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| **BUREAU OF FISCAL SERVICES**  **Procurement Unit** |  |  |

**February 28, 2024**

**Request for Proposals (RFP) 23-101**

**Cigarette Tax Stamps Manufacturing Solution**

**Responses to First Round Bidder Questions and Amendment #1**

To All Potential Bidders:

Attached are the Department’s Responses to Bidder Questions received for the above referenced RFP.

Additionally, the Department is eliminating the requirements of the reagent security feature, the printing of Stamps on distinctive security paper, and the tax Stamps of 25-cigarette packs. The Department is issuing Amendment #1 as clarification to:

* Amend RFP 23-101, Table of Contents, Pg. 2
* Amend RFP 23-101, Section 2. Scope of Services, Pgs. 12-13
* Amend RFP 23-101, Section 2.1. Description of Stamps, Pg. 13
* Amend RFP 23-101, Section 2.3. Design Approval, Pgs. 13-14
* Amend RFP 23-101, Section 2.4. Stamp Quantities, Pgs. 14-15
* Amend RFP 23-101, Section 4.1. Heat-Applied Stamps, Pgs. 18-19
* Amend RFP 23-101, Section 4.4. Paper Stock, Pg. 20
* Amend RFP 23-101 Attachments, Table of Contents, Pg. 3
* Amend RFP 23-101 Attachments, Attachment 1 – Bidder’s Checklist Pg. 4
* Amend RFP 23-101 Attachments, Attachment 20 – Financial Response Form Pgs. 34-35
* Amend RFP 23-101 Attachments, Attachment C – Heat-Applied Stamps Response Form, Pg. 40
* Amend RFP 23-101 Attachments, Attachment F – Paper Stock Response Form, Pg. 43
* Amend RFP 23-101 Attachments, Attachment G – Field Tests and Equipment Response Form, Pg. 48
* Amend RFP 23-101 Appendices, Appendix C – RFP Glossary, Pg. 15

Corrected pages are attached to this document. All additions are made in green text and deletions are made in red text.

All other requirements and conditions remain as indicated in the RFP.

