

STATE OF WISCONSIN
Department of
Workforce Development
Bureau of Procurement
P. O. Box 7518
Madison, WI 53707-7518

CONTRACT NO.: C-748
REQUEST FOR BID (RFB) # CP-1715

COMMODITY OR SERVICE: Food Stamp Distribution Services
CONTRACT PERIOD: April 1, 1998 through March 31, 1999 with 2 one year renewal options

1. This contract is entered into by and between the State of Wisconsin, Department of Workforce Development (DWD), and the contractor whose name, address and principal officer appears below; Systems & Methods, Inc. (SMI).
2. Whereby DWD agrees to direct the purchase and the contractor agrees to supply the contract requirements cited above in accordance with the terms and conditions of the RFB cited above, SMI letter dated December 11, 1997, and in accordance with the contractor's bid submitted on this RFB; which RFB is hereby made a part of this contract.
3. In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s.111.01(5), Wis. Stats., sexual orientation as defined in s.111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. Except with respect to sexual orientation, the contractor further agrees to take affirmative action to ensure equal employment opportunities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of the nondiscrimination clause.
4. Contracts estimated to be twenty five thousand dollars (\$25,000) or more require the submission of a written affirmative action plan. Contractors with an annual work force of less than twenty five (25) employees are exempted from this requirement.

Within fifteen (15) working days after the award of the contract, the plan shall be submitted for approval to the contracting agency. Technical assistance regarding this clause is provided by the Wisconsin Office of Contract Compliance, Department of Administration, P. O. Box 7867, Madison, WI 53707, (608) 266-5462.

TO BE COMPLETED BY CONTRACTOR

FIRM NAME	Systems & Methods, Inc.		
ADDRESS	119 Maple Street		
CITY	Carrollton,	STATE	GA ZIP 30117 TELEPHONE NO. (770) 834-0831
BY	<i>Sandeep Kapoor</i>	TITLE	Vice President DATE 1/7/98
WITNESSES: 1)	<i>Ruby Pasham</i>	2)	<i>Bill Stone</i>

FOR THE DEPARTMENT OF WORKFORCE DEVELOPMENT

BY:	<i>Charles Pasker</i>	TITLE:	Purchasing Agent	DATE:	December 29, 1997
WITNESSES: 1)	<i>Betty J. Harrison</i>	2)	<i>John S. Kugelmeier</i>		

For administration of this contract, please contact:
Charles Pasker, 608-267-4435

STATE OF WISCONSIN
Department of
Workforce Development
Bureau of Procurement
P. O. Box 7518
Madison, WI 53707-7518

CONTRACT NO.: C-748 Amendment 3

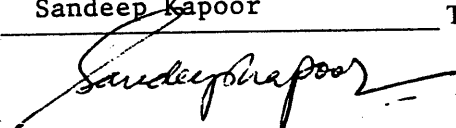
REQUEST FOR BID (RFB) # CP-1715

COMMODITY OR SERVICE: Food Stamp Distribution Services

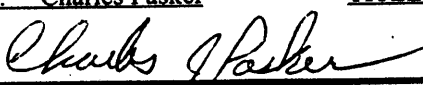
CONTRACT PERIOD: April 1, 1999 through March 31, 2001

- 1 This contract is entered into by and between the State of Wisconsin, Department of Workforce Development (DWD), and the contractor whose name, address and principal officer appears below; Systems & Methods, Inc.(SMI).
2. AMENDMENT: The first renewal option is exercised to extend the contract from April 1, 1999 through March 31, 2001. All conditions and specifications are to remain the same for the extension period except as noted below:
 - a. The State plans to transition to food stamp Electronic Benefits Transfer (EBT) from Oct 1, 1999 until the entire state is transferred in accordance with the attached transfer schedule.
 - b. SMI shall provide an EBT backup capability to provide food stamps in accordance with the attached specifications.

TO BE COMPLETED BY CONTRACTOR

FIRM NAME	Systems & Methods, Inc.						
ADDRESS	PO Box 830						
CITY	Carrollton	STATE	GA	ZIP	30117	TELEPHONE NO.	770.834.0831
BY	Sandeep Kapoor	TITLE	Vice President	DATE	March 30, 1999		
							

FOR THE DEPARTMENT OF WORKFORCE DEVELOPMENT

BY:	Charles Pasker	TITLE:	Purchasing Agent	DATE:	March 29, 1999
					
For administration of this contract, please contact: Charles Pasker, 608-267-4435					

BACKUP CAPABILITY

Food Stamp Conversion to Coupons

The state is required to provide "Paper" food coupons to anyone who is moving to a non-electronic benefit location from an electronic benefit location, and has benefits remaining in his/her EBT Account. The contractor shall provide food coupons to any person who is authorized by an appropriate certifying agency to receive "paper" food stamps because of a move to a non-electronic benefit location. This will be accomplished through direct mail issuance as directed by the state. The food stamp coupons will be mailed by the contractor on the same business day (Monday through Friday) that the request is received, if the request is received by 12:00 noon (EST). Otherwise the coupons will be mailed the following day.

Emergency/Disaster Issuance of Food Stamp Coupons

In the event of an emergency and/or disaster, either statewide or a localized region of the state, and following a request by the state, the contractor shall make provisions for the issuance of pre-packaged food stamp coupons. The contractor shall provide pre-packaged envelopes containing food coupons for all size households and an issuance software package, for use in the distribution of the coupons, upon request following a disaster/emergency. Disasters and emergencies include such incidents as a tornado or flood, and/or system problems, and/or EBT problems in the issuance or payments of benefits.

Contractor shall maintain a trained staff capable of rendering the services set forth in this contract. Contractor shall maintain records of all food stamps issued monthly as well as evidence of reimbursable costs incurred. The contractor shall provide any applicable Federal and State reports as required.

FEES AND CHARGES FOR BACKUP CAPABILITY

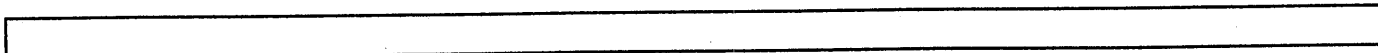
Systems & Methods, Inc. (SMI) will be paid \$2.50 for each Issuance, but in no event shall the Base Monthly Charges for Issuances be less than the greater of \$1000.00 or \$0.01 multiplied by the total monthly food stamp caseload in the state of Wisconsin. This Base Monthly Charge includes X number of envelopes; where $X = \text{Base Monthly Charge}/\2.50

The State of Wisconsin shall pay SMI actual postage cost and/or transportation cost separate from the amount described in the above paragraph.

SMI shall invoice at the end of each calendar month for all fees and charges accrued. The State of Wisconsin shall pay the invoiced amount within 30 days after the invoice date.

Y2K FAILURE SERVICES

Notwithstanding any other provision of this Agreement, any services which State requests SMI to provide in anticipation of a Y2K failure, as a contingency plan for Y2K failure, or because of an actual Y2K failure shall be subject to additional reasonable and necessary fees and charges as agreed by the parties. The State will promptly notify SMI of its need for such contingency services, backup services, or additional services resulting from a Y2K failure prior to July 1, 1999. SMI will then negotiate with the State the procedures and costs associated with those services.



BIDS MUST BE SEALED AND ADDRESSED TO:

Department of Workforce Development
 Bureau of Procurement
 201 E. Washington Avenue - Room 431X GEF-1
 PO Box 7518
 Madison, WI 53707-7518

**THIS IS NOT AN ORDER
 REQUEST FOR BID**

No Bid now. Retain on bid list. (Return this page only.)

Remove from bid list. (Return this page only.)

Bid envelope must be sealed and plainly marked in lower corner with due date and Request for Bid CP-1715. Late bids will be rejected. Bids MUST be date and time stamped by the soliciting purchasing office on or before the date and time that the bid is due. Bids dated and time stamped in another office will be rejected. Receipt of a bid by the mail system does not constitute receipt of a bid by the purchasing office. Any bid which is inadvertently opened as a result of not being properly and clearly marked is subject to rejection. Bid must be submitted separately, i.e., not included with sample packages or other bids. Bid openings are public unless otherwise specified. Records will be available for public inspection after issuance of the notice of intent to award or the award of the contract. Bidder should contact person named below for an appointment to view the bid record. Bids shall be firm for acceptance for sixty (60) days from date of bid opening, unless otherwise noted. The attached terms and conditions apply to any subsequent award.

Bid MUST be in this office no later than

December 2, 1997

2:30 PM CDST

Name (Contact for further information)

Charles Pasker

Phone

Date

608-267-4435

October 31, 1997

Quote Price and Delivery FOB

Destination - Installed Any Wisconsin Location

Item No.	Quantity and Unit	Description	Price Per Unit	Total
		<u>FOOD STAMP DISTRIBUTION SERVICES</u>		

Delivery Time

Payment Terms

- We claim minority preference [Wis. Stats. s. 16.75(3m)]. Under Wisconsin Statutes, a 5% preference may be granted to CERTIFIED Minority Business Enterprises. Bidder must be certified by the Wisconsin Department of Commerce (DOC). If you have questions concerning the certification process, contact DOD, 8th Floor, 123 W. Washington Ave., Madison, Wisconsin 53702, (608) 267-9550
- We are a sheltered work center qualified under Wis. Stats. s. 16.752. Questions concerning the qualification process should be addressed to the Sheltered Work Center Program, State Bureau of Procurement, 6th Floor, 101 E. Wilson St., Madison, Wisconsin 53702, (608) 266-2605.

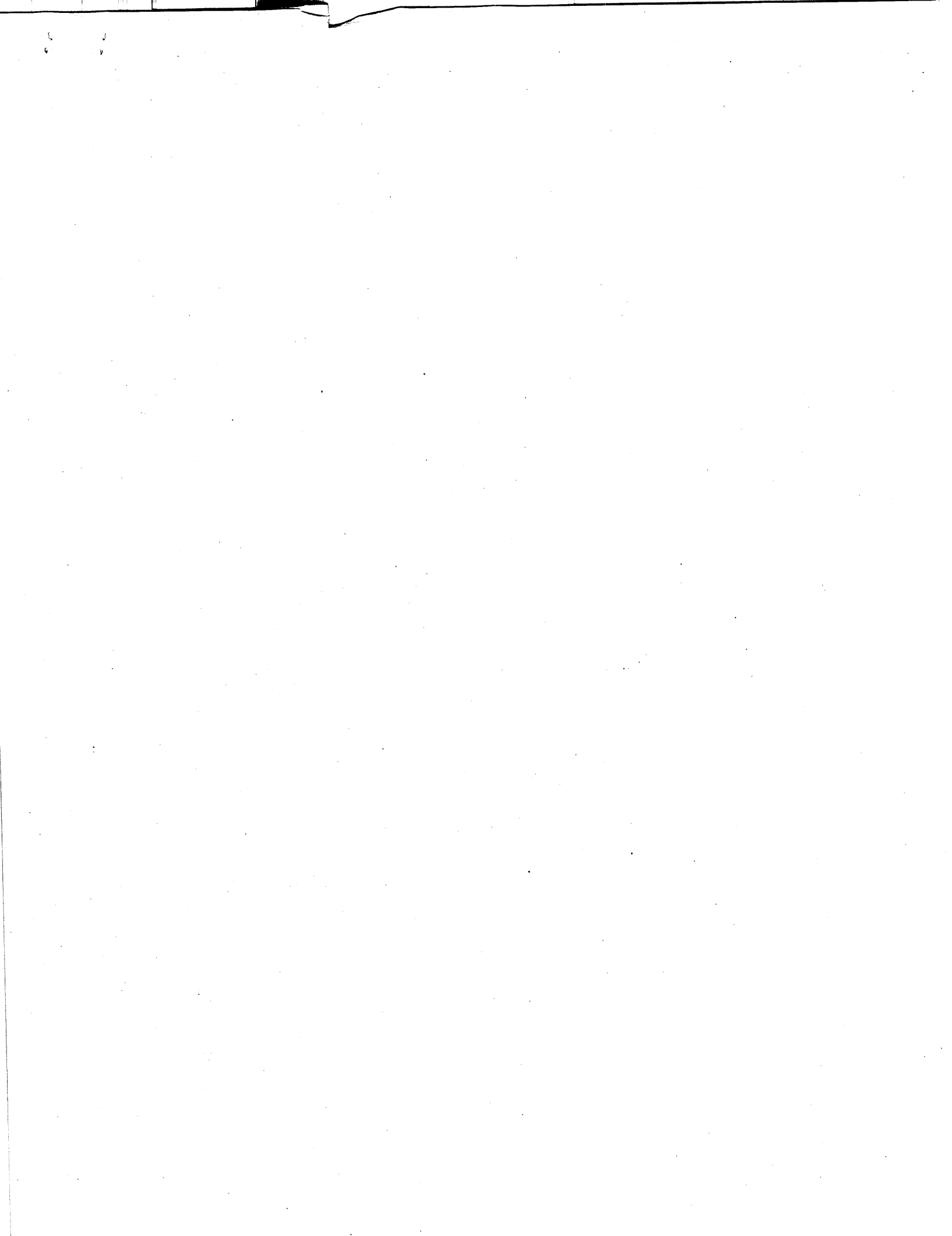
Wis Stats. s. 16.754 directs the state to purchase materials which are manufactured to the greatest extent in the United States when all other factors are substantially equal. Materials covered in our were manufactured in whole or in substantial part within the United States, or the majority of the component parts thereof were manufactured in whole or in substantial part in the United States.

Yes No Unknown

In signing this bid we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

We will comply with all terms, conditions and specifications required by the state in this Request for Bid and all terms of our bid.

Name of Authorized Company Representative (Type or Print)	Title	Phone ()
		Fax ()
Signature of Above	Date	Federal Employer Identification No.
		Social Security No. if Sole Proprietor (Voluntary)



STATE OF WISCONSIN
Department of Workforce Development

FOOD STAMP DISTRIBUTION SERVICES

Request for Bid #CP-1715

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STATE OF WISCONSIN
Department of Workforce Development
FOOD STAMP DISTRIBUTION SERVICES
Request for Sealed Bid #CP-1715

1.0 INTRODUCTION AND PURPOSE:

1.1 Purpose

This Request for Bid (RFB) provides interested bidders with information on preparing and submitting a sealed bid for Food Stamp Distribution Services for the Department of Workforce Development (DWD).

1.2 Background

Wisconsin has issued food stamp coupons centrally with an intelligent insertion machine since 1980. The Department of Health and Family Services was directed by the 1995 Wisconsin Act 368 to issue coupons through an Electronic Benefits Transfer (EBT) system by July 1999. The goal of the project is to begin statewide rollout in August 1997 and complete it by July 1999. The States of Wisconsin and Minnesota conducted a joint procurement to select a vendor for this project.

Centralized coupon issuance will continue in some fashion until EBT is implemented statewide in July 1999. The DWD, Division of Economic Support Food Stamp Center (FSC), currently performs this function. They issued \$11,937,544 food stamps statewide to 80,669 households in August 1997. Issuance to Milwaukee County was \$6,687,565 to 39,290 households. DWD manages food stamp accounts through the CARES application.

1.3 Intent

DWD intends to enter into a contract with a vendor to provide the issuance services for food stamp coupons while implementing an Electronic Benefits Transfer (EBT) program statewide.

EBT implementation will involve one month each for Kenosha, Milwaukee, and Racine Counties. There will then be a four month stand-down period followed with the remainder of the state rolled out in monthly increments by regional area. It is anticipated roll out will be completed within ten months.

This contract will begin during the EBT Project's final planning stage. It is anticipated the total period for this contract will be for eighteen (18) months. The initial contract will be for twelve (12) months at which time DWD will review its program implementation schedule prior to renewing the contract. At maximum, this contract will be for one year with two-one year renewals.

The State of Wisconsin retains the right to accept or reject any or all bids if it is deemed to be in the best interest of the State of Wisconsin.

The State of Wisconsin retains the right to award contracts for related services from other existing State of Wisconsin Procurement contracts, if any. The results of this bidding process may also be used by the State to award additional similar contracts with other state agencies.

1.4 Scope of Services

The scope of services for this RFB reflect DWD's goal to contract for a turn key Food Stamp Distribution service provider. The following scope of services outlines the major service requirements. Refer to Section 4.0 for specific technical requirements.

1. Method of Distribution

Contractor will assume the responsibility as the food stamp agent for the State of Wisconsin. The Contractor will provide Food Stamp Issuance services using the following methods:

- **Regular First Class Mail:** Used for state-wide delivery.
- **Certified Mail:** Used when regular first class mail has not resulted in timely delivery or when fraud activity is of concern.
- **Pre-packages Issuance:** Used when mail delivery has been unsuccessful in specific geographical areas or when the safety of mail carriers is of concern to the United States Postal Service.

To assess workload requirements please refer to Attachment H for a count of number of envelopes issued, by type, issued in January 1997. Note: Milwaukee County food stamp deliveries are completed by all three methods noted above.

2. Returns

All returns will come back to the State facility located at 1 West Wilson St., Madison, WI. 53702. Upon receipt, the envelopes will be scanned into the CARES systems by the State to update the client records. DWD uses a Caere Corporation Model 833 OCR reader. A Caere Model 571 will be used as a back-up. Both scanners use a wand to scan data into the OCR reader which then transfers the data into the CARES system.

3. Milwaukee County Pre-packaged Issuance.

Approximately 6,500 cases in Milwaukee County will be issued using the Pre-packaged method. The rest of the cases will be handled via mail. Contractor will prepare pre-packaged envelopes for the county using the same pickup schedule used currently. All ten-day envelopes will be drop-shipped to the County via armored transportation for receipt by the County on the last day of the previous month by 1:00 p.m. CST. Upon arrival, the County will sign for the receipt of shipment.

4. Multiple Monthly Envelopes

DWD prefers to issue multiple monthly envelopes, breaking down a large food stamp allocation to pre-set maximums. This policy decision is based on the desire to minimize the impact of non-delivery to a food stamps recipient. However, DWD will accept a delivery process which requires the State computer system NOT to split a client's monthly benefit into multiple records, i.e. to be packaged and mailed in multiple envelopes. If this latter delivery process is bid, the contractor will stuff and mail the entire allotment in one envelope.

5. Accountability and Liability for Food Stamp Issuance

Contractor agrees to safeguard, account for, protect and assume full liability for food stamps as long as they are in Contractor's possession. Refer to Section 4.12 for further

specifications. DWD currently maintains a 3 1/2 month food stamp supply valued at \$50 million.

In the event of mail losses that exceed the Federal tolerance of thirty hundredths (.30) percent per federal fiscal quarter of the dollar value issued by mail, the State will assume liability for any payment to USDA for such losses. Contractor has no liability for mail losses. Contractor will work with the State, and county staff if necessary, to develop corrective action plans in order to reduce the losses. Contractor will monitor replacements on a weekly basis and notify the postal inspectors to initiate an investigation in areas where losses may be a problem.

6. Delayed EOM (End of Month) Benefits

Delayed EOM benefits fall outside the normal daily and monthly issuances. DWD expects the volume of these transaction to be no more than 1000 per month. Contractor agrees to process these benefits according to the regular monthly staggered issuance. Refer to Section 4.15.

7. Reconciliation and Reporting

The format for all reconciliation data (reports and original transmission layout) will be provided by the State. Refer to Attachment J. The reports and files returned to the State will cover daily, monthly and delayed issuance after the envelopes are delivered to the contractor's local post office or Milwaukee County. All reports will be transmitted to the State electronically. All files, with the exception of the monthly reconciliation file, will also be transmitted electronically. Due to the volume of data, the monthly reconciliation tape will be returned via next day air. The reports will contain basic information such as the number of daily, monthly, and delayed issuance by regular, certified, and pick-up, the amount of food stamps issued in each category, and the cost of mailing the envelopes. These reports will be compared with existing CARES reports and transmissions to the contractor.

If these reports do not reconcile, the contractor will determine the reason for the difference. the contractor will correct the difference by sending out a supplemental issuance if a recipient did not receive their full benefit. The contractor will inform the State if a recipient received an over issuance. It will be the responsibility of the State to file a claim to recoup this over issuance. If it is determined the CARES tape is correct, the contractor will be responsible for the administrative recoupment expenses incurred by the State. Refer to Section 1.4.18. Liquidated Damages.

8. Monthly Tape, Daily Transmission and End of Month Transmission System Testing

Monthly Tape

After the cut off each month, the State will send Contractor two monthly benefit data tapes through separate couriers to assure timely arrival. Contractor must receive the tapes no later than the 25th or the last business day prior to the 25th of the month for benefits to be issued for the following month. Refer to Attachment M for an example of the benefit file format. The file format is the same for monthly, daily and end of month transmissions.

Daily Transmission

Via a daily dial up between the contractor's Food Stamp system and the State's mainframe TSO system session, the contractor will receive cases that fall outside the monthly tape. The contractor will have in place a plan for emergency transmission of daily data should the standard telephone process for transmission of data fail.

1.5 Pricing

Bid prices will be firm for 180 days after bid due date.

1.6 Contract Period

One year with possible two one-year renewal options. DWD reserves the right to renew the contract for a period of less than twelve (12) months.

1.7 Renewal Options

Renewal options are available if agreeable to both the State and the Contractor with the same terms and conditions. DWD will notify the Contractor, in writing sixty (60) days prior to expiration of the current contract period of its desire to renew. Renewal options are subject to the availability of funds.

1.8 DWD Affirmative Action & Accommodation Statement

The Department of Workforce Development does not discriminate when providing services or employment on the basis of age, race, color, sex, national origin, ancestry, martial status, religion, sexual orientation, arrest/conviction record, use of lawful products, military status or disability. If you need this material in an alternate format, need accommodations at a vendor conference or proposal/bid opening or have concern or comment please contact Charles Pasker. Telephone - 608/267-4435; Fax - 608/267-3757; or E-Mail - paskech@mail.state.wi.us. Deaf, hearing or speech impaired callers may reach us through the Wisconsin Telecommunication Relay System (WITRS).

1.9 VendorNet

The State has implemented a registration fee for vendors who wish to be placed on the state's bidders list. An annual fee of \$125, \$65 for minority vendors, will ensure that you will receive any bid/proposal over \$25,000 that occurs statewide in your commodity/service area. In the future, this bid will not automatically be sent to you if you are not a registered vendor. To obtain information on the state's registration process, please call the Vendor Information Center (1-800-482-7813). You may also contact the center with your other purchasing questions. In the Madison area, please call 264-7897 or 264-7898.

2.0 BID PROCEDURE AND INSTRUCTIONS**2.1 Method of Bid**

Contractors must submit an ORIGINAL (clearly marked) AND THREE COPIES of all materials required for acceptance of their bid by the deadline shown on the Request For Bid form to:

Charles Pasker, Purchasing Manager
Department of Workforce Development
Bureau of Procurement
201 E. Washington Ave., Room 431X
PO Box 7518
Madison, WI 53707-7518

DWD does not accept fax bids. Bids must be received in the above office. All bids must be time-stamped in the DWD Procurement Office prior to the stated opening time. Bids not so stamped will be considered late. Late bids will not be accepted and will be returned unopened to the bidder(s). Receipt of a bid by the State mail system does not constitute receipt of a bid by the

Procurement Office, for purposes of this bid. Bids must be received in Room 431X by the time and date specified in this bid package.

All bids must be packaged, sealed, and show the following information on the outside of the package :

Upper left-hand corner of bid envelope/package

- Contractor's Name and Address

Lower left-hand corner of bid envelope/package

- RFB Title
- RFB Number
- Bid Due Date

When responding to this request for bid via the US Mail, use PO Box 7518 vs. the street address for faster delivery. Contractors are encouraged to submit their bids as far in advance of the bid opening date and time as possible due to an occasional delay in the mail system.

2.2 Calendar of Events

Listed below are important dates and times by which actions related to this RFB must be completed. In the event that the State finds it necessary to change any of these dates and times it will do so by issuing a supplement to this RFB.

<u>DATE</u>	<u>TIME</u>	<u>EVENT</u>
10/31/97		Date of issue of the RFB.
11/14/97	4:00 PM	Written questions (may be faxed) due from Contractors. (Refer to Section 2.6)
11/19/97		Questions and responses sent to all Contractors.
12/02/97	2:30 PM	Bids due from Contractors/Bid opening.

2.3 Format of Bid

Contractors responding to this RFB must comply with the following format requirements:

2.3.1 REQUEST FOR BID FORM/COVER LETTER/DEBARMENT - TAB #1

Include here the signed Request for Bid form (DOA-3070), any cover letter included with the bid, the Designation of Confidential and Proprietary Information, form 3027 (Attachment B) and the Certificate Regarding Debarment, (Attachment D). Bids submitted in response to this RFB must be signed by the person in the Contractor's organization who is responsible for the decision as to the prices being offered in the bid or by a person who has been authorized in writing to act as agent for the person responsible for the decision on prices.

By submitting a signed bid, the Contractor's signatories certify that in connection with this procurement:

(1) the Contractor's organization or an agent of the Contractor's organization has arrived at the prices in its bid without consultation, communication, or agreement with any other respondent or with any competitor for the purpose of restricting competition, (2) the prices quoted in the bid have not been knowingly disclosed by the Contractor's organization or by any agent of the Contractor's organization and will not be knowingly disclosed by same, directly or indirectly, to any other respondent or to any competitor, and (3) no attempt has been made or will be made by the Contractor's organization or by any agent of the Contractor's organization to induce any other person or firm to submit or not to submit a bid for the purpose of restricting competition.

2.3.2 AFFIDAVIT, VENDOR INFORMATION/REFERENCE SHEETS TAB #2

Include here the Affidavit Sheet (Attachment A), the Vendor Information Sheet (Attachment E) and Vendor Reference Sheet (Attachment F) that have been included in this RFB. Each Contractor must furnish a list of a minimum of four (4) references who are willing and capable of evaluating the equipment performance and of verifying information supplied by the Contractor in their bid. Contractors should submit additional Vendor Reference Sheets if necessary.

The State reserves the right to contact and/or visit any party listed as a reference which has previously utilized or is presently utilizing product(s) and/or service(s) proposed by the Contractor. It may also utilize other sources of information about the product(s) and/or service(s) proposed by the Contractor where these sources are publicly available and are equally available for all competing Contractors.

Failure to obtain consistent positive references will be cause for disqualification of the bidder.

2.3.3 MANAGEMENT SUMMARY - TAB #3

Provide a narrative summarization of the bid being submitted. This summary should identify all product(s) and/or service(s) that are being bid in the RFB. A brief description of the Contractor's organization and its history may also be included.

2.3.4 RESPONSE TO TECHNICAL SPECIFICATIONS - TAB #4

Provide a point-by-point response to each and every technical specification in this RFB. Responses to technical specifications must be in the same sequence as they appear in this RFB. Responses must indicate that either Contractor's bid "DOES COMPLY" with specifications or that it "DOES NOT COMPLY." A succinct explanation of how each specification can be met or cannot be met must be included.

2.3.5 COST INFORMATION - TAB #5

Provide cost information on the cost detail sheet (ATTACHMENT C) included in this RFB. Include all costs for furnishing product(s) and/or service(s) to meet all specifications in this RFB.

2.4 Multiple Bids

Multiple bids from a Contractor will be permissible. However, each bid must conform fully to the requirements contained for bid submission. Each such bid must be separately submitted and labeled as Bid #1, Bid #2, etc. on each page included in the response.

2.5 Incurring Costs

The State of Wisconsin is not liable for any cost incurred by a Contractor in the process of responding to this RFB.

2.6 Questions

Any questions concerning this RFB must be submitted in writing in accordance with the Calendar of Events, Section 2.2, of this RFB. Faxed questions are acceptable. Direct questions to:

Direct procedural questions to:

Charles Pasker, Purchasing Agent
DWD Procurement Office
201 E. Washington Ave., Rm. 431X
PO Box 7518
Madison, WI 53207-7518

(608)267-4435 FAX (608)267-3757
email: *PASKECH@mail.state.wi.us*

Direct technical questions to:

John Thiesenhuse
DWD-Division of Economic Support
1 W. Wilson St., Rm. 335
Madison, WI 53702
(608) 266-5767 FAX (608)267-3240
email: *THIESJO@mail.state.wi.us*

Contractors are expected to raise any questions, exceptions, or additions they have concerning the RFB document. If a Contractor discovers any significant ambiguity, error, conflict, discrepancy, omission, or other deficiency in this RFB, the Contractor should immediately notify the above named individual of such error and request modification or clarification of the RFB document.

In the event that it becomes necessary to provide additional clarifying data or information, or to revise any part of this RFB, supplements or revisions will be provided to all recipients of this initial RFB. Each proposal shall stipulate that it is predicated upon the terms and conditions of this RFB and any supplements or revisions to the RFB.

2.7 **News Releases**

News releases pertaining to this RFB or to the acceptance, rejection, or evaluation of bids shall not be made without the prior written approval of the State.

2.8 **Oral Presentation**

A Contractor's bid must be written and complete. Oral presentations intended to supplement the sealed bid in whole or in part may be requested. The State reserves the right to require a Contractor to give an oral clarification of a specific response.

2.9 **American Made**

Not applicable

2.10 **Prime Contractor and Subcontractors**

The prime Contractor will be responsible for contract performance when subcontractors are used. However, when subcontractors are used, they must abide by all terms and conditions of the contract. If subcontractors are to be used, the bidder must notify DWD and clearly explain their participation.

The State of Wisconsin is committed to the promotion of minority business in the state's purchasing program and a goal of placing 5 percent of its total purchasing dollars with certified minority businesses. Authority for this program is found in Wisconsin Statutes 15.107(2), 16.74(4), 16.755 and 560.036(2). DWD is committed to the promotion of minority business in the state's purchasing program.

With this procurement, the successful bidder(s) are encouraged to purchase services and supplies from minority businesses certified by the Wisconsin Department of Commerce, Bureau of Minority Business Development. DWD will require from the successful bidder a quarterly report, submitted to the department's purchasing office of purchases of such supplies and services necessary to the implementation of the contract. A list of certified minority businesses, the services and commodities they provide is available from the Department of Administration, Office

of Minority Business Programs, 608-267-7806. The list is published on the Internet at:
<http://www.doa.state.wi.us/dsas/mbe.htm>.

3.0 BID ACCEPTANCE, EVALUATION AND AWARD

3.1 Bid Opening

Bids will be opened at the time and place shown on the RFB form. The bid prices will be read at the time of the bid opening.

3.2 Bid Acceptance

Bids which do not comply with instructions or are unable to comply with specifications contained in this RFB may be rejected by the State. The State may request reports on a Contractor's financial stability and if financial stability is not substantiated may reject a Contractor's bid. The State retains the right to accept or reject any or all bids, or accept or reject any part of a bid deemed to be in the best interest of the State. The State shall be the sole judge as to compliance with the instructions contained in this RFB. The State reserves the right to negotiate the terms of the contract with the lowest responsible bidder.

3.3 Bid Evaluation/Method of Award

Bids will be reviewed by the State's reviewer(s) to verify that they will meet all specified requirements in this RFB. This verification may include reviewing vendor's bid document, contacting references furnished in the vendor's bid, requesting reports on the vendor's financial stability, conducting demonstrations of the vendor's proposed product(s) and service(s), and reviewing results of past awards to the vendor by the State of Wisconsin. Vendors may not contact the State reviewer(s) except at the State's request.

All costs that the State is required to pay relating to the acquisition of services will be used in the evaluation process, whether included in the bid or not. Cost sheet included as ATTACHMENT C.

DWD applies a total life cycle cost when applicable.

Bids from certified Minority Business Entities may be provided up to a five percent (5%) preference.

3.4 Notification of Intent to Award

All Contractor(s) who respond to this RFB will be notified in writing of the State's award of the contract(s) as a result of this RFB.

3.5 Appeals Process

The appeals procedure applies to only those requests for bids that are \$25,000 or greater. Notices of intent to protest and protests must be made in writing. Protesters should make their protests as specific as possible and should identify statutes and Wisconsin Administrative Code provisions that are alleged to have been violated.

The written notice of intent to protest the intent to award a contract must be filed with:

Secretary of DWD
c/o Maytee Aspuro, Director of Procurement
Dept. of Workforce Development
201 E. Washington Ave., Room 431X
PO Box 7518
Madison, WI 53707-7518

The written protest must be received in her office no later than ten (10) working days after the notices of intent to award are issued.

The decision of the head of the procuring agency may be appealed to the Secretary of the Department of Administration within five (5) working days of issuance, provided the appeal alleges a violation of a statute or a provision of the Wisconsin Administrative Code.

3.6 Disclosure of Bid Information

All information concerning the bids and the evaluation process will become part of the public record at the time that the notice(s) of award is(are) issued.

Any restrictions on the use of the data contained in a Contractor's response to this RFB must be clearly stated and Form DOA-3027, Designation of Confidential and Proprietary Information must be completed. Proprietary information submitted in response to this RFB will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin Public Records Law.

4.0 TECHNICAL SPECIFICATIONS

Bidder's services must meet all specifications listed below. The bidder's response must indicate "DOES COMPLY" or "DOES NOT COMPLY" to each and every requirement for the category bid. Responses must be provided under TAB 4 - Response to Technical Specifications. Should any of the proposed services not directly meet the minimum requirements stated, then the response must include a statement to this effect and an explanation of how the Bidder will be able to meet the requirement.

4.1 Contract Services

The bidder agrees to provide the services necessary to successfully complete the tasks in this RFB as outlined in Section 1.4 and in Section 4. Services will be provided on a continuous basis.

4.2 Organization Qualifications

The bidder must provide a narrative demonstrating that they possess or have access to the capabilities/specialties requested in this RFB, specifically Section 1.4 and 4. Bidder must provide an agency profile including the following:

1. Name, year founded, locations.
2. Organizational structure including reporting hierarchy with specific key management and technical personnel working title/personnel assignments.
3. General staffing including job titles/task assignments specific to services requested in this RFB.
4. Experience working with government agencies.
5. Corporate, customer base and financial information referenced in Attachment K.
6. Minimum two years experience with food stamp distribution or similar services (distribution and tracking of negotiable instruments):

4.3 Staffing

Resumes and job descriptions of key personnel to be assigned to the project. Each listing must include a summary of the services they will provide in order to meet the RFB requirements. At minimum provide requested information for the following individuals:

1. Contract Manager
2. Project Manager/Service Delivery Manager

3. Information Technology Manager/Technical Support Specialist

4.4 Food Stamp Ordering/Storage

DWD will grant the bidder permission to order food stamps directly from the United States Department of Agriculture (USDA). Bidder agrees to order directly from the USDA.

4.5 Food Stamp Storage

The bidder will provide a secure, environmentally controlled (heat, humidity and air conditioning), moisture free storage facilities for food stamps in their possession. Bidder will provide a facility profile(s) in their RFB response documenting adherence to this section's requirements.

4.6 Food Stamp Receiving and Disbursing

The bidder will establish a system for receiving and disbursing food coupons. The bidder will provide a narrative outline and a flow chart of their process design in their RFB response. At minimum, the design must address issues of food stamp security, ordering, delivery, inventory management and report generation.

4.7 Mailing Cycle

All monthly mail envelopes for the State, including Milwaukee County, will be mailed according to a mailing schedule similar to that found in Attachment O. Regular mail as well as Certified mail envelopes will be mailed on the same day, according to a U.S. Post Office- approved Manifest Mailing system.

If the bidder receives the daily transmission from the State of Wisconsin by 12:00 Noon CST, all envelopes will be processed and mailed the same day. Should the bidder not receive the transmission by 12:00 Noon, the envelopes will be mailed the next day.

Should the bidder fail to meet the issuance timetable of this Mail Schedule on a given day, the bidder will notify the State by telephone before 4:30 p.m. CST (the close of the State's business day) on the same business day and follow up the same in writing. The state point of contact will be identified at time of contracting.

4.8. Returns

1. Bidder will print the return address provided by the State on the envelopes. All returns will come back to the State facility located at 1 West Wilson St., Madison, WI. 53702.

2. The State prefers the contractor to produce the control document currently produced by the State (refer to Attachment I for an example of a Mail Control Document) and inserted in a window envelope which exposes the required data, but will accept bids in which the vendor agrees to print the "Control Data", excluding the amount of food stamps, on the outside of the envelopes using normal character fonts.

Control Data includes:

Case Number	Benefit Period
Category	Benefit Reason
Sequence	Food Stamp Envelope Number
Benefit Number	

These values are all included in the daily, monthly, and delayed benefit files. They must be printed in a location on the outside of the envelope that will be acceptable to the post office, (DWD and the bidders) very likely just above addressee name.

4.9 Armored Transportation

1. The bidder agrees to provide armored transportation services for all movement of food stamps including but not limited to delivery to the United States Post Office and to pre-package locations.
2. All "pick-up" (over-the-counter) envelopes will be drop-shipped to the Milwaukee County via armored transportation for receipt by the County on the last day of the previous month by 1:00 p.m. CST. Upon arrival, the County will sign for the receipt of shipment.
3. Bidder must document in their bid whether they will provide or subcontract for transportation services. Subcontractors must be identified. The armored transportation service provider must have five years experience.

4.10 Multiple Monthly Envelopes

Bidder must document in their bid whether they will:

- stuff and mail the entire client food stamp allotment in one envelope; or
- issue multiple monthly envelopes, breaking down a large food stamp allocation to pre-set maximums.

The bidder agrees that the State, in consultation with the bidder, may change the amount of food stamps contained in an envelope threshold for mailing regular first class or certified envelopes as a strategy to reduce mail losses.

4.11. Accountability and Liability for Food Stamp Issuance

1. Bidder agrees to safeguard, account for, protect and assume full liability for food stamps as long as they are in Bidder's possession. Bidder agrees to secure, or cause to be secured, insure and bond in proper amounts to protect the State and the bidder against loss through theft, robbery, burglary or embezzlement. Insurance and bonding coverage will be adequate to cover the maximum anticipated amount of food stamps the bidder may have in its possession at any given time.
2. The bidder will include in its bid a statement of the of the anticipated maximum value of food stamps in its possession and its expected insurance/bonding requirement. The bidder agrees to notify the State of any changes in the maximum value of food stamps in its possession.
3. The bidder agrees to submit to the State proof of insurance and bonding to assure the State that the bidder has adequate loss protection to cover the maximum amount of food stamps in its possession at any given time.
4. The bidder agrees that it is responsible for all Pre-Packaged food stamp envelopes until delivery of such shipment to the County offices. County offices will assume liability for the shipment after the County has signed for its receipt.
5. The bidder agrees to work with the State, and county staff if necessary, to develop corrective action plans in order to reduce mail losses. The bidder agrees to monitor replacements on a weekly basis and notify the postal inspectors to initiate an investigation in areas where losses may be a problem.

4.12 Expedited Cases

All mail expedited cases for the State will be included in the daily transmission to the bidder. Such cases will be processed as explained in section 4.7, *Mailing Cycle*. The bidder agrees that expedited pick up cases (in Milwaukee County) will be handled as described in section 4.9, *Milwaukee Pre-packaged Issuance*.

4.13 Delayed EOM (End of Month) Benefits

The bidder agrees to process EOM benefits in the same manner as regular monthly staggered issuance.

If the bidder receives the daily transmission from the State of Wisconsin by 12:00 Noon CST, all envelopes will be processed and mailed the same day. Should the bidder not receive the transmission by 12:00 Noon, the envelopes will be mailed the next day. Should the bidder fail to meet this condition on a given day, the bidder will notify the State by telephone before 4:30 p.m. CST (the close of the State's business day) on the same business day and follow up the same in writing. The State's point of contact will be identified at the time of contracting.

4.14 Reconciliation and Reporting

1. The bidder agrees to provide reconciliation data, in a format to be agreed upon, to the State of Wisconsin on a daily and monthly basis. Refer to Attachment J for an example of the required reconciliation data. This may be achieved via a daily transmission back to the CARES system and/or a monthly reconciliation tape to be loaded into CARES.
2. The bidder has the required vendor capabilities noted in Attachment N for the purpose of completing electronic transmission of the daily benefits file and the reconciliation reports.
3. The bidder will provide the State with reconciliation reports at the detail and summary level. The bidder will also provide reconciliation files in a non-reporting format. The non-reporting reconciliation file(s) will be in the original transmission format, but will be updated to include postal costs.
4. The bidder agrees that if reconciliation reports do not reconcile, that the bidder will determine the reason for the difference. The bidder will correct the difference by sending out a supplemental issuance if a recipient did not receive their full benefit. The bidder will inform the State if a recipient received an over issuance.
5. The bidder agrees that it will be responsible for the administrative recoupment expenses incurred by the State for errors on its part. Refer to Section 4.20 Liquidated Damages.

4.15 Daily Transmission

The bidder agrees to have in place a plan for emergency transmission of daily data should the standard telephone process for transmission of data fail. Respondent must identify in their bid the method and time required to complete an emergency transmission. At minimum, the bidder will arrange for overnight courier delivery of a tape file.

4.16 System Testing

1. The bidder and the State will jointly conduct thorough tests during the second month prior to going live in the State of Wisconsin. The State will provide the bidder with an actual monthly tape as well as daily transmissions for purposes of testing. The bidder agrees to process the tapes and transmissions on its Issuance system and send reports and necessary data back to the State for approval.
2. The bidder agrees to submit a plan for the State's approval for the system and acceptance testing of the transmission of issuance data, accuracy of insertion and timeliness of issuance within 15 calendar days of contracting. Test reports and reconciliation statements will be part of this plan. This plan will include Milwaukee County's request for a one month's mock distribution list they can audit for accuracy of recipient information and benefit amount.
3. The bidder will certify in writing that they are ready to process food stamps before Benefit Issuance (BI) Pull-Down (approximately 10 days prior to the end of the month) two months prior to the implementation date. Once the bidder certifies that the system is ready, the State will conduct an acceptance test, using the agreed upon plan, to verify system performance. The acceptance test will demonstrate that the bidder is capable of performing the tasks outlined in the contract, within the time frames specified, for a period of one benefit cycle. Immediately upon successful completion of the acceptance test, the State will notify the bidder in writing of acceptance.

If the bidder fails the acceptance test DWD will delay implementation of outsourcing until acceptance testing is successfully completed.

4.17 Federal and State Reporting

1. The bidder agrees to complete and submit monthly reports in accordance with Federal and State Food Coupon Issuance regulations. These reports will be completed by the bidder, if applicable:

FCS-250	Food Coupon Accountability Report
FCS-260	Requisition for Food Coupons
FCS-261	Advice of Shipment
FCS-471	Coupon Account and Destruction Report

Refer to Attachment L: Federal Report Examples

2. The bidder agrees to maintain adequate and responsible records in accordance with generally accepted accounting principles. The appropriate State and Federal agencies shall have access to any pertinent books, documents, papers, and records of the bidder for the purpose of an audit examination. The bidder will maintain records for a period of three (3) years unless an audit has begun, but is not completed, or if audit findings are unresolved at the end of the three year period. In such cases, we will maintain the records until such audit is complete or audit findings are resolved.

4.18 Timeline

The bidder agrees to provide an implementation project plan within 30 days and to begin processing the entire caseload for the State within 30 days after the award of the contract.

4.19 Liquidated Damages

The State declares, and the bidder acknowledges, that the State may suffer damages due to lack of performance of the terms and conditions of the RFB by the bidder. Since, in certain circumstances, it is impractical and extremely difficult to fix the actual damage sustained in the event of any such nonperformance, the State and the bidder, therefore, presume that in the event of any such nonperformance, the amount of damage which will be sustained from the nonperformance will be the amount set forth in this section and they agree that, in the event of any such nonperformance, the bidder shall pay that amount as liquidated damages and not as a penalty. Amounts due the State as liquidated damages may be deducted by the State from any money payable to the bidder and any amount outstanding over and above the amounts deducted from invoices will be promptly tendered by check by the bidder to the State.

The State shall notify the bidder in writing of any claim for liquidated damages pursuant to this section on or before the date when the State deducts such sums from money payable to the bidder and, in any case, within thirty (30) days after the State's knowledge of the bidder's failure to perform in accordance within the terms and conditions of this Agreement. Delay in reporting such claim to the bidder will void any claim for liquidated damages.

Except with respect to defaults of subcontractors, the bidder shall not be liable for liquidated damages when delays arise out of cause beyond the reasonable control and without the fault or negligence of the bidder. Delays due to causes of Force Majeure (which are outside of the control of both parties and could not be avoided by exercise of due care) or due to the responsibility of the State or other contractors of the State shall extend the dates on a day for day basis; but in every case the delay must be beyond the reasonable control and without the fault or negligence of the bidder. Delays caused by the default of a subcontractor, when such default arises out of causes beyond the control of both the bidder and the subcontractor and without the fault or negligence of either of them, shall extend the dates on a day for day basis, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit the bidder to meet the required performance schedule.

Food Stamp Over Issuance/Under Issuance Liquidated Damages

"Inaccurate transaction" shall mean a system error that results in: a food stamp issuance amount being authorized for an incorrect amount to a recipient's account. In the event of an inaccurate transaction resulting in an over issuance, posted benefits shall be removed prior to the availability date.

-Over issuance

In the event any over issuance is not prevented prior to the availability date, the bidder shall be responsible for incurring all costs resulting from the over issuance and may not seek to recover such costs from benefit recipients.

In addition, the bidder shall also be responsible for liquidated damages, suffered by the State resulting from the over issuance, including all expenses incurred that would not have been incurred but for the bidder's over issuance. The State declares, and the bidder acknowledges, that it is impractical and extremely difficult to fix the actual damages sustained in the event of an over issuance of food stamps and the bidder agrees to pay the State a sum of \$200 per case occurrence as compensation.

-Under issuance

The bidder shall be responsible for issuing the under issuance as soon as the error is discovered. In addition, the bidder shall also be responsible for liquidated damages, suffered by the State resulting from the under issuance, including all expenses incurred that would not have been

incurred but for the bidder's under issuance. The State declares, and the bidder acknowledges, it is impractical and extremely difficult to fix the actual damages sustained in the event of an under issuance of food stamps and the bidder agrees to pay the State a sum of \$50 per case occurrence as compensation.

Food Stamp Issuance - Failure to Meet Mail Cycle

In the event of a delay described here, caused by reasons within the bidder's control or due to gross negligence by the bidder, the bidder shall pay the State, within five (5) calendar days from the date of receipt of notice, fixed and liquidated damages. The "damaged amount" shall be determined by the number of actual effected contracted envelopes multiplied by the billing rate for such envelopes. The number of actual effected contracted envelopes would be determined through the monthly tape and/or telephone transmission sent to the bidder. Should the bidder fail to meet the Mailing Schedule defined in Section 1.4.7, the State may assess damages in an amount, as determined by the definition of damaged amount described herein, up to but not to exceed \$25,000 for each issuance day of delay caused by the bidder during the issuance cycle.

Should the bidder fail to deliver the monthly Pre-Packaged Issuance envelopes to Milwaukee County by 1:00 p.m. CST, on the last business day preceding the first issuance day of the next month, the State may assess damages up to an amount to be calculated as described above, but not to exceed \$25,000 for each issuance day of delay caused by the bidder.

The State may offset amounts due it as liquidated damages against any money due bidder under this contract. The State will notify bidder in writing of any claim for liquidated damages pursuant hereto on or before the date the State deducts such sums from money payable to bidder.

4.20 Audits/Site Visits

The State may conduct unannounced visits to the bidder's food stamp distribution offices to inspect the operations, security of the food stamp coupons, and audit the record keeping. The contractor agrees to cooperate with DWD, and other state and/or Federal auditors. An audit may focus, at minimum, on the following

- Maintenance of the security of employer reported data.
- Compliance with process design.
- Maintenance of disaster recovery plan.

4.21 Post Audit

The State will conduct an audit of the conditions of this contract within 60 days of the termination of this contract. A copy of this audit report and management letter will be forwarded to the bidder within 90-days of the termination of this contract. The bidder will respond to any conditions contained in the management letter within 30-days of the receipt of the letter.

4.22 Disaster Contingency Plan

1. The State will require the bidder to provide a contingency plan to assure that the scope of service and performance requirements in this RFB shall be met if the bidder ceases operations during the term of the service. The contingency plan is due within 15 calendar days from contracting.
2. The bidder agrees to have off site storage on all software and data pertinent to the food stamp issuance system. If the bidder's computer system is incapable of completing an issuance, the bidder will have back-up computer services provided by a company with a compatible system.

3. The bidder will store an inventory of food stamps at a vaulted and secured off site location which is sufficient to issue 5 days (\$10.5 million) worth of benefits for the State of Wisconsin.

4.23 Food Stamp Food Conversion

1. As part of the services requested during the EBT implementation phase, the bidder will handle conversions of food stamp EBT benefits to food stamp coupons for those recipients who move from an EBT county to a non-EBT area.

2. The pricing for a regular mail envelope at the appropriate tier will apply to each conversion.

4.24 Client Notices

The bidder agrees to include client notices within food stamp coupon mailings per Section 1.4.

4.25 Personnel Changes

If personnel listed in this RFB are not available for the DWD contract, the contractor agrees to provide staff which meet the minimum qualifications listed in this RFB. DWD reserves the right to accept or reject contractor's staff assignments.

4.26 Document Production - Electronic

When requested, Contractor agrees to prepare and submit products to DWD's contract manager in compatible in word processing, spreadsheet, database and charts/graphs formats agreeable with DWD. The current DWD standard is Microsoft Office Suite.

All electronic products, documents, and deliverables, unless otherwise specified by the contract manager, will be delivered to DWD on High Density- 3-1/2" diskettes, cataloged and labeled.

4.27 Legal Observance and Compliance

The bidder shall at all times observe and comply with all Laws, Ordinances, Regulations and Codes of Federal, State, County and other Local Government Agencies, which may in any manner affect the preparation of the Proposals. This includes, but is not limited to, total compliance with Title VI of the Civil Rights Act of 1964, as amended.

4.28 Civil Rights Compliance Plan

All successful bidders shall have requirements in their contract to submit a Civil Rights Compliance Plan as required by federal Department of Health and Human Services regulation.

4.29 Non-Discrimination Statement

The Bidder shall not discriminate against any employee, applicant for employment or sub-contractor because of race, color, religion, sex, national origin or ancestry, physical or mental handicap unrelated to ability, or an unfavorable discharge from the military service. The Bidder further agrees that the Non-Discrimination Statement shall be incorporated by the Bidder in all Agreements entered into with suppliers of materials or services, contractors and all Labor Organizations furnishing skilled, or unskilled and craft union skilled labor, or who may perform such labor services in connection with this proposal.

4.30 Confidential Information

The records made or maintained by the contractor or sub contractor in connection with the data capture of Food Stamp recipient information are confidential and shall be open to public inspection or disclosure only to the extent the Dept. of Workforce Development permits in the interest of the Food Stamp program.

The contractor shall inform all employees of the confidential nature of the Food Stamp records and specify that unauthorized disclosure of Food Stamp information is grounds for dismissal of an employee.

4.31 Progress Reports

If deemed necessary by DWD, the contractor agrees to submit progress reports, narratives, financial and/or statistical reports of Food Stamp reporting to the DWD contract manager on a prescribed schedule approved by the contractors. Progress reports are required regardless of the level of completion of any deliverable or any other report. Progress reports will summarize the activity of the contractor for the reporting period and identify any scheduling or financial problems.

4.32 Management Briefings

The bidder agrees to brief DWD management, preparing and presenting information as may be required by DWD in order for DWD to make an informed judgment on the bidder's performance.

4.33 Federal Penalties

The contractor is responsible for Federal penalties imposed upon the state due to any action or inaction, contrary to contractual requirements, on the part of the contractor. These amounts will be withheld from the monthly payment until the damages amount has been satisfied.

4.34 Transition

The contractor agrees to cooperate with DWD or its agent(s) in completing a timely transition of services from the contractor to a new service provider. Transition planning activities may be scheduled up to sixty (60) days prior to service termination. Failure by the contractor to cooperate will result in the withholding of monthly service payments until the transition is completed to the satisfaction of DWD.

5.0 DELIVERY/INSTALLATION

Bid prices must be F.O.B. DESTINATIONS. Prices are to include all packing, transportation and insurance charges.

Failure to include and shipping charges in your Cost Detail, Attachment C, will result in the State refusing to pay any associated shipping costs.

Exact delivery locations will be designated on purchase orders. Delivery will normally occur Monday through Friday, except State holidays, between the hours of 8:00 a.m. and 4:00 p.m. Contact person(s) and location for delivery will be noted on the purchase order.

6.0 COST INFORMATION

The Cost Detail Sheet (ATTACHMENT C) is to be used by Contractors to provide the detail of the costs of each item listed. No cost items should be so noted. Use of a substitute to the detail cost sheets provided will be allowed only if the format shown in Attachment C is used. All costs of complying with the terms and conditions of this RFB must be shown on the Cost Detail Sheet. Additional options, including those available to the State, should be listed on a separate page attached to the Cost Detail Sheet.

The following parameters apply to bid pricing:

1. All prices are per envelope
2. Pre-packaged is based on Milwaukee County delivery. An additional fee based on new delivery sites is provided.
3. U.S. Postage rates are not to be included in the bid. Postage charges are a pass through to the state.
4. If the State uses the contractor services for client notices, the charges will be on a per notice basis. Pricing will reflect the two following service deliveries; 1) if the State supplies notices and the contractor is responsible for distribution or 2) if the contractor is responsible for production and distribution.

7.0 MATERIAL OWNERSHIP:

All materials produced as a result of this RFB are the property of the DWD.

Upon request from DWD, the contractor will immediately transfer possession of all materials produced as a result of this RFB.

8..0 REQUIRED FORMS:

The following forms must be completed and submitted with the proposal in accordance with the instructions given in Section 2.3. Blank forms are attached.

Request for Bid form (DOA-3070)
 Affidavit
 Designation of Confidential and Proprietary Information
 Cost Detail Sheet
 Certificate Regarding Debarment
 Vendor Information
 Vendor References

Cover Sheet
 Attachment A
 Attachment B
 Attachment C
 Attachment D
 Attachment E
 Attachment F

ATTACHMENT A

STATE OF WISCONSIN
DOA-3476 N(R04/95)

AFFIDAVIT

THIS COMPLETED AFFIDAVIT MUST BE SUBMITTED WITH THE BID/PROPOSAL.

BIDDER PREFERENCE Please indicate below if claiming a bidders preference.

- Minority Business Preference (s. 16.75(3m), Wis. Stats.) - Must be certified by the Wisconsin Department of Commerce (DOC). If you have questions concerning the certification process, contact DOC, 8th Floor, 123 W. Washington Ave., Madison, Wisconsin 53702, (608) 267-9550.

AMERICAN-MADE MATERIALS

The materials covered in our bid/proposal were manufactured in whole or in substantial part within the United States, or the component parts thereof were manufactured in whole or in substantial part in the United States.

- Yes
- No
- Unknown

AFFIRMATIVE ACTION PLAN

In accordance with s. 16.765(2)(a), Wis. Stats., as implemented by Wisconsin Administrative Code 50, please state if the affirmative action plan is on file with the State of Wisconsin.

- Yes
- No
- Unknown

In signing this bid/proposal we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free trade; that no attempt has been made to induce any other person or firm not to submit a bid/proposal; that this bid/proposal has been independently arrived at without collusion with any other bidder or potential competitor; that this bid/proposal has not been knowingly disclosed prior to opening of bids/proposals to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

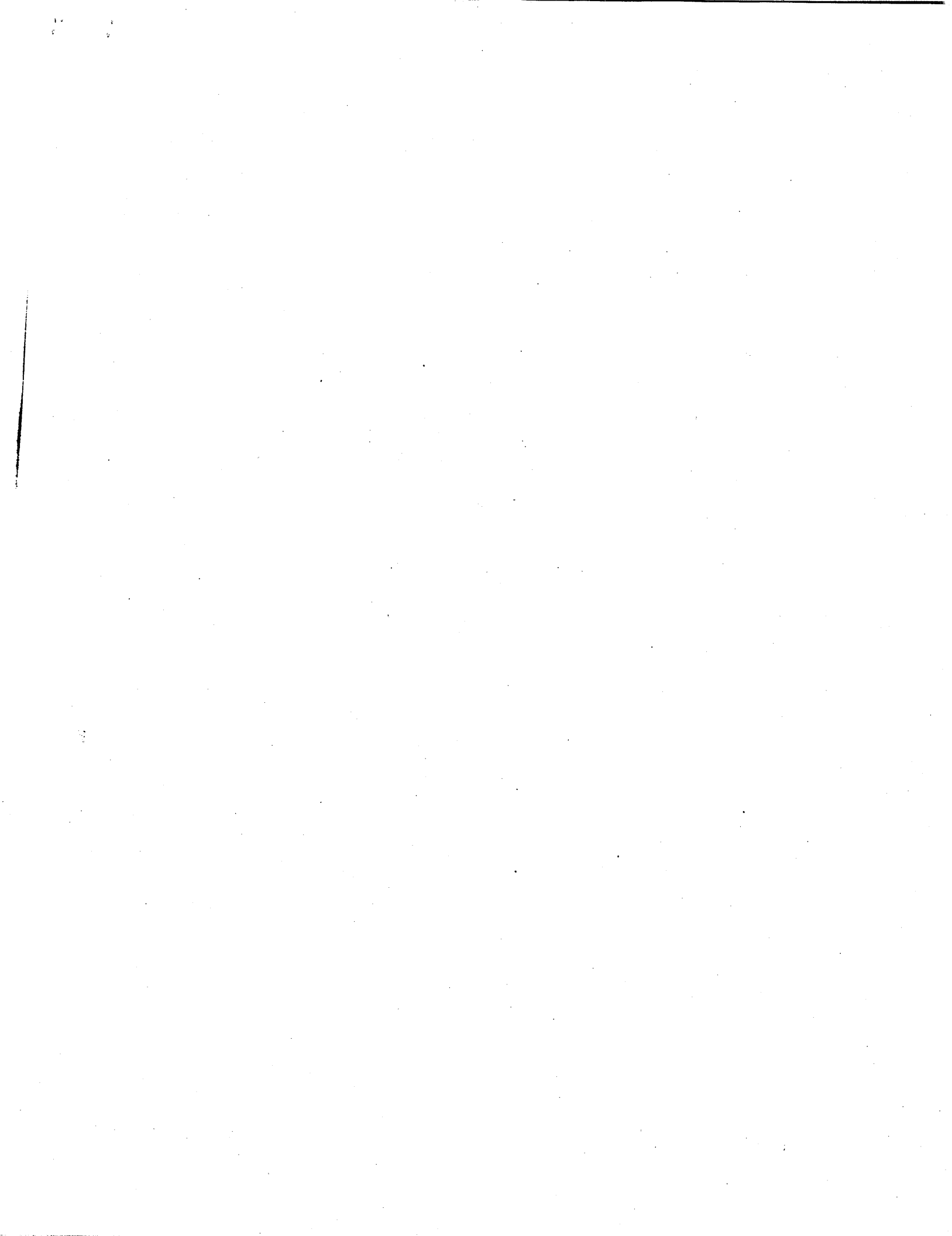
We will comply with all terms, conditions, and specifications required by the state in this Request for Bid/Proposal and the bid/proposal.

Authorized Representative _____ Title _____
Type or Print

Authorized Representative _____ Date _____
Signature

Company Name _____ Telephone _____

This form can be made available in alternative formats to qualified individuals with disabilities upon request.



DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

The attached material submitted in response to Bid/Proposal #CP-1715 includes proprietary and confidential information which is a trade secret, as provided in s. 19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Trade Secret Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential and not released without our written approval.

Prices always become public information when bids/proposals are opened, and therefore cannot be kept confidential.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in s. 134.90(1)(c), Wis. Stats. "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process, the owner or inventor of which has taken reasonable measures to keep confidential, and which is not generally known to or ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. The following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

We request that the following pages not be released

Section	Page #	Topic

IN THE EVENT THE DESIGNATION OF CONFIDENTIALITY OF THIS INFORMATION IS CHALLENGED, THE UNDERSIGNED HEREBY AGREES TO PROVIDE LEGAL COUNSEL OR OTHER NECESSARY ASSISTANCE TO DEFEND THE DESIGNATION OF CONFIDENTIALITY.

Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response is open to examination and copying. The state considers other markings of confidential in the bid/proposal document to be invalid. The undersigned agrees to hold the state harmless for any damages arising out of the release of any materials unless they are specifically designated as confidential above.

Company Name _____

Authorized Representative
Signature _____

Authorized Representative
Type or Print _____

Date _____

This document can be made available in accessible formats to qualified individuals with disabilities.



**ATTACHMENT C - COST DETAIL SHEET
REQUEST FOR BID #CP-1715**

FOR Contractor: _____

Prices are per envelope. Pricing for "Number of Envelopes" is based on total volume of envelopes for all three categories: Regular Mail, Certified Mail and Pre-packaged.

Number of Envelopes	Regular Mail	Certified Mail	*Pre-Packaged	Client Notices Distribution Only	Client Notices Production Distribution Only
100,000+					
75,000-					
100,000					
50,000-					
75,000					
25,000-					
50,000					
0-					
25,000					

***PREPACKAGE DELIVERY ASSUMES DELIVERY AT MILWAUKEE COUNTY SITE.**

PREPACKAGED DELIVERY:

HOME BASE: _____, WI

DELIVERY COST: _____ PER MILE

UNITED STATE POSTAGE COSTS ARE NOT TO BE INCLUDED IN THE BID RESPONSE.





ATTACHMENT D

**CERTIFICATION REGARDING
DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY
LOWER TIER COVERED TRANSACTIONS**

This certification is required by the regulations implementing Executive Order 12549, De
Part 98, Section 98.510, Participants' responsibilities. The regulations were published as
Federal Register (pages 19160-19211).

**(Before Completing Certification, Read Attached Instruc
Which Are an Integral Part of the Certification)**

1. The prospective participant certifies, by submission of this proposal, to the Depar
State of Wisconsin, that neither it nor its principals is presently debarred, suspend
declared ineligible, or voluntarily excluded from participation in this transaction b
agency.
2. Where the prospective participant is unable to certify to any of the statements in th
of Workforce Development, State of Wisconsin, such prospective participant shall
proposal/proposal.

Company Name

Name and Title of Authorized Representative

Signature Date

DWD USE ONLY			
Contract No.		Bid No.	
		Contract Period	

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this bid/proposal, the prospective recipient of Federal assistance funds is providing the certification as set below.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the Department of Labor (DOL) may pursue available remedies, including suspension and/or debarment.
3. The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to which this bid/proposal is submitted it at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The term "covered transaction," "debarred," "suspended", "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal, bid/proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person in which this bid/proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective recipient of Federal assistance funds agrees by submitting this bid/proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the DOL.
6. The prospective recipient of Federal assistance funds further agrees by submitting this bid/proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, declared ineligible, or voluntarily excluded from participation in the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may but is not required to check the List of Parties Excluded from Procurement or Nonprocurement Programs.
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the DOL may pursue available remedies, including suspension and/or debarment.

ATTACHMENT E

State of Wisconsin
DOA-3477 (R04/95)

VENDOR INFORMATION

1. BIDDING / PROPOSING COMPANY NAME _____

FEIN _____ FAX _____

Phone _____ Toll Free Phone _____

Address _____

City _____ State _____ Zip + 4 _____

2. Name the person we may contact in the event there are questions about your bid / proposal.

Name _____ Title _____

Phone _____ Toll Free Phone _____

FAX _____

Address _____

City _____ State _____ Zip + 4 _____

3. All vendors that are awarded over \$25,000 on this contract will be required to submit affirmative action information to the department. Please name the person in your company we can contact about this plan.

Name _____ Title _____

Phone _____ Toll Free Phone _____

FAX _____

Address _____

City _____ State _____ Zip + 4 _____

4. Mailing address where state purchase orders are to be mailed and person the department may contact concerning orders and billings.

Name _____ Title _____

Phone _____ Toll Free Phone _____

FAX _____

Address _____

City _____ State _____ Zip + 4 _____

This form can be made available in alternative formats to qualified individuals with disabilities upon request.



ATTACHMENT F

State of Wisconsin
DOA-3478 (R04/95)

VENDOR REFERENCE

FOR VENDOR: _____

Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for four (4) or more installations with requirements similar to those included in this solicitation document. If vendor is proposing any arrangement involving a third party, the named references should also be involved in a similar arrangement.

Company Name _____

Address (include Zip + 4) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include Zip + 4) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include Zip + 4) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

Company Name _____

Address (include Zip + 4) _____

Contact Person _____ Phone No. _____

Product(s) and/or Service(s) Used _____

This form can be made available in alternative formats to qualified individuals with disabilities upon request.

ATTACHMENT G

STANDARD TERMS & CONDITIONS

- 1.0 SPECIFICATIONS:** The specifications in this request are the minimum acceptable. When specific manufacturer and model numbers are used, they are to establish a design, type of construction, quality, functional capability and/or performance level desired. When alternates are bid/proposed, they must be identified by manufacturer, stock number, and such other information necessary to establish equivalency. The State of Wisconsin shall be the sole judge of equivalency. Bidders/proposers are cautioned to avoid bidding alternates to the specifications which may result in rejection of their bid/proposal.
- 2.0 DEVIATIONS AND EXCEPTIONS:** Deviations and exceptions from terms, conditions, or specifications shall be described fully on the bidder's/proposer's letterhead, signed, and attached to the request. In the absence of such statement, the bid/proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the bidders/proposers shall be held liable.
- 3.0 QUALITY:** Unless otherwise indicated in the request, all material shall be first quality. Items which are used, demonstrator obsolete, seconds, or which have been discontinued are unacceptable without prior written approval by the State of Wisconsin.
- 4.0 QUANTITIES:** The quantities shown on this request are based on estimated needs. The state reserves the right to increase or decrease quantities to meet actual needs.
- 5.0 DELIVERY:** Deliveries shall be F.O.B. destination freight prepaid and included unless otherwise specified.
- 6.0 PRICING AND DISCOUNT:** The State of Wisconsin qualifies for governmental discounts and its educational institutions also qualify for educational discounts. Unit prices shall reflect these discounts.
 - 6.1** Unit prices shown on the bid/proposal or contract shall be the price per unit of sale (e.g., gal., cs., doz., ea., etc.) as stated on the request or contract. For any given item, the quantity multiplied by the unit price shall establish the extended price, the unit price shall govern in the bid/proposal evaluation and contract administration.
 - 6.2** Prices established in continuing agreements and term contracts may be lowered due to general market conditions, but price shall not be subject to increase for ninety (90) calendar days from the date of award. Any increase proposed shall be submitted to the contracting agency thirty (30) calendar days before the proposed effective date of the price increase, and shall be limited to fully documented cost increases to the Contractor which are demonstrated to be industrywide. The conditions under which price increases may be granted shall be expressed in bid/proposal documents and contracts or agreements.
 - 6.3** In determination of award, discounts for early payment will only be considered when all other conditions are equal and when payment terms allow at least fifteen (15) days, providing the discount terms are deemed favorable. All payment terms must allow the option of net thirty (30).
- 7.0 UNFAIR SALES ACT:** Prices quoted to the State of Wisconsin are not governed by the Unfair Sales Act.
- 8.0 ACCEPTANCE-REJECTION:** The State of Wisconsin reserves the right to accept or reject any or all bids/proposals, to waive any technicality in any bid/proposal submitted, and to accept any part of a bid/proposal as deemed to be in the best interests of the State of Wisconsin.

Bids/proposals MUST be date and time stamped by the soliciting purchasing office on or before the date and time that the bid/proposal is due. Bids/proposals date and time stamped in another office will be rejected. Receipt of a bid/proposal by the mail system does not constitute receipt of a bid/proposal by the purchasing office.
- 9.0 METHOD OF AWARD:** Award shall be made to the lowest responsible, responsive bidder unless otherwise specified.
- 10.0 ORDERING:** Purchase orders shall be placed directly to the Contractor by an authorized agency. No other purchase orders are authorized.
- 11.0 PAYMENT TERMS AND INVOICING:** The State of Wisconsin normally will pay properly submitted vendor invoices within thirty (30) days of receipt providing goods and/or services have been delivered, installed (if required), and accepted as specified.

Invoices presented for payment must be submitted in accordance with instructions contained on the purchase order including reference to purchase order number and submittal to the correct address for processing.

A good faith dispute creates an exception to prompt payment.
- 12.0 TAXES:** The State of Wisconsin and its agencies are exempt from payment of all federal tax and Wisconsin state and local taxes on its purchases except Wisconsin excise taxes as described below. The State of Wisconsin does not issue a tax exempt number for state agencies.

The State of Wisconsin, including all its agencies, is required to pay the Wisconsin excise or occupation tax on its purchase of beer, liquor, wine, cigarettes, tobacco products, motor vehicle fuel and general aviation fuel. However, it is exempt from payment of Wisconsin sales or use tax on its purchases. The State of Wisconsin may be subject to other states' taxes on its purchases in that state depending on the laws of that state. Contractors performing construction activities are required to pay state use tax on the cost of materials.
- 13.0 GUARANTEED DELIVERY:** Failure of the Contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the Contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.

- 14.0 ENTIRE AGREEMENT:** These Standard Terms and Conditions shall apply to any contract or order awarded as result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.
- 15.0 APPLICABLE LAW:** This contract shall be governed under the laws of the State of Wisconsin. The Contractor shall at all times comply with and observe all federal and state laws, local laws, ordinances, and regulations which are in effect during the period of this contract and which in any manner affect the work or its conduct.
- 16.0 ANTITRUST ASSIGNMENT:** The Contractor and the State of Wisconsin recognize that in actual economic practice, overcharges resulting from antitrust violations are in fact usually borne by the State of Wisconsin (purchaser). Therefore, the Contractor hereby assigns to the State of Wisconsin any and all claims for such overcharges as to goods, materials or services purchased in connection with this contract.
- 17.0 ASSIGNMENT:** No right or duty in whole or in part of the Contractor under this contract may be assigned or delegated without the prior written consent of the State of Wisconsin.
- 18.0 SHELTERED WORK CENTER CRITERIA:** A work center must be certified under s. 16.752, Wis. Stats., and must ensure that when engaged in the production of materials, supplies or equipment or the performance of contractual services, not less than seventy-five percent (75%) of the total hours of direct labor are performed by severely handicapped individuals.
- 19.0 NONDISCRIMINATION / AFFIRMATIVE ACTION:** In connection with the performance of work under this contract, the Contractor agrees not to discriminate against any employe or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in s. 51.01(5), Wis. Stats., sexual orientation as defined in s. 111.32(13m), Wis. Stats., or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. Except with respect to sexual orientation, the Contractor further agrees to take affirmative action to ensure equal employment opportunities.
- 19.1** Contracts estimated to be twenty five thousand dollars (\$25,000) or more require the submission of a written affirmative action plan by the Contractor. An exemption occurs from this requirement if the Contractor has a workforce of less than twenty five (25) employes. Within fifteen (15) working days after the contract is awarded, the Contractor must submit the plan to the contracting state agency for approval. Instructions on preparing the plan and technical assistance regarding this clause are available from the contracting state agency.
- 19.2** The Contractor agrees to post in conspicuous places, available for employes and applicants for employment, a notice to be provided by the contracting state agency that sets forth the provisions of the State of Wisconsin's nondiscrimination law.
- 19.3** Failure to comply with the conditions of this clause may result in the Contractor's becoming declared an "ineligible" Contractor, termination of the contract, or withholding of payment.
- 20.0 PATENT INFRINGEMENT:** The Contractor selling to the State of Wisconsin the articles described herein guarantees the articles were manufactured or produced in accordance with applicable federal labor laws. Further, that the sale or use of the articles described herein will not infringe any United States patent. The Contractor covenants that it will at its own expense defend every suit which shall be brought against the State of Wisconsin (provided that such Contractor is promptly notified of such suit, and all papers therein are delivered to it) for any alleged infringement of any patent by reason of the sale or use of such articles, and agrees that it will pay all costs, damages, and profits recoverable in any such suit.
- 21.0 SAFETY REQUIREMENTS:** All materials, equipment, and supplies provided to the State of Wisconsin must comply fully with all safety requirements as set forth by the Wisconsin Administrative Code, the Rules of the Industrial Commission on Safety, and all applicable OSHA Standards.
- 22.0 WARRANTY:** Unless otherwise specifically stated by the bidder/proposer, equipment purchased as a result of this request shall be warranted against defects by the bidder/proposer for ninety (90) days from date of receipt. The equipment manufacturer's standard warranty shall apply as a minimum and must be honored by the Contractor.
- 23.0 INSURANCE RESPONSIBILITY:** The Contractor performing services for the State of Wisconsin shall:
- 23.1** Maintain worker's compensation insurance as required by Wisconsin Statutes, for all employes engaged in the work.
- 23.2** Maintain commercial liability, bodily injury and property damage insurance against any claim(s) which might occur in carrying out this agreement/contract. Minimum coverage shall be one million dollars (\$1,000,000) liability for bodily injury and property damage including products liability and completed operations. Provide motor vehicle insurance for all owned, non-owned and hired vehicles that are used in carrying out this contract. Minimum coverage shall be one million dollars (\$1,000,000) per occurrence combined single limit for automobile liability and property damage.
- 23.3** Provide an insurance certificate indicating this coverage, countersigned by an insurer licensed to do business in Wisconsin, covering the period of the agreement/contract. The insurance certificate is required to be presented prior to the issuance of the purchase order or before commencement of the contract.
- 23.4** The state reserves the right to require higher or lower limits where warranted.
- 24.0 CANCELLATION:** The State of Wisconsin reserves the right to cancel any contract in whole or in part without penalty due to nonappropriation of funds or for failure of the Contractor to comply with terms, conditions, and specifications of this contract.

- 25.0 VENDOR TAX DELINQUENCY:** Vendors who have a delinquent Wisconsin tax liability may have their payments offset by the State of Wisconsin.
- 26.0 PUBLIC RECORDS ACCESS:** It is the intention of the state to maintain an open and public process in the solicitation, submission, review, and approval of procurement activities.
- Bid/proposal openings are public unless otherwise specified. Records may not be available for public inspection prior to issuance of the notice of intent to award or the award of the contract.
- 27.0 PROPRIETARY INFORMATION:** Any restrictions on the use of data contained within a request, must be clearly stated in the bid/proposal itself. Proprietary information submitted in response to a request will be handled in accordance with applicable State of Wisconsin procurement regulations and the Wisconsin public records law. Proprietary restrictions normally are not accepted. However, when accepted, it is the vendor's responsibility to defend the determination in the event of an appeal or litigation.
- 27.1** Data contained in a bid/proposal, all documentation provided therein, and innovations developed as a result of the contracted commodities or services cannot be copyrighted or patented. All data, documentation, and innovations become the property of the State of Wisconsin.
- 27.2** Any material submitted by the vendor in response to this request that the vendor considers confidential and proprietary information and which qualifies as a trade secret, as provided in s. 19.36(5), Wis. Stats., or material which can be kept confidential under the Wisconsin public records law, must be identified on a Designation of Confidential and Proprietary Information form (DOA-3027). Bidders may request the form if it is not part of the Request for Bid package. Bid/proposal prices cannot be held confidential.
- 28.0 DISCLOSURE:** If a state public official (s. 19.42, Wis. Stats.), a member of a state public official's immediate family, or any organization in which a state public official or a member of the official's immediate family owns or controls a ten percent (10%) interest, is a party to this agreement, and if this agreement involves payment of more than three thousand dollars (\$3,000) within a twelve (12) month period, this contract is voidable by the state unless appropriate disclosure is made according to s. 19.45(6), Wis. Stats., before signing the contract. Disclosure must be made to the State of Wisconsin Ethics Board, 44 East Mifflin Street, Madison, Wisconsin 53707 (Telephone 608-266-8123).
- State classified and former employes and certain University of Wisconsin faculty/staff are subject to separate disclosure requirements, s. 16.417, Wis. Stats.
- 29.0 RECYCLED MATERIALS:** The State of Wisconsin is required to purchase products incorporating recycled materials whenever technically and economically feasible. Bidders are encouraged to bid products with recycled content which meet specifications.
- 30.0 MATERIAL SAFETY DATA SHEET:** If any item(s) on an order(s) resulting from this award(s) is a hazardous chemical, as defined under 29CFR 1910.1200, provide one (1) copy of a Material Safety Data Sheet for each item with the shipped container(s) and one (1) copy with the invoice(s).
- 31.0 PROMOTIONAL ADVERTISING / NEWS RELEASES:** Reference to or use of the State of Wisconsin, any of its departments, agencies or other subunits, or any state official or employe for commercial promotion is prohibited. News releases pertaining to this procurement shall not be made without prior approval of the State of Wisconsin, Department of Administration.



ATTACHMENT H

Electronic Benefit Transfer Project

OUTSOURCING FOOD STAMP ISSUANCE

Number of Envelopes Mailed - January 1997*

Number of Envelopes
Mailed Statewide

Number of Mailed Certified Envelopes

Monthly Issuance	46,232
Daily Issuance	17,396
Issuance Totals	<u>63,628</u>

Number of Mailed Non-Certified Envelopes

Monthly Issuance	55,202
Daily Issuance	15,606
Issuance Totals	<u>70,808</u>

Monthly Issuance Totals
Daily Issuance Totals
Issuance Totals

Total Mailed Envelopes

101,434
33,002
<u>134,456</u>

Monthly Pickup (Drop Ship Milwaukee County)
Expedited Pickup (Drop Ship Milwaukee County)
Totals

10,017
<u>752</u>
145,205

* Source document CRP500

ATTACHMENT I

Return after 3 days

Madison PERMIT



106078493 2 FN 0.550

[Redacted]

SHEBOYGAN WI 53081-4006

X 15 AUG

DES-1992-A

P.O. Box 2057
Madison, WI 53701-2057

DO NOT FORWARD
Return after 3 days

CERTIFIED MAIL

105 999 121

PRESORT
FIRST-CLASS
U.S. POSTAGE
Madison, WI
PERMIT NO.



105999121 1 TB 0.254

[Redacted]

[Redacted]

DODGEVILLE WI 53533-0098

Barcode not
part of scan
line 9 19 J

Envelopes that we use

the return and pickup mail are put in
the window envelope

Certified mail is used in the window
envelope

RETURN AFTER 10 DAYS:

DHR SHELBY COUNTY
PO BOX 326
COLUMBIANA AL 35051

DO NOT FORWARD

590019799-15

12/20/96

017-018
104947274



000000006 2 ZB .484

~~XXXXXXXXXX~~ ~~XXXXXXXXXX~~
~~XXXXXXXXXX~~

ALABASTER

AL 35007-0782

2 1
A B F

1 2
C D E

ATTACHMENT J

REPORT ID: CBI400RB

ISSUANCE TYPE : MAIL *1st Class Register*

STATE: 99 WISCONSIN

WISCONSIN CARES SYSTEM
MONTHLY FOOD STAMP REGISTER RECAP

PAGE: 1
RUN DATE: 09/19/1997
RUN TIME: 20:45
AS OF DATE: 09/19/1997

AGENCY	BENEFIT AMOUNT	ENVELOPE COUNT
ADAMS COUNTY	33,660.00	372
ASHLAND COUNTY	37,374.00	436
BARRON COUNTY	49,610.00	671
BAYFIELD COUNTY	17,518.00	200
BROWN COUNTY	164,780.00	1,828
BUFFALO COUNTY	21,388.00	245
BURNETT COUNTY	16,877.00	210
CALUMET COUNTY	14,180.00	165
CHIPPEWA COUNTY	58,706.00	663
CLARK COUNTY	25,616.00	277
COLUMBIA COUNTY	20,440.00	294
CRAWFORD COUNTY	11,045.00	157
DANE COUNTY	168,635.00	2,027
DODGE COUNTY	42,091.00	497
DOOR COUNTY	17,901.00	224
DOUGLAS COUNTY	113,013.00	1,149
DUNN COUNTY	61,326.00	634
EAU CLAIRE COUNTY	127,065.00	1,353
FLORENCE COUNTY	3,823.00	56
FOND DU LAC COUNTY	23,510.00	318
FOREST COUNTY	15,292.00	173
GRANT COUNTY	26,757.00	337
GREEN COUNTY	19,463.00	259
GREEN LAKE COUNTY	8,396.00	124
IOWA COUNTY	15,248.00	221
IRON COUNTY	5,288.00	85
JACKSON COUNTY	21,758.00	249
JEFFERSON COUNTY	20,170.00	292
JUNEAU COUNTY	23,919.00	284
KENOSHA COUNTY	190,747.00	1,955
KEAUWATONNE COUNTY	8,125.00	105
LA CROSSE COUNTY	126,742.00	1,396
LAFAYETTE COUNTY	6,897.00	97
LANGLADE COUNTY	29,242.00	361
LINCOLN COUNTY	25,210.00	315
MANITOWOC COUNTY	40,703.00	505
MARATHON COUNTY	115,277.00	1,207
MARINETTE COUNTY	44,786.00	547
MARQUETTE COUNTY	14,861.00	171
MILWAUKEE COUNTY	654,299.00	6,696
MONROE COUNTY	48,554.00	510
OCONTO COUNTY	24,695.00	306
ONEIDA COUNTY	46,047.00	504

This would be Summary report

WISCONSIN CARES SYSTEM
FOOD STAMP MAILING REPORT
FOR JULY - 1997

***** POSTAGE *****
1 OUNCE 2 OUNCE

18,300 24,222
5,773 8,241
24,073 32,463

***** POSTAGE *****
1 OUNCE 2 OUNCE

24,239 21,272
5,549 7,078
29,788 28,350

PERCENTAGE
CERTIFIED

48
53
49

CERTIFIED
ENVELOPES

42,522
14,014
56,536

NON-CERTIFIED
ENVELOPES

45,511
12,627
58,138

TOTAL MAILED
ENVELOPES

88,033
26,641
114,674

TOTAL PICKED
UP ENVELOPES

9,895
726

STATE
ENVELOPES

125,295

CERTIFIED
ISSUANCES

26,714
9,089
35,803

NON-CERTIFIED
ISSUANCES

33,735
8,853
42,588

TOTAL MAILED
ISSUANCES

60,449
17,942
78,391

PICKUP
ISSUANCES

6,295
726

STATE
ISSUANCES

85,412

MONTHLY ISSUANCE
DAILY ISSUANCE
ISSUANCE TOTALS

MONTHLY ISSUANCE
DAILY ISSUANCE
ISSUANCE TOTALS

MONTHLY ISSUANCE
DAILY ISSUANCE
ISSUANCE TOTALS

MONTHLY PICKUP
EXPEDITED PICKUP

TOTALS
END OF REPORT

needed report in case its decided to charge back to Counties

ATTACHMENT K

Supplier Financial Assessment Survey

1. What is business' fiscal year?
2. Provide the following corporate financial statements for last three (3) years and current year interim (if applicable):
 - Profit and Loss Statement
 - Balance Statement
3. Provide copies of any cash flow forecasts developed for the last three (3) years and current year interim.
4. Provide actual cash flow data for the last year, including reasonable and supporting assumptions.
5. Provide an aging of accounts payable report for the last two (2) years.
6. Provide an aging of accounts receivable report for the last two (2) years.
7. Identify all outstanding loans (including line of credits). Include the following:
 - Lending source
 - Amount of loan, Interest rate, Origination date
 - Current balance
 - Monthly payments
 - Any special loan terms
8. Has any company ever filed or have future plans to file for bankruptcy? If so, was it or will it be filed under Chapter 7 or Chapter 11?
9. Has the company experience any of the following, if so please provide details:
 - Default on loan agreements
 - Denial of usual trade credit from suppliers
 - Contracts in a significant loss situation
 - Loss of principal customer/supplier
 - Uninsured or underinsured catastrophes
 - Labor strikes
 - Unpaid state, local, and Federal tax liabilities
 - Contingent liabilities
 - Deferral of payments to suppliers
 - Failure to fund pension plans
 - Loans from employees or issuing stock to employees in lieu of salary
 - Environmental clean-up impact
 - Significant unpaid company debts
 - Approval of unusual progress payments
 - Parent company undergoing financial distress/bankruptcy
10. Provide a list of major customers and percentage of business.
11. Provide copy of last year's and next year's sales projections
12. Are there any plans to sell or buy major resources?
13. Are there any plans to borrow money or restructure debt?
14. Are there any plans to reduce or delay expenditures?
15. Are there any plans to increase ownership equity?

ATTACHMENT L

**U.S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
COUPON ACCOUNT AND DESTRUCTION REPORT**

(See Reverse for Instructions)

1. REPORT POINT REPORT <i>(Month, Year)</i>	2. PROJECT AREA CODE	3. COUNTY OR PROJECT AREA/STATE	4. DESTRUCTION REPORT <i>(Month, Year)</i>
5. NAME AND ADDRESS OF REPORTING POINT <i>(Coupon Issuer/Bulk Storage Point)</i>		6. NAME AND ADDRESS OF DESTRUCTION POINT	

A. ACTUAL VALUE OF COUPONS DESTROYED	DESTRUCTION/EXCHANGE CREDITS	B. NUMBER OF COUPON BOOKS					
		\$2	\$7	\$10	\$40	\$50	\$85
7.	IMPROPERLY MANUFACTURED/MUTILATED <i>(Found Before Issuance)</i>						
8.	SHORTAGES DURING SHIPMENT/TRANSFER						
	RETURNED COUPONS EXCHANGE REQUESTED						
9.	NEW SERIES COUPONS FOR EXCHANGE						
10.	LOOSE COUPONS REMAINING AFTER EXCHANGE						
	RETURNED COUPONS NO. EXCHANGE						
11.	PAYMENT OF A CLAIM						
12.	OLD SERIES COUPONS RECEIVED						
13.	OTHER						
14.	TOTAL						
15. OVERAGES DURING SHIPMENT/TRANSFER							
MONTH	YEAR	OVERISSUANCE (CASHIER ERROR)					
16.		RETURNED AFTER OVERISSUANCE REPORTED <i>(Enter FNS-250 Report Month and Year)</i>					
17.		RETURNED IN MONTH ISSUED					

18. REMARKS

CERTIFICATION: I certify that the information reported on this form is accurate.

19. REPORTING WITNESS NO. 1 <i>(Signature, Title and Date)</i>	22. DESTRUCTION WITNESS <i>(Signature, Title and Date)</i>
20. REPORTING WITNESS NO. 2 <i>(Signature, Title and Date)</i>	23. DESTRUCTION POINT OFFICIAL <i>(Signature, Title and Date)</i>
21. FNS OFFICIAL <i>(Signature, Title and Date)</i>	

Previous Edition Obsolete

FORM FNS-260
(1-82)

U. S. DEPARTMENT OF AGRICULTURE
FOOD AND NUTRITION SERVICE
REQUISITION FOR FOOD COUPON BOOKS

FORM APPROVED OMB NO. 0584-0022

1. Date of Requisition	2. Project Area/State Agency	3. Project Shipping Code	6. Person(s) Authorized to accept Shipments
4. SHIP TO (Use FNS approved abbreviated address only) (<input type="checkbox"/> "X" if change)			A. Name(s) (<input type="checkbox"/> "X" if change)
5. When can shipment be received? (Give day(s) of week & hours e.g., Mon. thru Fri., 8 A.M. to 5 P.M.) (<input type="checkbox"/> "X" if change)			B. Telephone (<input type="checkbox"/> "X" if change)
AC () No. _____ Ext. _____			

7. INVENTORY ANALYSIS

Book Type	Book Value	Inventory Change (Line 12 plus 16 of Prior Month Form FNS-250 or line 11 of Prior Month Form FNS-250-1) (A)	No. of Months Supply Wanted (Not to exceed 6) (B)	Total No. of Books (Col. A x B) (C)	No. of Books on Hand at End of Previous Month (From line 15 Form FNS-250 or line 14 Form FNS-250-1) (D)	No. of Books on order from un- filled requisitions (E)	No. of Books on hand and on order (Col. D plus E) (F)	No. of Books needed (Col. C minus F) (G)
A	\$ 2							
B	\$ 7							
F	\$ 10							
C	\$ 40							
D	\$ 50							
E	\$ 60							

8. REQUISITION DATA

FULL-SIZE CARTONS				BOOK VALUE	HALF-SIZE CARTONS			TOTAL ORDERED		
Book Type	No. of Books in Carton (A)	No. of Cartons Ordered (B)	No. of Books Ordered (Col. A x B) (C)		Book Type	No. of Books in Carton (D)	No. of Cartons Ordered (E)	No. of Books Ordered (Col. D x E) (F)	Cartons (Col. B + E) (G)	Books (Col. C + F) (H)
A-1	2,000			\$ 2	A-2	1,000				
B-1	2,000			\$ 7	B-2	1,000				
F-1	2,000			\$ 10	F-2	1,000				
C-1	800			\$ 40	C-2	400				
D-1	800			\$ 50	D-2	400				
E-1	600			\$ 60	E-2	300				
TOTALS					TOTALS					

9. SIGNATURE OF REQUESTING OFFICIAL		For State Agency Use Only	For FNS Regional Office Use
		Date Cleared	Date Cleared

REMARKS

For FNS Washington Office Use Only			
Requisition No.	Date Due from GSA		Remarks
Value of Shipment	Weight	Postal Cost	
\$		\$	
Date Approved	Signature of Approving Official		

ORIGINATING OFFICE — Complete items 1 through 9. Send the original and four copies to your State Agency. Retain copy five (yellow) for your records.

STATE AGENCY — Send the original and three copies to the Food and Nutrition Service Regional Office. Retain copy four (pink).

FNS REGIONAL OFFICE — Send the original and two copies to the Federal Operations Division, Alexandria, VA. Retain copy three (blue).

No food coupon books may be shipped unless a completed requisition has been received (7 C.F.R. 271).

FOOD COUPON ACCOUNTABILITY REPORT

Submit this report within 45 calendar days after the last day of coupon issuance each month, but in any event it should be mailed to reach the Food and Nutrition Service by the 15th day of the second month following the last day of coupon issuance for the month.

See detailed INSTRUCTIONS on reverse.

1 PROJECT CODE	2 REPORT FOR MONTH <input type="text"/> <input type="text"/> YEAR <input type="text"/> <input type="text"/>	3 REORDER NOTIFICATION (See instructions on reverse)	Page <input type="text"/> of <input type="text"/> Pages
4 NAME AND ADDRESS OF REPORTING OFFICE		6 TYPE OF REPORT <input type="checkbox"/> INITIAL SUBMISSION <input type="checkbox"/> RESUBMISSION OF FNS REJECTED REPORT <input type="checkbox"/> REVISED REPORT (Complete Item 7)	
5 PROJECT NAME AND LOCATION		7 REVISED REPORTS (ONLY, INDICATE AREAS) OF CORRECTION AND GIVE NUMBER OF REVISED REPORTS SUBMITTED FOR REPORTING MONTH <input type="checkbox"/> I COUPON BOOK INVENTORY SUMMARY <input type="checkbox"/> II TRANSFER SUMMARY <input type="checkbox"/> III ACTUAL VS DOCUMENTED ISSUANCE	

I - COUPON BOOK INVENTORY SUMMARY

	NUMBER OF BOOKS					
	\$2.00	\$7.00	\$10.00	\$40.00	\$50.00	\$65.00
8. Beginning inventory (Line 15 of previous 250)						
9. Shipments received from FNS (USDA)						
10. Returned to inventory (Coupon issuer only)						
11. Total transferred in (from item 18(a))						
12. Total transferred out (from item 18(b))						
13. Credits to (See instructions)						
14. Total available ((8 + 9 + 10 + 11) minus (12 + 13))						
15. Ending inventory (Actual physical count)						
16. Inventory difference						
	BOOK VALUE					
	X \$2.00	X \$7.00	X \$10.00	X \$40.00	X \$50.00	X \$65.00
17. Value of coupon book difference	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00	\$ 00

II - TRANSFER SUMMARY

18. "X" ONE		PROJECT CODE	NUMBER OF BOOKS					
IN FROM (A)	OUT TO (B)		\$2.00	\$7.00	\$10.00	\$40.00	\$50.00	\$65.00

III - ACTUAL VS. DOCUMENTED ISSUANCE SUMMARY (coupon issuer only)

ACTUAL ISSUANCE		
19. Total value of coupon books issued (Totals from item 17)	\$	00
20. Value of mail issuance replacements	\$	00
21. Net value of coupons issued (Total of line 19 minus line 20)	\$	00
DOCUMENTED ISSUANCE		
22. Total value of coupons issued based on documents (ATP or HIR cards)	\$	00
23. Total value of issuance difference (Total of line 21 minus line 22)	\$	00

IV - CERTIFICATION

I CERTIFY, under penalty of law, that (1) all items are accurate and true to the best of my knowledge; (2) this report accurately reflects issuance activity for the month; (3) the number of books reported as "Ending Inventory" was determined by actual physical count, in accordance with FNS instructions.

DATE: _____ SIGNATURE AND TITLE OF REPORTING OFFICE OFFICIAL: _____

I CERTIFY, that this report accurately represents coupon issuance for the report month.

DATE: _____ SIGNATURE AND TITLE OF STATE AGENCY OFFICIAL: _____

REMARKS

THIS REPORT IS REQUIRED BY LAW (P.L. 95-113). FAILURE TO REPORT CAN RESULT IN A FINE OF NOT MORE THAN \$1,000 OR IMPRISONMENT FOR NOT MORE THAN 1 YEAR OR BOTH. FORM FNS-250 (10-78) PREVIOUS EDITIONS ARE OBSOLETE.

ORIGINAL -- Submit to appropriate FNS Regional Office.

U.S. DEPARTMENT OF AGRICULTURE
FOOD AND CONSUMER SERVICE

ADVICE OF SHIPMENT

(Food Coupons)

INSTRUCTIONS for distribution after receipt and verification of the below described shipment:

- Original - SIGN and DATE. Attach to the original of Form FNS-250 "Food Coupon Accountability Report" OR Form FNS-250-1 "Food Coupon Book Report" whichever is applicable.
- Copy 1 - Attach to copy 1 of Form FNS-250 OR Form FNS-250-1, whichever is applicable.
- Copy 2 - Retained by receiving office.
- Copy 3 - Send to Project Area.

55 906 0107 600: REC DATE 5/15/97

225762

FOOD STAMP CENTER

I W WILSON
MADISON

WI 53703

BUREAU OF MANAGEMENT AND OPERATIONS
STATE DEPARTMENT OF HEALTH AND
SOCIAL SERVICES
FOOD STAMP CENTER
P.O. BOX 7935
MADISON WI 53707

DATE SHIPPED			REON. NO.	REGISTRY OR GBL NO. (See Note 1)	BOOK TYPE (See Note 2)	NO. OF CARTONS (See Note 2)	NO. OF BOOKS	VALUE			
MO.	DAY	YR.						Fold Here			
07	23	97	+04	G4282814	A1	50	100	200	000		
07	23	97	+04	G4282814	B1	100	200	400	000		
07	23	97	+04	G4282814	C1	75	60	400	000		
07	23	97	+04	G4282814	D1	50	40	000	000		
07	23	97	+04	G4282814	E1	250	150	750	000		
07	23	97	+04	G4282814	F1	25	50	500	000		
DATE SHIPMENT RECEIVED			NOTE 2. If Book Type or No. of Cartons received DIFFER from that shipped, (a) show Book Type and No. of Cartons actually received, and (b) on the back of this form list ALL Serial Numbers Received.		SHIPMENT TOTALS	550	600	300	16	250	000
MO.	DAY	YR.			SIGNATURE OF PERSON AUTHORIZED TO ACCEPT COUPON SHIPMENT:						

NOTE 1. On multiple carton shipments, registry number shown is the first of a series of consecutive numbers, one per carton.

FORM FCS-261 (5-95) Previous editions obsolete.

COPY 2

* U.S. GOVERNMENT PRINTING OFFICE: 1995-621-929 78178

ATTACHMENT M

Mailing Cycle, Daily Transmission File format

Page 1 of 2

The file format is exactly the same for Daily, Delayed and Monthly Benefit files:

01 FOOD-STAMP-BENEFIT-FILE.	
05 RUN-TYPE-IND	PIC X(01).
05 KEY.	
10 CASE-NUM	PIC 9(10).
10 PROGRAM-CD	PIC X(03).
10 SUBPROGRAM-CD	PIC X(01).
10 AG-SEQ-NUM	PIC 9(04).
10 BENEFIT-NUM	PIC 9(09).
05 BENEFIT-DETAILS.	
10 BENEFIT-RSN-CD	PIC X(03).
10 BEN-PRD-DT	PIC 9(08).
10 BENEFIT-TYPE-CD	PIC X(02).
10 BENEFIT-AMT	PIC S9(7)V99.
10 ENVELOPE-CTR	PIC 9(01).
05 ISSUANCE-DETAILS.	
10 ISSUANCE-MTHD-CD	PIC X(01).
10 ISSUANCE-REASON-CD	PIC X(02).
10 CERTIFIED-NUM	PIC 9(09).
05 BEN-ISS-DT	PIC 9(08).
05 PICKUP-DETAILS.	
10 PICKUP-BEG-DT	PIC 9(08).
10 PICKUP-END-DT	PIC 9(08).
05 PAYEE-TYPE-CD	PIC X(02).
05 PAYEE-NAM.	
10 RCP-FIRST-NAM	PIC X(15).
10 RCP-LAST-NAM	PIC X(15).
10 RCP-MID-NAM	PIC X(01).
10 RCP-SUF-NAM	PIC X(03).
05 ADDRESS-IND	PIC X(01).
05 MAILING-ADDRESS.	
10 APARTMENT-ADR	PIC X(05).
10 CITY-ADR	PIC X(15).
10 QUADRANT-ADR	PIC X(02).
10 DIRECTION-ADR	PIC X(02).
10 UNIT-ADR	PIC X(03).
10 STREET-NUMBER-ADR	PIC X(09).
10 STREET-RURAL-ADR	PIC X(20).
10 SUFFIX-ADR	PIC X(04).
10 STATE-ADR	PIC X(02).
10 LINE-2-ADR	PIC X(30).
10 ZIP-ADR.	
15 ZIP-5-ADR	PIC X(05).
15 ZIP-4-ADR	PIC X(04).

ATTACHMENT M

Mailing Cycle, Daily Transmission File format

Page 2 of 2

The file format is exactly the same for Daily, Delayed and Monthly Benefit files:

05 COUNTY-NUM	PIC 9(02).
05 WORKER-NUM	PIC X(06).
05 PROCESSING-DATA.	
10 SEQUENCE-NUM	PIC X(01).
10 ENVELOPE-NUM	PIC 9(01).
10 ENVELOPE-AMT	PIC S9(7)V99.
05 BOOK-BREAK-DOWN.	
10 FOOD-2-BOOK-QTY	PIC 9(01).
10 FOOD-7-BOOK-QTY	PIC 9(01).
10 FOOD-10-BOOK-QTY	PIC 9(01).
10 FOOD-40-BOOK-QTY	PIC 9(01).
10 FOOD-50-BOOK-QTY	PIC 9(01).
10 FOOD-65-BOOK-QTY	PIC 9(01).
05 POSTAGE-IND	PIC 9(01).
05 ORIG-BENEFIT-NUM	PIC X(09).
05 BEN-ISSUED-ONLINE-SW	PIC X(01).
05 ZIP-CRT	PIC X(2).
05 CHECK-DIGIT	PIC X(1).
05 CR-ROUTE	PIC X(4).
05 MAIL-PRIORITY	PIC X(1).
05 MID-BREAK-SW	PIC X(1).
05 LOCATION-CD	PIC 9(04).
05 AADC-SEQ-NUM	PIC X(01).
05 FILLER	PIC X(06).

ATTACHMENT N

Required vendor capabilities for completing electronic transmission of the daily benefits and end of month files and the reconciliation reports.

The contractor will dial up to our TSO mainframe session and will send, or write, the reports to DWD. To receive the daily and end of month files the contractor will dial up to the DWD TSO mainframe session and receive the benefit file.

For electronic transmission of daily and end of month benefits file and for reconciliation reports, the following address required vendor capabilities:

Dial-up access to the State of Wisconsin mainframe is via the IBM Global Network provided by Advantis. The recommended dial-up software is IBM Passport which the State of Wisconsin can provide. All other hardware/software is the responsibility of the vendor.

Passport is available for the following platforms:

IBM Passport for Windows 95 is designed to work with Microsoft Windows 95 or Microsoft Windows NT 4.0.

IBM Passport for Windows is designed to work with Microsoft Windows 3.1 in enhanced mode.

IBM Passport/2 is designed to work with IBM OS/2 Version 2.1 or later.

IBM Passport/DOS is designed to work with IBM PC DOS 3.3 or later.

The following asynchronous modem standards are currently supported for use with IBM Passport. The modem selected must allow for the file to be transmitted within 10 minutes. The recommended minimum speed is 9.6Kbps.

V.32 (up to 9.6 Kbps)

V.32bis (up to 14.4 Kbps)

V.34 (up to 33.6 Kbps)

U.S. Robotics x2 technology (up to 56 Kbps) is supported.

ATTACHMENT O

8th DIGIT	MONTH	MAIL DATE
	January	
0 & 1		January 02, 1998
2 & 3		January 06, 1998
4 & 5		January 09, 1998
6 & 7		January 13, 1998
8 & 9		January 15, 1998
	February	
0 & 1		February 03, 1998
2 & 3		February 04, 1998
4 & 5		February 09, 1998
6 & 7		February 11, 1998
8 & 9		February 13, 1998
	March	
0 & 1		March 02, 1998
2 & 3		March 04, 1998
4 & 5		March 09, 1998
6 & 7		March 11, 1998
8 & 9		March 13, 1998
	April	
0 & 1		April 01, 1998
2 & 3		April 03, 1998
4 & 5		April 07, 1998
6 & 7		April 09, 1998
8 & 9		April 15, 1998
	May	
0 & 1		May 01, 1998
2 & 3		May 05, 1998
4 & 5		May 08, 1998
6 & 7		May 13, 1998
8 & 9		May 15, 1998
	June	
0 & 1		June 01, 1998
2 & 3		June 03, 1998
4 & 5		June 08, 1998
6 & 7		June 10, 1998
8 & 9		June 15, 1998
	July	
0 & 1		July 01, 1998
2 & 3		July 03, 1998
4 & 5		July 08, 1998
6 & 7		July 10, 1998
8 & 9		July 15, 1998
	August	
0 & 1		August 03, 1998
2 & 3		August 05, 1998
4 & 5		August 10, 1998
6 & 7		August 12, 1998
8 & 9		August 14, 1998

ATTACHMENT O

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8th DIGIT	MONTH	MAIL DATE
	September	
0 & 1		September 01, 1998
2 & 3		September 03, 1998
4 & 5		September 09, 1998
6 & 7		September 11, 1998
8 & 9		September 15, 1998
	October	
0 & 1		October 01, 1998
2 & 3		October 06, 1998
4 & 5		October 08, 1998
6 & 7		October 13, 1998
8 & 9		October 15, 1998
	November	
0 & 1		November 02, 1998
2 & 3		November 04, 1998
4 & 5		November 06, 1998
6 & 7		November 11, 1998
8 & 9		November 13, 1998
	December	
0 & 1		December 01, 1998
2 & 3		December 03, 1998
4 & 5		December 08, 1998
6 & 7		December 10, 1998
8 & 9		December 15, 1998