

BLANKET PURCHASE ORDER

STATE OF MARYLAND

***** STATE OF MARYLAND *****

BPO NO: 001B6400360

PRINT DATE: 09/20/16

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SHIP TO: AS SPECIFIED ON INDIVIDUAL ORDERS	
VENDOR ID: LEAGUE FOR PEOPLE WITH DISABILITIES 8808 ORCHARD TREE LANE TOWSON, MD 21286 (443)279-6900	REFER QUESTIONS TO: THEA CHIMENTO (410)767-6056 THEA.CHIMENTO1@MARYLAND.GOV
ITB:	EXPR DATE: 01/07/17 POST DATE: 01/26/16
DISCOUNT TERMS: . NET 30 DAY CONTRACT AMOUNT: 474,392.88	

TERMS:

ARTICLES HEREIN ARE EXEMPT FROM MARYLAND SALES AND USE TAXES BY EXEMPTION CERTIFICATE NUMBER 3000256-3 AND FROM FEDERAL EXCISE TAXES BY EXEMPTION NUMBER 52-73-0358K. IT IS THE VENDOR'S RESPONSIBILITY TO ADVISE COMMON CARRIERS THAT AGENCIES OF THE STATE OF MARYLAND ARE EXEMPT FROM TRANSPORTATION TAX.

AGENCY CONTRACT FOR

COLLATING, PACKING, AND MAILING
CCU, EZ-PASS DEBTOR NOTICES, AND TAX RETURN INTERCEPT NOTICES
FOR THE DEPARTMENT OF BUDGET AND MANAGEMENT

AGENCY: DEPARTMENT OF BUDGET MANAGEMENT

AGENCY CONTACT: LINDSEY EINSCHUTZ (410) 767-4821
LINDSEY.EINSCHUTZ@MARYLAND.GOV

MODIFICATION #1:

CONTRACT MODIFICATION TO INCLUDE THE FOLLOWING PRICE CHANGES:

RENEWAL 1: JANUARY 7, 2016 TO JANUARY 6, 2017 \$474,392.88
RENEWAL 2: JANUARY 7, 2017 TO JANUARY 6, 2018 \$488,631.78
RENEWAL 3: JANUARY 7, 2018 TO JANUARY 6, 2019 \$503,298.12
RENEWAL 4: JANUARY 7, 2019 TO JANUARY 6, 2020 \$518,394.24

TOTAL: \$2,146,265.84

THESE PRICES CHANGES INCLUDE THE ADDITION OF PRINTING AND MAILING TAX
RETURN INTERCEPT NOTICES TO THE SCOPE OF WORK. THIS WAS APPROVED AT

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TERMS (cont'd):

THE PRICING AND SELECTION COMMITTEE MEETING OF DECEMBER 17, 2015, AND REPRESENTS A CHANGE FROM THE SCOPE OF WORK APPROVED BY THE PSC ON NOVEMBER 20, 2014.

REVISED SCOPE OF WORK INCLUDES THE FOLLOWING ELEMENTS:

DATA PROCESSING AT \$490.20 PER THOUSAND (LOADED RATE)
CODING ACCURACY SUPPORT SYSTEMS AT \$265.29 PER THOUSAND (LOADED RATE)
NATIONAL CHANGE OF ADDRESS (50K-100K) AT \$516.00 PER THOUSAND
(LOADED)
NATIONAL CHANGE OF ADDRESS (20K - 50K) AT \$309.60 PER THOUSAND
(LOADED)
NATIONAL CHANGE OF ADDRESS (<20K) AT \$103.20 PER THOUSAND (LOADED)
DELIVERY OF SAMPLES AND FORMS AT \$45.04 PER THOUSAND (LOADED)
DELIVERY OF COMPLETED TASKS TO USPS AT \$85.91 (LOADED)