| **#** | **RFP Reference** | | **Question** | **Answer** |
| --- | --- | --- | --- | --- |
| **Section** | **Page** |
| 1 | Section 1.2. Background | 10-11 | What is the current contract price for all types of stamps? | **The current contract price is $0.55 per thousand Stamps for both State 20s and State/Joint 20s.** |
| 2 | Section 1.4. Testing and Acceptance of Contractor’s Stamps After Contract Award | 11 -12 | What specific testing criteria will be employed to evaluate the performance of the stamps for application and resilience? | **The Department/City require 95% Stamp transfer accuracy and 100% authentication of security features after the transfer. See additional information concerning the testing requirements in RFP Section 1.4. In addition, the “Stamps shall be of such design and material as to make the alteration, removal, and reuse thereof impossible after affixation to the polypropylene or cellophane wrapping without causing the destruction of the Stamps.” RFP Section 2.5.** |
| 3 | Section 2.  Scope of Services | 12-17 | Considering the current cigarette manufacturers no longer produce packs containing 25 cigarettes. Would the state remove the requirements for the 25 denomination? | **Yes, the Department/City will remove the requirements for the 25 pack denomination. See DTF Responses to First Round of Q&A and Amendment #1 to the RFP at Section 2.**  **However, the Bidders are reminded of the following verbiage in the RFP:**  ***“The Department reserves the right to procure additional Stamp categories and/or Stamp types during the term of the Agreement, with similar design and security features due to changes in legislative or administrative requirements. Any changes of the Stamps or Services may need the prior approval of the New York State Attorney General and Office of the State Comptroller.”*** |
| 4 | Section 2.  Scope of Services | 12-17 | The requirement is for stamps for packages of both 20 and 25 cigarettes. Does the State anticipate purchasing any stamps for 25s as that package size is generally no longer available from cigarette manufacturers? | **See response to Question #3 above.** |
| 5 | Section 2.1. Description of Stamps  Section 4.1.  Heat-Applied Stamps | 13  18-19 | This Section of the RFP requires seven (7) specific security features to guard against illegal reproduction or counterfeiting of the stamps.  We believe that requiring specific features limits fair and open competition and may also not provide the State and its enforcement teams (DTF Criminal Investigations Division and the City of New York Sheriff’s Office) the most effective features for field authentication of the tax stamps.  Would the State therefore allow the Bidder to propose a minimum of seven (7) Overt, Semi-covert and Covert security features without defining the specific features? | **The Department/City do not agree with the characterization set out in the question that “requiring specific features limits fair and open competition.” None of the required features are proprietary; all are used by the tax stamp investigators. Roll numbering and Stamp numbering are necessary to track which agent has purchased and affixed Stamps. UV watermark, micro imaging and a variable image are all used in the field at different times to verify that Stamps are authentic.**  **Taggants are the most frequently used security feature. Investigators carry and use taggant readers in most testing situations.**  **See response to Question #6 below regarding the reagent security feature.** |
| 6 | Section 2.1. Description of Stamps    Section 4.1.  Heat-Applied Stamps | 13      18-19 | To enable a bidder to propose a reagent security feature that is compatible with the current reagent feature will the State identify the liquid chemical that is applied to the stamp to activate the reagent? | **The Department/City have decided to eliminate the reagent security feature.**  **See DTF Responses to First Round of Q&A and Amendment #1 to the RFP at Section 2.1 and 4.1.** |
| 7 | Section 2.4. Stamp Quantities | 14-15 | Can the State confirm that it is their intent to place a single order for a 2-year quantity of stamps? | **The Department has historically placed 1 to 2 orders each two-year Stamp cycle. An Initial Order to cover Stamp needs for the duration of the two-year Stamp cycle and a second order to carry over until a Stamp design/color change.** |
| 8 | Section 4.4.  Paper Stock | 20 | This Section of the RFP requires that the carrier paper must contain identifiable security features.  As any identifiable security features in the carrier paper do not transfer with the tax stamp to the cigarette package this type of security feature is only able to be authenticated within a Distributor’s facility. In this location there are significant security features in the tax stamps themselves that can be authenticated by an Inspector to ensure only genuine tax stamps are being used. It’s also readily verifiable that rolls of tax stamps being used at a Distributor have been supplied by the State through use of the roll numbers.  Any security feature in the carrier paper cannot be authenticated at a Retail location.  Additionally, as the carrier paper is discarded in a non-secure manner by the Distributors after the tax stamps are transferred to packages of cigarettes any security feature(s) contained in the carrier paper becomes available to potential counterfeiters and/or criminals who may search trash containers outside of a Distributor’s facility.  For these reasons will the State remove the mandatory use of identifiable security features in the carrier paper, or at a minimum make this an optional requirement? | **The Department/City have decided to eliminate the requirement of printing the Stamps on distinctive security paper.**  **See DTF Responses to First Round of Q&A and Amendment #1 to the RFP at Section 4.4.** |
| 9 | Section 4.9. Testing Experience | 22 | Will the state provide clarification on how the third party testing should be validated? For example, should the successful bidder provide a written attestation or affidavit certifying stamp performance. | **An affidavit or other written attestation would be agreeable to the Department/City.** |
| 10 | Section 7.2.4. New York State Vendor File | 28-29 | Section 7.2.4 New York State Vendor File references a 10 digit vendor number however the portal lists an 8 digit number. Will the State confirm the correct number of digits a vendor number must contain? | **The Vendor ID is a ten-digit identifier issued by New York State when the vendor is registered on the Statewide Vendor File and can be found on a New York State Purchase Order.**  **Please contact our office at (518) 530-4484 if you have additional questions.** |
| 11 | Section 8.2. Proposal Submission | 40-41 | Section 8.2 prescribes the label requirements for the proposal containers with one address listed. Additionally, this is the correct address for signatures. HOWEVER, the state provides a second address in another city for actual deliveries. Will the state clarify which address the proposals should be delivered to and amend the RFP with the corrected label requirement? | **As stated in RFP Section 8.2, all Proposals should be inscribed with:**  **Attn: Director, Procurement Services**  **New York State Department of Taxation and Finance**  **Procurement Services Unit**  **Office of Budget and Management Analysis**  **W. A. Harriman State Office Building Campus**  **Albany, NY 12227**  **If you submit your Proposal by delivery service (e.g. UPS, FedEx, etc.) and/or require a signature of receipt, the Proposal should still be labeled as above, however the delivery service must be instructed to deliver the Bid documents to the following address:**  **90 Cohoes Avenue**  **Green Island, NY 12183**  **The Department declines to amend the RFP as the Proposal delivery instruction is accurate.**  **Please contact our office at (518) 530-4484 if you have additional administrative questions.** |

