

*PDF Only

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Form 27 Page 1&2	18 X 11			Black and grayscale on face and back		
2. Form 27 Page 3&4	18 X 11			Black and grayscale on face and back		
3. Instructions & Rate table	17 X 11			Black and grayscale on face and back		

Form 11

Withholding Statement - Imaged Monthly Multiple Municipalities – See Exhibit 8

Estimated quantities to be 14,000 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Cover Sheet	8 1/2 X 11	White	20# OCR	Blue on face and back	10 lines (approx) variable data on face	
2. Instructions (5 ½ x 8 ½ 12 page booklet)	8 1/2 X 11	White	20# OCR	Blue throughout	No variable data	
3. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
4. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
5. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
6. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
7. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
8. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
9. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
10. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
11. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
12. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
13. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	

14. Remittance	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
15. Multiple Label Page & Change of information (Unique PO Box)	8 1/2 X 11	White	22# Gumstock	Blue on face	No variable data	6 additional cross perfs and 1 partial vertical length perf
16. Outgoing Window mailing envelope	6 x 9 5/8	White		Blue on face		

Form 11

Withholding Statement – Imaged Monthly Single Municipality – See Exhibit 9

Estimated quantities to be 17,000 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Cover Sheet	8 1/2 X 11	White	20# OCR	Black	10 lines (approx) variable data on face	
2. Instructions (5 1/2 x 8 1/2 12 page booklet)	8 1/2 X 11	White	20# OCR	Blue throughout	No variable data	
3. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
4. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
5. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
6. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
7. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page

8. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
9. Single Label Page & Change of information (unique PO Box)	10. Outgoing Window envelope	6 x 9 5/8	White	Blue on face	No variable data	6 additional cross perfs and 1 partial vertical length perf
10. Outgoing Window mailing envelope	6 x 9 5/8	White		Blue on face		

Form 11

Withholding Statement - Imaged Quarterly Multiple Municipalities – See Exhibit 10

Estimated quantities to be 13,000 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Cover Sheet	8 1/2 X 11	White	20# OCR	Black	10 lines (approx) variable data on face	
2. Instructions (5 1/2 x 8 1/2 12 page booklet)	8 1/2 X 11	White	20# OCR	Blue throughout	No variable data	
3. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
4. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
5. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
6. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
7. Multiple Label Page & Change of Information	8 1/2 X 11	White	22# Gumstock	Blue on face	No variable data	6 additional cross perfs and 1 partial length vertical perf

8. Outgoing envelope	6 x 9 5/8	White		Blue on face		
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Form 11

Withholding Statement - Imaged Quarterly Single Municipality – See Exhibit 11

Estimated quantities to be 16,000 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Cover Sheet	8 1/2 X 11	White	20# OCR	Black	10 lines (approx) variable data on face	
2. Instructions (5 ½ x 8 ½ 12 page booklet)	8 1/2 X 11	White	20# OCR	Blue throughout	No variable data	
3. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
4. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
5. Single Label Page & Change of Information	8 1/2 X 11	White	22# Gumstock or equivalent	Blue on face	No variable data	6 additional cross perfs and 1 partial length vertical perf
6. Outgoing envelope	6 x 9 5/8	White		Blue on face		

Form 11

Withholding Statements Semi-Monthly Single Municipality – See Exhibit 12

Estimated quantities to be 560 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Cover Sheet	8 1/2 X 11	White	20# OCR	Black	10 lines (approx) variable data on face	
2. Instructions (5 ½ x 8 ½ 12 page booklet)	8 1/2 X 11	White	20# OCR	Blue throughout	No variable data	
3. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
4. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
5. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
6. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
7. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
8. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
9. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
10. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page

11. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
12. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
13. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
14. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	Two returns per page
13.. Single Label Page & Change of Information	8 1/2 X 11	White	22# Gumstock or equivalent	Blue on face	No variable data	6 additional cross perfs and 1 partial length vertical perf
14.. Outgoing envelope	6 x 9 5/8	White		Blue on face		

