

## Questions and Answers for ITB 2018-03 Printing and Electronic Distribution of Official Statements

**Q: Is it possible to get a sample booklet? With a finished 8.5 x 11 size we are anticipating an 11 x 17 sheet half folded and stitched.**

A: Examples of a Preliminary Official Statement and an Official Statement can be found on Electronic Municipal Market Access (“EMMA”). Below is the link to both the most recent Single Family (“SF”) and Multifamily (“MF”) Official Statements.

SF: <https://emma.msrb.org/ES1077190-ER870976-ER1271677.pdf>

MF: <https://emma.msrb.org/ER1125852-ER881041-ER1281753.pdf>

**Q: Will Florida Housing maintain the e-mail address file?**

A: Most Official Statements are stored on EMMA, but the awarded contractor is expected to maintain the e-mail files as well.

**Q: Does the insert (4-6 pages) require any color ink other than red?**

A: Currently, only the Preliminary Official Statements require red ink.

**Q: What are the expected SLAs for the provision of proofs, electronic mail and physical mail?**

A: A copy of our current contract for these services, Contract #2013-04-01-001, can be found on Florida Housing’s website at:

<http://www.floridahousing.org/legal/procurements/contracts/contractsyear/2013>.

There will be adjustments made to the contract provided to the awarded contractor for this bid to reflect current processes.

**Q: What is the current process for return mail, both e-mail (bounces) and physical?**

A: The awarded contractor will make the best efforts to communicate the issue to Florida Housing, including calling (850) 488-4197 to reach the Senior Financial Administrator for SF issuances and the Director of Multifamily Development for MF issuances.

**Q: What percentages of mailings are sent overnight?**

A: During the past year none of the Preliminary Official Statements or Official Statements have been sent via overnight mail. However, should the need arise, the awarded contractor will be required to send the hard copies via overnight mail.

**Q: Is it a requirement that this work prints inside the State of Florida?**

A: No; however, the awarded contractor must be registered to do business in the State of Florida.