



Last Updated: October 11, 2016

**CLARK COUNTY**

TO: Holders of Specifications Relating to: RFP #716  
RFP: Property Account Statement Production & Mailing Services

RELEASE DATE: September 21, 2016  
FROM: Priscilla Ricci, C.P.P.B. 

**SUBJECT: Additional Information/Clarifications to Specifications**

Question 1) Upon checking the supplied information, the questions were asked about quantities on each item. Do you have a count on each of the items listed? I know you indicated 170M in statement forms, but is that total or a 6 month total, or for the year?

Answer 1) 199,000 statements were sent in the calendar year of 2016.  
155,000 postcards were sent in the calendar year of 2016

Question 2) Could you tell me what you are currently paying for these services?

Answer 2) Excluding postage, the annual cost for all other services involved with statements is \$58,352.40.

Question 3) Is this process currently outsourced or done in-house? If outsourced, who is current vendor?

Answer 3) Outsourced to Master's Touch.

Question 4) Are we required to provide 100 samples of each document with the proposal?

Answer 4) All Treasurer documents and envelopes where we have provided details. We are not expecting samples of any flyer insert or postcard due to our plan on redesigning for 2017.

Question 5) What software platform do you use to create the document files?

Answer 5) Harris Govern PACS (Property Assessment & Collections System)

Question 6) I have gone thru the RFQ many times, and I'm yet to find the following. Qtys to order for the statement form, EACH statement form. Under RFP716 you indicate 174,000 for Real property, 12,000 for Personal property, and 1,600 for Real property. Also 50,000 for Additional Statement forms. Exhibit J indicates 175M for Notice of Value, and 6,500 for Rendition statements. Pls clarify since 2 different qtys are indicated. Qtys for flyers that will accompany each of the statement forms. Is one of the flyers, a 4 color process form? Qtys for the outgoing envelopes as well as the return envelopes. On your specs, on the return envelope you talk about a standard return, but then you also talk about a window. Which is it? Your sample shows a regular (page 9). Qtys for the catalog envelopes. You refer to the postcards, but state they are under revisions. What size are they, and the qtys for those?

Answer 6) Real property 174,000 annually for forms  
Personal 12,000 annually for forms  
Foreclosure Real Property 1,600 annually for forms  
Corrected statements (labeled as Additional in the question) 50,000 annually for forms

#9 return envelopes have a small window that shows the address to/payable to name. Annually, the same amount as the total of Real, Personal and Foreclosure

#10 has the plastic covered window that the mail to customer address shows in. Same number annually as the total of Real, Personal and Foreclosure.

Flyer insert – most likely will be b/w, pamphlet or bookmark size with information printed on both sides. This is completely up in the air as we are performing a complete redesign and have no definitive answer as to the final approved product.

Exhibit J is the Assessor's information and I do not see a question pertaining to that.

The postcards are again in a complete redesign and at this time we do not have any measurements to provide – we expect we will be required to increase the size we previously utilized. The amounts are provided in the RFP with an annual mailing estimated at 150,000.