Form 11

Withholding Statements Semi-Monthly Multiple Municipalities – See Exhibit 13

Estimated quantities to be 660 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Cover Sheet	8 1/2 X 11	White	20# OCR	Black	10 lines (approx) variable data on face	
2. Instructions (5 1/2 x 8 1/2 12 page booklet)	8 1/2 X 11	White	20# OCR	Blue throughout	No variable data	
3. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
4. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
5. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	

6. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
7. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
8. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
9. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
10. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
11. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
12. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
13. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
14. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
15. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
16. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
17. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
18. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	

19. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
20. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
21. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
22. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
23. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
24. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
25. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
26. Remittance Coupons	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back	11 lines (approx) variable data on face	
27. Multiple Label Page & Change of Information	8 1/2 X 11	White	22# Gumstock	Blue on face	no variable data	6 additional cross perfs and 1 partial length vertical perf
28. Outgoing envelope	6 x 9 5/8	White		Blue on face		

Form 11 Postcard

Form 11 Postcard – Reminder - See Exhibit 14

Estimated quantities to be 15,000 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Front Panel	6 X 4 1/4	White	Postcard Qualifying (7Pt)	Black on face and back	10 lines (approx) variable data on face	
2. Back Panel	6 X 4 1/4	White	Postcard Qualifying (7Pt)	Black on face and back	None	

Form 17 Imaged

Form 17 Reconciliation of Income Tax Withheld - See Exhibit 15

Estimated quantities to be 45,000 forms

Document Descriptions	Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
1. Form 17	8 1/2 X 11	White	20# OCR	Black and grayscale on face and back		
2. Instructions	8 1/2 X 11	White	20# OCR	Black on face and back		
3, Outgoing Envelope	#10 window (same as billing statements)					

Correspondence, Billing and Refund Checks

R.I.T.A. will direct the chosen vendor to produce and distribute output documents to specified individuals through the U.S. Postal Service. The specified individuals and businesses (along with outgoing address and other pertinent information) will be provided to the chosen vendor electronically via a secured connection as mutually agreed upon between the vendor and R.I.T.A.

Document Name	Document Description	Quantity
Quarterly Billing Statement (also referred to as 08 billing)	Document sent to individuals for balance due. The statement includes a detachable “coupon” for payment remittance. The mailing includes a return envelope.	Est. 745,000 yr. (less than 1% of total will be multiple pages)

Payment Plan Billing Statement (also referred to as 07 billing)	Document sent to individuals on a weekly basis for balance due. The statement includes a detachable "coupon" for payment remittance. The mailing includes a return envelope.	Est. 110,000 yr. (less than 1% of total will be multiple pages)
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The overall finished size of the billing statement should be 8 ½ x 11, unless an alternative size proposal is agreed upon. The majority of the statements will consist of a single sheet of paper, a window return envelope (size 9), and a window mailing envelope (size 10). Less than 1% of the total will be multiple page statements. The billing statement will be folded and inserted along with a return envelope into the mailing envelope. All information on the document is to be imaged. A portion of the billing statement will be a tear off coupon for payment remittance. In addition, the document should have the following specific attributes:

Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
8 ½ " x 11"	White	20# no short grain or recycled paper can be used	Black on face and back. Additional PMS color on face.	Static and variable text, OCR scan line and postal bar code imaged in black water- resistant ink on face and back (300 DPI min.)	Perforation used to separate the remittance coupon.

Correspondence (turn around documents)

Document Name	Document Description	Quantity
New City Letters Ex. A	Document sent to taxpayers informing them R.I.T.A. will serve as Tax Administrator. The mailing will include a return envelope.	Est. 25,000 yr.
Delinquent Notifications Ex. B	Document sent to an organization or individual regarding their respective tax account. One of the documents includes a front and back page along with a return envelope. The other document is only one page and does not include a return envelope. These correspondences are sent in bulk mailings.	Est. 225,000 yr.
ACS letters	Document sent to an organization or individual. The mailing includes a return envelope. These are variable depending on the agent.	Est. 80,000 yr.
State add letters Ex. C	Document sent to individual regarding information received from the State of Ohio. These are two sided with a tax exemption form printed on the back.	Est. 30,000 yr.