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* Authentication of the security features after transfer – 100%.

If the Department/City determines that the Stamps successfully meet the RFP and testing requirements, the Department/City will provide the Contractor with a written notice of acceptance of the Stamps and place the Initial Order. The Contractor shall ship the Initial Order of Stamps to the Department/City’s designated site within thirty (30) calendar days of receipt of the Initial Order.

If the Department/City determines that the Stamps fail to meet the RFP and testing requirements, the Department/City and the Contractor will work together to identify the area(s) of failure and, depending on the severity of the failure(s), DTF/City may terminate the Agreement for cause or, in DTF/City’s sole discretion, a second testing of Contractor’s Stamps may be undertaken. If a second testing is undertaken, and the Contractor’s Stamps fail to meet the requirements of the RFP during the second testing, DTF/City may terminate the Agreement for cause or, in DTF/City’s sole discretion, take such other action as DTF/City deems appropriate under the circumstances. In the event that DTF/City decides to terminate the Agreement, the Contractor will be provided with notification of termination as described in **Exhibit A, Preliminary Base Contract, Article XIV., Termination.**

The Department/City reserves the right to require or conduct testing on any Stamps supplied by the Contractor under the Agreement as and when any issue may arise concerning whether the Stamps fully conform to requirements.

All costs and liabilities associated with a failure of the Stamps to perform in accordance with the functionality tests or the Stamp specifications during any testing shall be borne fully by Contractor to the extent that said costs or liabilities shall not have been caused by negligent or willful acts or omissions of the Department/City’s agents or employees.

1. **Scope of Services**

The Department is seeking a Contractor to provide a Solution which will include, but not be limited to, the design, manufacture, and delivery of heat-applied Stamps. The Stamps must be able to be affixed to the end surfaces of cigarette packages containing 20 ~~or 25~~ cigarettes per package, utilizing either stamping machines or heat irons. The Contractor’s proposed Solution must also include laboratory services and witness testimony, as necessary and as requested by the Department.

In responding to Section 3. Qualifying Requirements, of this RFP, the Bidder will be required to attest that it has read, understands and agrees to provide the Services outlined in this Scope of Services.

The Stamps must have extensive security features that will allow tax enforcement agents to verify the authenticity of the Stamps utilizing field testing for the overt, semi-covert, and covert security features.

The Stamps to be provided will be for two (2) categories: State Only and Joint (State/City). The Department currently has ~~four (4)~~ two (2) unique Stamp types that are affixed by stamping agents.

The Current Stamp types are:

* State 20s
* ~~State 25s~~
* Joint 20s
* ~~Joint 25s~~

The Department reserves the right to procure additional Stamp categories and/or Stamp types during the term of the Agreement, with similar design and security features due to changes in legislative or administrative requirements. Any changes of the Stamps or Services may need the prior approval of the New York State Attorney General and Office of the State Comptroller.

The Bidder must invoice the Department and the City separately for their respective portions of the amount due for the manufacture of the Stamps. The Department pays for the cost of the State Cigarette Tax Stamps in full while the Joint Cigarette Tax Stamps are currently invoiced at 73% to the Department and 27% to the City.

All Stamps will be manufactured and shipped to a location specified by the Department, currently in the Albany, NY area, for distribution to licensed stamping agents.