1 IMAGE DOCUMENT AT \$26.53 (LOADED) PER THOUSAND
2 IMAGE DOCUMENT, SIMPLEX AT \$81.89 (LOADED) PER THOUSAND
2 IMAGE DOCUMENT, DUPLEX AT \$53.07 (LOADED) PER THOUSAND
3 IMAGE DOCUMENT, SIMPLEX AT \$122.84 (LOADED) PER THOUSAND
3 IMAGE DOCUMENT, DUPLEX AT \$79.60 (LOADED) PER THOUSAND
4 IMAGE DOCUMENT, SIMPLEX AT \$163.79 (LOADED) PER THOUSAND
4 IMAGE DOCUMENT, DUPLEX AT \$106.13 (LOADED) PER THOUSAND
ENVELOPES - #10 WINDOW AT \$19.32 (LOADED) PER THOUSAND
FOLD BY MACHINE AT \$7.55 (LOADED) PER THOUSAND
GATHER, INSERT, AND SEAL AT \$21.88 PER THOUSAND (LOADED)
BARCODE AND POSTAL PREPARATION AT \$20.83 (LOADED) PER THOUSAND

PLEASE NOTE THAT PRODUCTION COSTS HAVE BEEN BROKEN OUT SEPARATELY TO ACCOUNT FOR VARYING USAGE FROM INITIAL PROJECTIONS.

VENDOR: THE LEAGUE FOR PEOPLE WITH DISABILITIES (LEAGUE INDUSTRIES)

VENDOR FEIN: 52-0591579

VENDOR CONTACT: JIM PAPPAS (410) 323-0500 EXT. 403
JPAPPAS@LEAGUEFORPEOPLE.ORG

CONTRACT TERM: ONE (1) YEAR BEGINNING JANUARY 7, 2015 THROUGH JANUARY 7, 2016 WITH THE OPTION TO RENEW FOR FOUR (4) ADDITIONAL ONE (1) YEAR PERIODS UNDER THE SAME TERMS AND CONDITIONS.

PRICING FOR RENEWALS IS BASED ON THE FMP APPROVED BY THE PRICING AND SELECTION COMMITTEE ON DECEMBER 17, 2015. PRICING FOR RENEWAL OPTIONS ARE SUBJECT TO THE PRODUCER'S PRICE INDEX (PPI) INCREASE AT EACH RENEWAL.

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TERMS (cont'd):

NOTE: RENEWAL OPTIONS ARE AT THE UNILATERAL DISCRETION OF THE STATE AND, CONTRACTOR WILL NOT BE RELIEVED OF THE COMMITMENT TO RENEW THE CONTRACT.

THIS IS A REQUIREMENTS CONTRACT FOR SUPPLYING THE USING AGENCY WITH PRINTING, COLLATING, PACKAGING, AND MAILING OF CCU AND EZ PASS DEBTOR NOTICES FOR THE CONTRACT PERIOD SPECIFIED.

RELEASES SHALL BE MADE AS REQUESTED BY THE USING AGENCY ON AN "AS REQUIRED" BASIS.

QUANTITIES STATED ARE ESTIMATES ONLY AND ARE NOT TO BE CONSTRUED AS ANY MINIMUM OR MAXIMUM GUARANTEE. USAGE WILL BE FOR THE ACTUAL REQUIREMENTS OF THE AGENCY AND MAY VARY APPRECIABLY FROM THE ESTIMATED QUANTITIES.

THIS CONTRACT IS SUBJECT TO THE SPECIFICATIONS INCLUDED IN THE QUITE BY LEIGH SPEARMAN, DATED NOVEMBER 20, 2014. THIS CONTRACT IS ALSO SUBJECT TO THE STATE OF MARYLAND "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000".

THE SCOPE OF WORK SPECIFIES THAT THE CONTRACTOR SHALL PROVIDE THE PRINTING AND MAILING OF DEBTOR NOTICES ON A WEEKLY BASIS. THE CONTRACTOR IS TO SUPPLY ALL PAPER AND ENVELOPES FOR THIS CONTRACT. POSTAGE COSTS WILL BE SUPPLIED BY THE STATE THROUGH THE CCU POSTAGE ACCOUNT. COMPLETED WEEKLY BATCHES WILL BE PICKED UP AND MAILED BY ANOTHER COMPANY CURRENTLY UNDER CONTRACT WITH DBM FOR THESE SERVICES.