Correspondence

General Letters Ex. D 1,2,3	Document sent to an organization or individual regarding their respective tax account. These documents can either be a general mailing in bulk quantity or daily correspondence generated by our agents. The page layout will include a standard letterhead. These can include a return envelope or not depending on the letter type. These are variable depending on the agent	Est. 300,000 yr.
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The overall size of the correspondence will be 8 ½ x 11. The majority of the correspondence will consist of a single sheet of paper and a window mailing envelope (size 10). Additionally, all "turn around" correspondence will include at least one return envelope (size 9), but may also include an additional 8 ½ x 11 preprinted document.

Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
8 ½" x 11"	White	20# no short grain or recycled paper can be used	Black	Static Letterhead with variable and static text	Open to redesign options to incorporate the use of window return envelope

Refund Checks

Refund checks Ex. E	Check sent to an organization or individual regarding their respective tax account.	Est. 45,000 yr.
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The overall finished size of the refund check should be 8 ½ x 11, unless an alternative size proposal is agreed upon. The checks will consist of a single sheet of paper and a window mailing envelope (size 10). The refund check will be folded and inserted into the mailing envelope. All information on the document is to be imaged. A portion of the refund check will be a tear off coupon. In addition, the document should have the following specific attributes:

Size	Paper Color	Paper Weight	Ink Colors	Imaging Specifications	Remarks
8 ½" x 11"	Blue Check w/ White Detail Area	24#	Blue on check face. Black on back.	Variable black text with MICR toner for bank scan line. (300 DPI min.). Static ink on back. Security features also embedded in stock.	Perforation used to separate check from detail.

Envelopes

R.I.T.A. mails the majority of correspondence using a standard # 10 single-window envelope with an inside security tint. All billing statements utilize a #9 single-window return envelope with an inside security tint along with all other correspondence that include a #9 return envelope.

Envelope	Description	Quantity	Comment
# 10 window	Inside security tint single window used for all billing statements and correspondence	1,525,000 est. yr.	
#9 window return	Inside security tint single window used for billing and correspondence	1,100,000 est. yr	

REGIONAL INCOME TAX AGENCY
VENDOR PROPOSAL FORM

The subscriber hereby proposes to furnish the following forms hereinafter described at, and for the prices hereinafter named, in accordance with the provisions of the RFP documents of which this form is a part:

<u>EXHIBIT#</u>	<u>FORM NO.</u>	<u>DESCRIPTION</u>	<u>QUANTITY</u>	<u>*COST/M</u>	<u>TOTAL</u>
1	1099-G	Imaged	116,000	\$	\$
2	37 Long	Blank	65,000	\$	\$
3	37 Long	PDF only			\$
4	37 Post Card	Imaged	760,000	\$	\$
5	37B	PDF only			\$
6	27 Postcard	Imaged	64,000	\$	\$
7	27	PDF only			\$
8	11Mo Multiple	Imaged	13,000	\$	\$
9	11Mo Single	Imaged	16,000	\$	\$
10	11Qtr Multiple	Imaged	11,000	\$	\$
11	11Qtr Single	Imaged	16,000	\$	\$

13	11 Semi SM	Imaged	410	\$	\$
14	11 Semi MM	Imaged	200	\$	\$
15	11 Postcard	Imaged	15,000	\$	\$
16	17	Imaged	45,000	\$	\$

**TOTAL
COST**

\$

-

* Shall include all freight cost to R.I.T.A. for blank booklets/mailers sent to R.I.T.A.

NOTE: R.I.T.A. IS TAX EXEMPT AND ELIGIBLE FOR GOVERNMENT PRICING.