2. 1. **Description of Stamps**

The Stamp(s) to be provided shall be a heat-applied Stamp to be affixed to the polypropylene or cellophane wrapping on packs of cigarettes for the purpose of indicating that appropriate Cigarette Excise and Prepaid Sales Taxes have been paid. The Department/City requires the Stamps to be provided on rolls.

All Stamp types must be heat-applied and consist of the following overt, semi-covert and covert security features, to guard against illegal reproduction or counterfeiting:

* Roll Numbering;
* Stamp Numbering;
* UV Watermark;
* Micro Imaging;
* Taggants; and
* Variable Image.~~;~~ ~~and~~
* ~~Reagent.~~

In addition, the Stamp types may have unique characteristics such as design, color, etc. The size of the Stamps shall be comparable to the Stamps currently in use by the Department/City on the date of issuance of this RFP (.47 inches square). The Department/City reserves the right to modify the Stamp size during the term of the Contract.

* 1. **Manufacturing Site**

Throughout the term of the Agreement, the Contractor must maintain and utilize a manufacturing site(s) located in the United States. The site(s) must comply with applicable building codes, regulations and laws. During the term of the Agreement, the Contractor shall continue to possess, control or be legally authorized to provide the necessary equipment and facilities to accurately and satisfactorily fulfill its responsibilities under the Agreement.

* 1. **Design Approval**

The Contractor must work with the Department and City to develop and finalize the design and security features of the Stamps. The Department and City will design ~~four (4)~~ two (2) unique Stamp types initially: State 20s~~,~~and Joint 20s~~,~~ ~~State 25s and Joint 25s~~ after award of the Contract. The Department and City may, at any time during the term of the Contract, require the Contractor to design any additional Stamp types not designed during the initial implementation, at no additional cost to the Department and City. Similar protocol and timeframes as outlined in **Section 1.4. Testing and Acceptance of Contractor’s Stamps After Contract Award**, of this RFP will be implemented for any additional stamp design. Any changes to design, color, ink, security features or other material modifications to the Stamps will not be made until prior written approval or authorization from the Department/City has been provided to the Contractor.

* 1. **Stamp Quantities**

The Department/City projects the need for approximately ~~150,350,000~~ 148,350,000 Stamps per year. The State Only Cigarette Tax Stamp volumes account for approximately ~~130,350,000~~ 129,350,000 and the Joint Cigarette Tax Stamp volumes account for approximately ~~20,000,000~~ 19,000,000. **(NOTE: These quantities are an approximation based upon past order experience; the actual amounts may fluctuate depending on multiple factors that may be beyond the Department/City’s control. No guarantee is made by the Department/City to procure specific quantities of any Stamp.)**

The Contractor shall produce and package the Stamps in quantities and types specified by the Department, including but not limited to, State 20s~~,~~ ~~State 25s,~~ and Joint 20s ~~and Joint 25s.~~ The Department/City anticipates ordering Stamps one (1) time in a two-year period. The standard quantity for manufacture and delivery of Stamps, on a per order basis, will be 296,700,000, inclusive of all Stamp types. This standard of 296,700,000 is to change at the Department/City’s sole discretion. The Department/City reserves the right to order Stamps in an emergency situation without any quantity restrictions or price increase. The determination of an emergency basis will be at the sole discretion of the Department/City.

The chart below sets forth the Department/City’s anticipated order volume (based upon past order experience). Bidders should be able to meet the order volumes presented in the chart.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stamp Category** | **Stamp Type** | **Layout of Stamps on Roll** | **Size of Roll** | **Estimated Annual Volume of Stamps** |
| State | 20s | 15 X 2,000 | 30,000 | 129,350,000 |
| Joint City/State | 20s | 15 X 2,000 | 30,000 | 19,000,000 |
| ~~State~~ | ~~25s~~ | ~~10 X 1,200~~ | ~~12,000~~ | ~~625,000~~ |
| ~~State~~ | ~~25s~~ | ~~10 X 720~~ | ~~7,200~~ | ~~375,000~~ |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ~~Joint City/State~~ | ~~25s~~ | ~~10 X 1,200~~ | ~~12,000~~ | ~~625,000~~ |
| ~~Joint City/State~~ | ~~25s~~ | ~~10 X 720~~ | ~~7,200~~ | ~~375,000~~ |

The Department/City reserves the right to change the quantity of Stamps per roll.

* 1. **Stamp Application and Performance**

The Stamps will be affixed utilizing heat application stamping machines or heat irons. The Stamps shall be of such design and material as to make the alteration, removal, and reuse thereof impossible after affixation to the polypropylene or cellophane wrapping without causing the destruction of the Stamps. The Contractor must manufacture Stamps which, at a minimum, will be affixed with the equipment utilized by Department’s licensed stamping agents (i.e., currently USI and REDSTAMP). The Contractor must provide Stamp roll specifications to stamping agents and application machine manufacturers to assist in proper machine setup and maintenance to ensure correct application of the Stamps to cigarette packages in accordance with the machines’ manufacturer specifications. The Contractor will work with the current manufacturers (i.e., USI and REDSTAMP), and will be expected to work with any additional manufacturers that enter the market, to ensure proper application. At DTF’s or the City’s request, the Contractor will be required to provide on-site support to any stamping agent(s) that cannot get Contractor supplied Stamps to adhere to cigarette packs in a satisfactory manner.

* 1. **Delivery and Packaging**

After the Initial Order, the Contractor should have the ability to make subsequent routine shipments within thirty (30) calendar days after the Contractor receives an order from the Department, and must make shipment no more than sixty (60) calendar days after receipt of a Department order. If, in the discretion of the Department, an emergency situation arises, the Stamps must be shipped within five (5) calendar days after the Contractor receives the order from the Department.

Stamp rolls must be printed and packaged to facilitate inventory control. No more than one type of Stamp will be packed in the same container or master container. The rolls will be packed into individual containers and then repacked into sealed master containers. Each roll must have a unique number affixed to the individual container and affixed on the rolls.

All shipments are to be prepaid to destination at the expense of the Contractor and must be made by secure transportation (in no case shall the USPS be used). The Contractor will be responsible for secure delivery of the finished Stamps and must ensure they are properly accounted for from the manufacturing site to the Department’s designated storage facility. All risk of loss for Stamp shipments remains with the Contractor until the shipment has been inspected and accepted by authorized DTF personnel. The Contractor shall notify the Department, in writing, at least forty-eight (48) hours in advance of the shipment so that necessary arrangements can be made for receipt and inspection.

The Department reserves the right to witness and inspect the loading of the Stamps at its discretion without prior notice to, or authorization from, the Contractor. In the event the Department is unable to (or chooses not to) witness and inspect the loading of the Stamps,

**responsible for providing contact information of client references that are readily available to be contacted by the Department and will respond to questions.** If the Department does not receive a response from a reference it seeks to verify, the Department will provide the Bidder one opportunity, with a deadline, to assist DTF in obtaining cooperation from the reference that has not responded. If the Department is unable to confirm a qualifying experience reference, the Bid may be deemed non-responsive and removed from further consideration.

The Bidder may submit the information of a third reference contract that meets the **Qualifying Requirement 3.2** as an alternative reference in the event that one of the primary references fails to respond to DTF outreach.

**Response Requirement**

The Bidder must submit the required information for two (2) reference contracts demonstrating it meets **Qualifying Requirement 3.2**. The Bidder must complete and submit **Attachment B – Qualifying Requirements Response Form**, providing all information requested therein to demonstrate the required qualifications.

1. **Technical Requirements**

The purpose of the technical Proposal is to provide Bidders with an opportunity to demonstrate their experience, knowledge, and ability to successfully deliver the required Services. The Department reminds Bidders that responses must be complete, factual, and as detailed as necessary to allow the Department to perform a comprehensive review and evaluation of Bidder’s proposed services, capabilities, and experience.

There are mandatory requirements stated throughout this section stipulated by the words “must,” “shall,” “will,” and “required.” Failure to meet a mandatory requirement will result in the Proposal being deemed non-responsive and removed from further consideration. While not mandatory, not providing information in response to requirements labelled with the words “should,” “desired,” or “preferred” in this section may negatively impact the technical Proposal score.

* 1. **Heat-Applied Stamps**

The Bidder must provide Stamps, to be affixed to the polypropylene or cellophane type wrapping on packs of cigarettes as described in **Section 2. Scope of Services,** indicating that appropriate Cigarette Excise and Prepaid Sales Taxes have been paid.

The Stamps must be counterfeit-resistant and include ~~seven (7)~~ six (6) distinct overt, semi-covert, and covert security features:

* Roll Numbering;
* Stamp Numbering;
* UV Watermark;
* Micro Imaging;
* Taggants; and
* Variable Image.~~; and~~
* ~~Reagent~~

**Response Requirement (~~20~~ 22 Points):**

The Bidder must respond to the requirements of this section by completing **Attachment C – Heat-Applied Stamps Response Form.**

**Note:** Bidder must provide with its Proposal a sample of twenty (20) stamps of its manufacture that have been affixed to cellophane or polypropylene, and a sample of twenty (20) stamps of its manufacture that are unaffixed. Any instructions/tools necessary for the Department/City to complete their testing of the Bidder’s sample stamps must also be submitted with the Proposal for evaluation purposes.

* 1. **Stamp Types, Roll Layout, Inventory Control and Production**

The Contractor must produce and package the Stamps in quantities and types specified by the Department.

* Each roll must have a non-collapsible hardcore center to allow the rolls to be easily installed on the stamping machines and to prevent the rolls from collapsing into the center core.
* Each roll must have ascending and descending numbers (size and lettering to be approved by the Department/City) that tracks the number of Stamps remaining on the roll. The ascending and descending numbering must be consistent and the same on each roll for each Stamp type. The ascending number at the beginning of the roll shall always be zero. The numbering system will use increments of three hundred to allow the Department/City’s licensed stamping agents to immediately ascertain the remaining quantities of Stamps on the roll. Numbers must at all times be completely legible. Any ascending and descending roll numbering system that does not comply with these specifications will cause an order/shipment to be rejected and require a replacement fulfillment by the Contractor at no cost to the Department/City.
* The Contractor must have an inventory control method to track all manufactured Stamps. This method must track all Stamps from the production run until they are received at the Department/City’s designated site, or destroyed in compliance with the requirements set forth at **Section 2. Scope of Services**.
* The Contractor must supply the Department with a listing of missing serial numbers and those “not in circulation.”

The Department/City reserves the right to change the quantity of Stamps per roll.

**Response Requirement (7 Points):**

The Bidder must respond to the requirements of this section by completing **Attachment D – Stamp Types, Roll Layout, Inventory Control and Production Response Form**.

* 1. **Change in Stamp**

The Department/City may require, in their sole discretion, a Stamp change at any time. As background, the Department/City has changed the Stamp design ten (10) times in the past twenty (20) years. When the Department/City determines a change of Stamp design is necessary, the Contractor will be required to make those changes with ten (10) calendar days’ notice, or sooner if possible. However, if an emergency situation arises, the Contractor may have only two (2) calendar days’ notice to make changes to the Stamp. The colors, designs, and security features of the Stamp will be approved by the Department/City. No changes to Stamp design may be made without written authorization of the Department/City.

**Costs associated with the change in Stamp design must be included in the cost of the Stamp. Cost information must not be included in response to this section.**

**Response Requirement (3 Points):**

The Bidder must respond to the requirements of this section by completing **Attachment E – Change in Stamp Response Form**.

