

ATTACHMENT 11

Form for Vendor Question Submission

Q #	Questions	RFP Reference (Document & Page-Section-Item)	Answers
1	Why was the original bid cancelled/reposted?	N/A	This information may be requested through the Courts public access request email at PubAccessRequest@alameda.courts.ca.gov Charges may apply for public access request of information.
2	Can the Court clarify any major differences between the original RFP from July and this RFP?	N/A	This information may be requested through the Courts public access request email at PubAccessRequest@alameda.courts.ca.gov Charges may apply for public access request of information.
3	What were the driving issues or problem areas that required a SOW rewrite and reposting of this RFP? Will the Court give us any insight to help us prepare for this RFP submission effort?	N/A	This information may be requested through the Courts public access request email at PubAccessRequest@alameda.courts.ca.gov Charges may apply for public access request of information.

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4	Cost Proposal -Are respondents directed to estimate postage (Year 1) based on current 2025 pricing in USPS Notice 123 for presorted First Class Mail? Does the court want respondents to assume an incremental increase in postage cost for years 2-5 based on USPS increases over the past three years, which have been roughly 7% per annum? Please advise how the court prefers postage costs are to be bid in your matrix.	N/A	Prospective bidders are to provide postage cost for year 1 based on the current 2025 rate for the mail service(s) they will be using as USPS offers different mail services. For example, there are 5-Digit, AADC, Mixed AADC, and Single Piece mail services. Prospective bidders are to include estimated annual postage rate increases for each option term year. Please estimate the postage costs for the option term years and include it in your cost proposal.
5	Can you please provide an explanation as to why the Court published a notice of intent to award RFP SC 5621.2025.1.LM on September 4th, and then subsequently canceled and reissued as SC 5621.2025.2.LM on September 16?	N/A	This information may be requested through the Courts public access request email at PubAccessRequest@alameda.courts.ca.gov Charges may apply for public access request of information.
6	Did the Court issue this RFP due to a contracting or service issue by the incumbent vendor?	N/A	This information may be requested through the Courts public access request email at PubAccessRequest@alameda.courts.ca.gov Charges may apply for public access request of information.

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7	<p>Please provide data file type details so that we may review.</p> <p>Last RFPs Q&A mentioned that the vendor must be capable of processing SPF files. Is the SPF file .txt, .xml, or other? We are not familiar with the SPF format.</p>	<p>Page-Section-Item: Page 6 – Section 2.0 DESCRIPTION OF SERVICES AND DELIVERABLES – Item 2.1 Jury Summons and Notices Printing - e. The Court will generate a jury summons and notices file using the vendors provided process and upload it to a secure FTP site maintained and managed by the Contractor.</p>	<p>The spf file is a version of CSV FILE.</p>
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