Correspondence & Billing Pricing Sheets

1. Billing Statements 08

Item Description	Price (per statement)
Laser printing	
Duplex	
#10 mailing window envelope	
CASS certification/bar code	
Postal Presort	
Paper Form	
#9 window return envelope	
US Postage	
Imaging cost*	
TOTAL COST (per statement)	

* if available

2. Billing Statements 07

Item Description	Price (per statement)
Laser printing	
Duplex	
#10 mailing window envelope	
CASS certification/bar code	
Postal Presort	
Paper Form (unique color vs. 08)	
#9 window return envelope (color)	
US Postage	
Imaging cost*	
TOTAL COST (per statement)	

* if available

3. Correspondence with return envelope

Item Description	Price (per statement)
Laser printing	
Duplex	
#10 mailing window envelope	
CASS certification/bar code	
Postal Presort	
Paper Form	
#9 return envelope PO Box	
US Postage	
Imaging cost*	
Color Print	
TOTAL COST (per statement)	

* if available

4. Correspondence (no return envelope)

Item Description	Price (per statement)
Laser printing	
Duplex	
#10 mailing window envelope	
CASS certification/bar code	
Postal Presort	
Paper Form	
US Postage	
Imaging cost*	
Color print	
TOTAL COST (per statement)	

* if available

5. Special inserts - Occasionally, we may request that a special insert be included in a billing run. This could be an insert for the entire billing run, or just for a particular municipality. Please provide an estimated cost for additional inserts for mailings.

Item Description	Price (per statement)
Laser printing	
Paper form	
Labor	
TOTAL COST (per statement)	

V. VENDOR QUESTIONNAIRE

Questionnaire must be completed and returned with proposal. Failure to respond to any of the questions may result in disqualification.

1. Elaborate on how you will ensure the integrity of the documents and files.
2. Will you allow R.I.T.A. personnel on-site during production of the documents?
3. Can you provide audit and error rate statistics for the facility in which R.I.T.A. documents will be produced? If yes, they must be provided.
<p>4. Which of these services will your company provide during start-up of any forms creation or forms revision process:</p> <ul style="list-style-type: none"> • Consulting services • Graphic artist design services/Forms design • Programming (design, development, & implementation) • Project Management
5. Which of the services in #4 above are included in per-form cost?
<p>6. For <u>ongoing</u> support, beyond those in #4 above, what services does your company provide? Examples are:</p> <ul style="list-style-type: none"> • Phone support • Remote diagnostics & troubleshooting into RITA PCs. • Onsite support
7. Please indicate which NCOA software service provider your company will use for R.I.T.A. mailings.

VI.

STATEMENT AS TO INTERESTED PARTIES

STATE OF _____)

) SS:

COUNTY _____)

_____, being first duly sworn, deposes and says:

INDIVIDUAL ONLY That he/she is an individual who is doing business under the name of

_____,
at _____ in _____
of _____, State of _____.

PARTNERSHIP ONLY: That he/she is the duly-authorized representative of a

_____ (general/limited) partnership which is
doing business under the name of _____

_____ in _____ of _____,

State of _____.

Affiant further states that the following is a complete
and accurate list of the names and addresses of the
members of said partnership and whether they are
general or limited partners:

CORPORATION ONLY:

That he/she is the duly-authorized _____
of _____, a corporation organized
and existing under the laws of the State of _____,

and that he/she is submitting herewith a proposal to the Regional
Income Tax Agency in conformity with the foregoing
specifications.

Affiant further says that the following is a complete and
accurate list of the names and addresses of all persons
interested in said proposed contract including the names and addresses of all
shareholders owning more than 5% of the capital stock of said corporation.

Affiant further says that the following is a complete
and accurate list of the officers, directors and
attorneys of said corporation:

President: _____

Directors: _____

Vice President _____

Secretary: _____

Treasurer: _____

Manager/Agent _____

Attorneys: _____

and that the following officers are duly authorized to execute contracts on behalf of said corporation:

NAME	TITLE
_____	_____
_____	_____
_____	_____

FURTHER AFFIANT SAYETH NAUGHT.

(Signature)

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE THIS _____ day of _____, 20____.

(Notary Public)

VII.

NON-COLLUSION AFFIDAVIT

STATE OF _____)

) SS:

COUNTY _____)

_____, being first duly sworn, deposes and says that

he/she is _____ of the party making the foregoing
(Title)

proposal; that such proposal filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such proposal is genuine and not collusive or sham; that said vendor/respondent has not, directly or indirectly, induced or solicited any other vendor/respondent to put in a false or sham proposal, and has not, directly or indirectly, colluded, conspired, connived or agreed with any vendor/respondent or anyone else to put in a sham proposal or that anyone shall refrain from responding; that said vendor/respondent has not in any manner, directly or indirectly, sought by agreement, communication or conference with anyone to fix the proposal price of said vendor/respondent or of any other vendor/respondent or to fix any overhead, profit, or cost element of such proposal price or that of any other vendor/respondent, or to secure any advantage against the Regional Income Tax Agency or anyone interested in the proposed contract; that all statements contained in such proposal are true; that said vendor/respondent has not, directly or indirectly, submitted his proposal price or any breakdown thereof or the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly, any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referenced, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as hereinabove disclosed to have a partnership or other financial interest with said vendor/respondent in his general business; and further that said vendor/respondent shall not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, for aid or assistance in securing the contract above referenced in the event the same is awarded to:

Affiant

SWORN TO BEFORE ME AND SUBSCRIBED IN MY PRESENCE THIS _____ day of
_____, 20____ .

Notary Public

IX.

EXPERIENCE RECORD

The vendor/respondent is required to state in detail, in the space below, that work of a similar nature to that included in the proposal submitted or give references or such other detailed information to enable the Regional Income Tax Agency to judge his experience and capability to perform the work.

1) _____

2) _____

3) _____

4) _____

X.

CONTRACT BOND

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned

_____ as Principal and

_____ as Sureties, are hereby

held and firmly bound unto _____ in the

penal sum of _____ dollars, for the payment of which well and

truly to be made, we hereby jointly and severally bind ourselves, our heirs, executors,

administrators, successors, and assigns.

Signed this _____ day of _____, 20__.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, that whereas the above named Principal

did on the _____ day of _____, 20__, enter into an AGREEMENT with

_____ which said AGREEMENT is made a part of this BOND the same as though set forth herein:

Now, if the said _____ shall well and faithfully do

and perform the things agreed by _____ to be done and performed according to the terms of said AGREEMENT; and shall pay all lawful claims of SUBCONTRACTORS, materialmen, and laborers, for labor performed and materials furnished in the carrying forward, performing, or completing of said Agreement; we are agreeing and assenting that this undertaking shall be for the benefit of any materialman or laborer having a just claim, as well as for the OWNER as obligee herein; then this obligation shall be void; otherwise the same shall remain in full force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall in no event exceed the penal amount of this obligation as herein stated.

The said Surety hereby stipulates and agrees that no modifications, omissions, or additions, in or to the terms of the said AGREEMENT or in or to the DRAWINGS or SPECIFICATIONS therefore shall in any wise affect the obligations of said Surety on its BOND.

PROVIDED, FURTHER, that no final settlement between the OWNER and the CONTRACTOR shall abridge the right of any beneficiary hereunder, whose claim may be unsatisfied.

IN WITNESS WHEREOF, this instrument is executed in _____(number) counterparts, each one of which shall be deemed an original, this _____day of _____, 20__.

ATTEST:

Principal

(Principal) Secretary

By _____(s)

(SEAL)

Witness as to Principal _____

Address _____

ATTEST:

(SEAL)

Attorney-in-Fact

(Surety)

Address

By _____

Witness as to Surety

Note: Date of BOND must not be prior to date of CONTRACT. If CONTRACTOR is Partnership, all partners should execute BOND.

IMPORTANT: Surety companies executing BONDS must appear on the Treasury Department's most current list (Circular 570 as amended) and must not exceed the underwriting limitation.

Surety companies must be authorized to transact business in the state where the PROJECT is located and shall furnish proof of such authorization with the PROPOSAL.