

BLANKET PURCHASE ORDER

STATE OF MARYLAND

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

BPO NO: 001B8400078

PRINT DATE: 09/15/17

PAGE: 01

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:

IRIS LESTER BELL
(410)767-4612
IRIS.LESTER@MARYLAND.GOV

ITB:

EXPR DATE: 10/31/18
POST DATE: 08/31/17

DISCOUNT TERMS: . NET 30 DAY
CONTRACT AMOUNT: 130,471.60

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.

=====
REAL PROPERTY GENERAL ASSESSMENT NOTICES
FOR
STATE DEPT. OF ASSESSMENTS AND TAXATION
=====

SDAT CONTRACT MANAGER: KATHLEEN TONGUE 410-767-1193
KTONGUE@DAT.STATE.MD.US

THIS IS THE FINAL RENEWAL OPTION.

CONTRACT TERM: NOV. 1, 2017 THRU OCT. 31, 2018

CONTRACT TERM FOR (1) YEAR WITH THE SAME TERM AND CONDITIONS BY MUTUAL AGREEMENT OF THE STATE DEPT., OF ASSESSMENTS AND TAXATION THE DGS PROCUREMENT OFFICER AND THE CONTRACTOR. PRICES TO BE NEGOTIATED AND APPROVED BY THE PRICING AND SELECTION COMMITTEE PRIOR TO RENEWAL.

SCOPE:

TO ANNUALLY PROVIDE THE STATE DEPARTMENT OF ASSESSMENTS AND TAXATION (SDAT) WITH APPROXIMATELY 750,000 REAL PROPERTY GENERAL ASSESSMENT NOTICES. THIS REQUIRES DESIGNING, TYPESETTING, PRINTING APPROXIMATELY 750,000 NOTICES, IMAGING AND MAILING 100% OF THE NOTICES ON A PRE-DETERMINED ANNUAL SCHEDULE.

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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	39530-020000	LT		
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FORMS, CONTINUOUS DATAMAILER

FORM: "GENERAL ASSESSMENT NOTICE" PER THE SDAT SPECIFICATIONS.

QUANTITY - APPROX. 750,000 NOTICES

NOTE: 3 YEAR BASE WITH 2 (1 YEAR) RENEWAL OPTIONS - TOTAL \$358,637.53

YEAR 1 - OCTOBER 1, 2013 - SEPTEMBER 30, 2014 - \$118,735.47

YEAR 2 - OCTOBER 1, 2014 - SEPTEMBER 30, 2015 - \$121,169.57

YEAR 3 - OCTOBER 1, 2015 - SEPTEMBER 30, 2016 - \$118,732.49

ANNUAL COST BASED ON THE COST BREAKDOWN BELOW:

	-YEAR 1-	-YEAR 2-	-YEAR 3-
DP INITIAL SETUP:	\$516.00	\$528.38	\$541.07
DP PER MAILING LIST:	\$0.1290	\$0.1321	\$0.1353
#10 ENVELOPES:	\$0.0230	\$0.0235	\$0.0241
2/2 LETTERS TRI-FOLDED:	\$0.0292	\$0.0299	\$0.0306
2/2 ASSESSMENT NOTICES:	\$0.0235	\$0.0240	\$0.0246
LASER PRINT ONE-SIDED:	\$0.0310	\$0.0317	\$0.0325
FOLD:	\$0.0114	\$0.0116	\$0.0119
INSERT 2 AND POSTAL PREP:	\$0.0258	\$0.0264	\$0.0271
U.S.P.S. DELIVERY & CHECK-IN:	\$3,302.40	\$3,381.66	\$3,462.82
NCOA PROCESSING:	\$0.0041	\$0.0042	\$0.0043

END OF ITEM LIST

THE NOTICES ARE TWO 8.5 X 11 INCH PAGES. ONE PAGE HAS PREPRINTED TEXT ON BOTH SIDES. THE SECOND PAGE HAS ONE SIDE WITH PREPRINTED TEXT OVERLAID WITH LASER PRINTED VARIABLE DATA AND ON THE REVERSE SIDE IS PREPRINTED TEXT. THE PREPRINTED TEXT WILL BE IN TWO COLORS: BLUE AND RED. THE VARIABLE TEXT IS BLACK. THE PAGE THAT HAS VARIABLE TEXT IS SPECIFIC TO AN ADDRESSEE. THE TWO PAGES MUST BE FOLDED INTO A SINGLE WINDOW, 4 X 9.5 INCH ENVELOPE. THERE IS BLUE PREPRINTED TEXT ON THE BACK AND FRONT OF THE ENVELOPE. SAMPLES ARE AVAILABLE FOR REVIEW UPON REQUEST TO THE REQUESTING AGENCY.

1. ON SITE VISITS

THE VENDOR WILL BE REQUIRED TO PROVIDE FOR UP TO THREE (3) ON-SITE VISITS TO THEIR PRODUCTION FACILITIES WHERE THE FORMS WILL BE PRINTED AND PROCESSED FOR MAILING. THIS WILL ENCOMPASS THE FOLLOWING STEPS:

A. BEFORE OR IMMEDIATELY FOLLOWING THE AWARDING OF THE CONTRACT,

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TERMS (cont'd):

AN ON-SITE SECURITY INSPECTION AND AN ON-SITE PROJECT DEVELOPMENT MEETING WILL BE REQUIRED TO DISCUSS THE NOTICE/PRINT DEVELOPMENT; SYSTEM HARDWARE AND SOFTWARE, INCLUDING OPERATING SYSTEM SOFTWARE, PROGRAMMING SPECIFICATIONS; AND DISASTER RECOVERY/BACKUP PLAN IN THE EVENT OF TRANSMISSION OR HARDWARE FAILURE.

B. ON SITE INSPECTIONS WILL BE REQUIRED AT THE BEGINNING OF PRODUCTION AND AT THE END OF PRODUCTION FOR QUALITY CONTROL PURPOSES.

C. OTHER VISITS AS DEEMED NECESSARY WITH THE MUTUAL AGREEMENT OF SDAT AND THE VENDOR.

2. PROOFING/TESTING REQUIREMENTS:

PROOFS MUST BE SUBMITTED AT VARIOUS PRODUCTION STAGES. BY OCTOBER 1ST OF EACH YEAR, THE VENDOR MUST PROVIDE A SET OF CONVENTIONAL PROOFS TO THE DESIGNATED SDAT CONTRACT MANAGER. SDAT WILL REVIEW THE PROOFS AND SUBMIT ANY NECESSARY CHANGES/REVISIONS TO THE VENDOR WITHIN 5 BUSINESS DAYS OF RECEIPT OF THE ORIGINAL PROOFS. BY SEPTEMBER 15TH OF EACH YEAR, THE VENDOR MUST SUBMIT FINAL PROOFS TO SDAT CONTRACT MANAGER. WITHIN ONE WEEK AFTER THE FINAL PROOFS ARE APPROVED, SDAT WILL PROVIDE A DATA TEST FILE TO THE VENDOR. WITHIN 48 HOURS OF RECEIPT OF THIS FILE, THE VENDOR MUST PROVIDE UP TO 250 LIVE PRODUCTION SAMPLES PRODUCED FROM THIS FILE.

3. FILE TRANSFER PROTOCOL

THE VENDOR IS REQUIRED TO HAVE IN PLACE THE HARDWARE AND SOFTWARE NECESSARY TO RECEIVE DATA FROM SDAT VIA STANDARD FILE TRANSFER PROTOCOL (FTP) SERVICES. THE VENDOR'S SYSTEM MUST BE ABLE TO RECEIVE DATA FROM THE SDAT FTP SERVER IN A SECURE FILE TRANSFER PROCESS BASED UPON BEST INDUSTRY SECURITY STANDARDS AND PRACTICES. THE VENDOR MUST PROVIDE A DESCRIPTION/ SYSTEMATIC OF HOW THEY MEET THIS REQUIREMENT

THE VENDOR WILL BE REQUIRED TO TEST THIS FTP PROCESS WITHIN 30 DAYS OF THE AWARD OF THE CONTRACT BY RECEIVING A SAMPLE DATA TEST FILE. THE VENDOR WILL BE REQUIRED TO VERIFY TO SDAT THE NUMBER OF RECORDS AND BYTES RECEIVED.

THE VENDOR MUST PROVIDE TO SDAT AN IP ADDRESS, LOGIN, PASSWORD, AND OTHER SPECIFIC DIRECTORY INFORMATION AS NECESSARY IN ORDER TO PROVIDE THIS FTP CAPABILITY. THIS SPECIFIC VENDOR INFORMATION WILL BE KEPT CONFIDENTIAL BY SDAT.

4. PRODUCTION PROCESSING SCHEDULE:

STARTING IN MID- NOVEMBER OF EACH YEAR AND ENDING THE LAST WEEK OF NOVEMBER, SDAT WILL BEGIN FILE TRANSFER OF TWENTY-FOUR SEPARATE DATA FILES TO THE VENDOR'S FTP SITE. UPON RECEIPT OF EACH DATA FILE, THE

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TERMS (cont'd):

VENDOR MUST PROVIDE THE FOLLOWING:

- VERIFICATION OF THE NUMBER OF RECORDS AND THE NUMBER OF BYTES TRANSFERRED FOR EACH FILE RECEIVED.
- GENERATE A CONTROL TOTALS REPORTS FOR EACH COUNTY DATA FILE RECEIVED ACCORDING TO THE SPECIFICATIONS AND FIELDS SHOWN IN ATTACHMENT B. THIS CONTROL REPORT MUST BE EMAILED TO THE DESIGNATED SDAT OIT PERSONNEL AS AN ATTACHMENT WITHIN TWENTY-FOUR HOURS OF RECEIVING THE FILE.

AFTER ALL 24 DATA FILES HAVE BEEN RECEIVED, THE VENDOR MUST PROVIDE A FINAL CONTROL REPORT SUMMARIZING ALL FILES.

5. MAILING INSTRUCTIONS/POSTAL REQUIREMENTS:

VENDOR IS REQUIRED TO PROVIDE SDAT CONTRACT MANAGER WITH USPS POSTAGE DUE BY DECEMBER 3RD OF EACH YEAR. ALL NOTICES (INCLUDING FOREIGN ADDRESSES) MUST BE DELIVERED TO THE U.S. POST OFFICE AND MAILED 100% ON A DATE AT THE END OF DECEMBER. THE EXACT DATE WILL BE DETERMINED EACH YEAR BY THE SDAT CONTRACT MANAGER AND NOTICE GIVEN TO VENDOR APPROXIMATELY 45 DAYS PRIOR TO ACTUAL MAIL DATE. NOTICES MUST BE DESIGNED AND PROCESSED TO COMPLY WITH ALL U. S POSTAL SERVICE REGULATIONS AND REQUIREMENTS FOR PRESORTED, FIRST CLASS AUTOMATION.

6. ADDITIONAL VENDOR PROCESSING REQUIREMENTS

VENDOR MUST BE ABLE TO LOCATE, PULL AND RE-DO INCORRECT OR DAMAGED NOTICE FORMS ONCE THE IMAGING/PRINTING/FOLDING PRODUCTION IS IN PROCESS.

DOCUMENTATION MUST BE PROVIDED TO SDAT THAT VERIFIES THAT THE TOTAL NUMBER OF NOTICES BOTH IMAGED AND MAILED MATCHES THE TOTAL NUMBER OF RECORDS CONTAINED ON THE TWENTY-FOUR DATA FILES.

THE VENDOR MUST PROVIDE A DESIGNATED PROJECT LEADER OR REPRESENTATIVE TO CALL ON THE AGENCY TO RENDER ASSISTANCE AND MAKE RECOMMENDATIONS AS REQUIRED IN FORM DESIGN, CONSTRUCTION, AND CORRECTIONS TO LAYOUTS AND/OR PROOFS. MAIL, FAX OR MESSENGER CONTACT IS NOT ACCEPTABLE.

THE MARYLAND DEPT. OF GENERAL SERVICES' "TERMS AND CONDITIONS FOR COMMODITY CONTRACTS OVER \$25,000" INCORPORATED HEREIN BY REFERENCE.

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AUTHORIZED BY: _____ DATE: _____

BUYER AUTHORIZED DESIGNEE