SUCCESSFUL COMPLETION OF THIS CONTRACT REQUIRES THE FOLLOWING PROCESSES FOR EACH WEEK'S BATCH TO INCLUDE:

1. E-MAILING TWO PROOF SAMPLES TO CCU;
2. COMPLETING ALL PRINTING AND MAILING FOR THE ASSOCIATED LIST WITHIN THREE (3) BUSINESS DAYS OF APPROVAL;
3. PRINTING, FOLDING, AND STUFFING INTO DOUBLE-WINDOW #10 ENVELOPES;
4. PROCESSION THE DBM-PROVIDED LISTS THROUGH BOTH THE CASS AND NCOA DATABASE SUBSCRIPTIONS;
5. RETURNING "MAIL RETURN" LIST TO CCU; AND PROVIDING CONFIRMATION DATES OF MAILING;
6. RECREATING THE PRINT JOB AS REQUESTED BY DBM.

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TERMS (cont'd):

PRICES ARE BASED ON THE ESTIMATED TOTALS OF 1,150,000 LETTERS AND 1,250,000 ENVELOPES. THE PRICE PER THOUSAND LETTERS IS \$140.48.

#10 2X WINDOW ENVELOPE W/BLACK PRINT 1,250,000 QTY.
\$19.319/THOUSAND
\$24,148.80

LASER PRINT 2-SIDED LETTERS 1,150,000 QTY.
\$53.065/THOUSAND
\$61,025.26

FOLD 1 & 2 SHEET LETTERS 1,150,000 QTY.
\$7.430/THOUSAND
\$8,544.96

INSERT 1 PIECE & SEAL 1,150,000 QTY.
\$21.875/THOUSAND
\$25,156.60

NCOA (EZ-PASS 7K AVG.) 50 QTY.
\$90.186/EACH
\$4,540.80

NCOA (CCU) 50 QTY.
\$103.200/EACH
\$5,160.00

ASSIGN TEXT, RETURN DATA, ETC. 100/QTY.
\$325.080/EACH
\$32,508.00

DP FOR BAR CODE AND MULTIS 1/QTY.
\$464.400/EACH
\$464.40

YEAR ONE PRICE PER THOUSAND \$140.48

YEAR ONE TOTAL \$161,548.82

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<u>LINE #</u>	<u>STATE ITEM ID</u>	<u>U/M</u>	<u>UNIT COST</u>
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0001	91558	EA	474,392.8800
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MAILING SERVICES (INCLUDING COLLATING, PACKAGING, AND SORTING)
CCU DEBTOR NOTIFICATION MAILINGS
MAILINGS DONE WEEKLY, MARYLAND POSTMARKED
CASS CERTIFIED, NCOA VERIFICATION, BARCODED FOR INTERNAL USE
TESTING WILL BE REQUIRED, SAMPLE LETTER WILL BE SENT TO CCU FOR
APPROVAL PRIOR TO MAILING, ALL PRINTING AND MAILINGS WILL BE DONE IN 3
BUSINESS DAYS, MAIL MERGE ABILITIES ARE NEEDED BY VENDOR, VENDOR MUST
BE ABLE TO PRINT, FOLD, INSERT, AND MAIL, MAILINGS ARE DONE BY A BULK
RATE, CONFIDENTIALITY IS A MUST, NO SUBCONTRACTING, LETTERS ARE
PRINTED ON 8 1/2 X 11 PAPER-**DETAILED SPECS SUBMITTED TO DGS**
CONTRACT MODIFICATION TO INCLUDE THE FOLLOWING PRICE CHANGES:

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END OF ITEM LIST

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AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE