

Kern County Employees' Retirement Association

Amendment #1 to Request for Proposal  
for  
Production Print Management Services

Date: August 2, 2010

**Kern County Employees' Retirement Association  
Print Production Management Services RFP  
Answers to Vendor Questions**

No.	RFP Section	RFR Page	Question / Answer																				
Q1	General Information		Is it possible to get an extension on the RFP? Word Doc was retrieved on July 23rd and it does not give us much time to work on all our responses.																				
A1			<p><b>Yes, all vendors will be provided a one week extension. The new deadline will be Aug 16<sup>th</sup>, 2010 at 2:00 PM Pacific Time. No additional extensions will be allowed.</b></p> <p><b>Schedule of Events (revised)</b></p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="background-color: #d3d3d3;">Completion Date</th> <th style="background-color: #d3d3d3;">Milestone</th> </tr> </thead> <tbody> <tr> <td>July 16, 2010</td> <td>Release RFP</td> </tr> <tr> <td>July 27, 2010</td> <td>Submit questions to KCERA</td> </tr> <tr> <td>August 2, 2010</td> <td>Response to Proposer questions</td> </tr> <tr> <td>August 16, 2010</td> <td>Deadline for receipt of proposals due no later than 2 p.m.</td> </tr> <tr> <td>Week of August 23, 2010</td> <td>Committee to review RFPs / staff recommendations</td> </tr> <tr> <td>Week of September 13, 2010</td> <td>Committee to conduct interviews</td> </tr> <tr> <td>Starting September 20, 2010</td> <td>Contract negotiations</td> </tr> <tr> <td>October 13, 2010</td> <td>KCERA selection approved and contract executed</td> </tr> <tr> <td>Week of November 1, 2010</td> <td>Complete SOW and initiate work</td> </tr> </tbody> </table> <p>KCERA reserves the right to change the schedule of events or issue addenda to the requirements at any time.</p>	Completion Date	Milestone	July 16, 2010	Release RFP	July 27, 2010	Submit questions to KCERA	August 2, 2010	Response to Proposer questions	August 16, 2010	Deadline for receipt of proposals due no later than 2 p.m.	Week of August 23, 2010	Committee to review RFPs / staff recommendations	Week of September 13, 2010	Committee to conduct interviews	Starting September 20, 2010	Contract negotiations	October 13, 2010	KCERA selection approved and contract executed	Week of November 1, 2010	Complete SOW and initiate work
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Q2	General Information		How much remittance information (Line Item Detail) is included per check payment.																				
A2			Refer to Payment Print Layout File, Attachment A included with the RFP																				
Q3	General Information		Do your checks need to be in color?																				
A3			No, basic/normal stock.																				
Q4	General Information		Please provide samples of documents you want printed.																				
A4			Samples of the current documents provided by Northern Trust can be found at the end of this amendment. New documents are being designed.																				

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Q5	1.2	3	What type of financial system will be sending in the check file to the bank?
A5			The CPAS pension administration system will be creating all files for the checks, EFT remittances and any additional files that need to be sent to an outside source.
Q6	1.2	4	Page 4 of the RFP lists approximately 50 weekly 1099R's are printed. Is KCERA printing these on the bottom of the check stub or as a separate insert?
A6			Provide pricing for the options that are available.
Q7	1.4	5	Section 1.4 discusses PDF Files of check copies. Is KCERA willing to accept a facsimile of the check (not printed on actual check stock) or do they require an image of the actual printed check?
A7			Provide pricing for the options that are available.
Q8	3.7	8	Section 3.7 discusses "VPN Connection Set up". Please provide details of what KCERA would anticipate the use of a VPN connection for.
A8			Our current practice is to FTP an encrypted file to the provider. Our preferred means would be to utilize a secure portal or FTP site for file transfers between the provider and KCERA, going both directions. VPN is an option and, if applicable, needs to be included in the set-up costs.
Q9	3.13	10	Will Northern Trust (or some other vendor) continue to do the non check payments, i.e. ACH and Wires?
A9			The ACH file would be generated by CPAS and the print production vendor will be printing the ACH remittances for the non-check payments. If you also provide additional services such as bank accounts and these provide added value to KCERA, please include these additional service fees as well in your proposal, but also provide sufficient detail / itemization in order to allow KCERA's evaluation committee to do a comparison in pricing from one vendor to the next.
Q10	3.13	10	Will Northern Trust (or some other vendor) continue to remit taxes on KCERA's behalf?
A10			If this service is available, please include it in the cost proposal. Please refer to response A9.