* 1. **~~Paper Stock~~ Reserved**

~~The Stamp shall be printed on distinctive security paper which must contain identifiable security feature(s). The Department/City must be given instruction/tools by the Contractor to establish the authenticity of the paper. The Contractor must inspect and destroy all faulty or imperfect paper stock as well as maintain an accurate accounting of all paper utilized in the production of the Stamps, including spoilage. The Bidder shall furnish the accounting records and certifications to the Department/City upon request.~~

**~~Response Requirement (2 Points):~~**

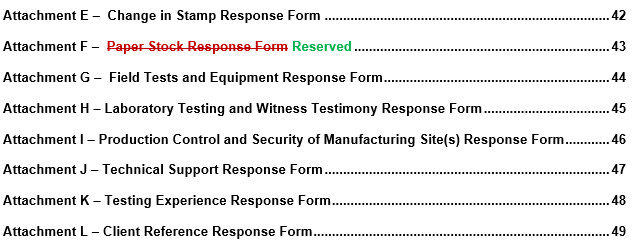
~~The Bidder must respond to the requirements of this section by completing~~ **~~Attachment F – Paper Stock Response Form.~~**

* 1. **Field Tests and Equipment**

Department/City personnel must be able to perform field tests on the Stamps’ security features to determine their authenticity. The field tests must be designed so that they may be efficiently performed by Department/City personnel. The Contractor must provide equipment necessary to perform these field tests. All costs associated with the equipment must be provided in response to **Section 6. Financial Requirements**, of this RFP.

**Response Requirement (7 Points):**

The Bidder must respond to the requirements of this section by completing **Attachment G – Field Tests and Equipment Response Form.**



**Attachment 1 – Bidder’s Checklist**

Bids should be submitted with the following Attachments (See Note below) in the manner presented in **Section 8.2. Proposal Submission**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Volume One – Technical Proposal** | | | | |
| **Tab 1: Executive Summary** | | | | |
| |  |  | | --- | --- | |  | Executive Summary | | | | | |
| **Tab 2: Qualifying Requirements** | | | | |
|  | Attachment A | - | Bidder Attestation Response Form | |
|  |  |  |  | |
|  | Attachment B | - | Qualifying Requirements Response Form | |
| **Tab 3: Technical Requirements and Secrecy Requirements** | | | | |
|  | Attachment C | - | Heat-Applied Stamps Response Form, including: | |
|  |  | | |  |
|  |  | | | Sample of twenty (20) stamps of Bidder’s manufacture that have been affixed to cellophane or polypropylene and twenty (20) stamps of its manufacture that are unaffixed. |
|  |  | | | Sample authentication equipment to test the security features demonstrated in the sample stamp submission. |
|  |  | | | Instructions/tools necessary to accomplish testing sample stamps. |
|  |  |  |  | |
|  | Attachment D | - | Stamp Types, Roll Layout, Inventory Control and Production Response Form | |
|  | Attachment E | - | Change in Stamp Response Form | |
|  | Attachment F | - | Reserved ~~Paper Stock Response Form, including:~~ | |
|  |  | | |  |
|  |  | | | ~~Sample of paper provided.~~ |
|  |  | | | ~~Name of paper manufacturer provided.~~ |
|  |  |  |  | |
|  | Attachment G | - | Field Tests and Equipment Response Form | |
|  |  |  |  | |
|  | Attachment H | - | Laboratory Testing and Witness Testimony Response Form | |
|  |  |  |  | |
|  | Attachment I | - | Production Control and Security of Manufacturing Site(s) Response Form | |
|  |  |  |  | |
|  | Attachment J | - | Technical Support Response Form | |
|  |  |  |  | |
|  | Attachment K | - | Testing Experience Response Form | |
|  |  |  |  | |
|  | Attachment L | - | Client Reference Response Form | |

**Attachment 20 – Financial Response Form**

This form is for the financial proposal requirement as requested in **Section 6. Financial Requirements,** of RFP 23-101.

The price of the Stamp must include all requirements outlined in this RFP including but not limited to: manufacturing and design cost of the Stamp, Stamp design changes, shipping and delivery costs, laboratory testing, witness testimony (including travel) and technical support. NO other add-on costs are permitted.

1. **Heat-Applied Stamp**

The Bidder must complete the chart below for the Bidder’s proposed Stamp as described in the Bidder’s technical proposal.

As stated above, the cost must be inclusive of all services in the RFP. **NO ADD ON COSTS ARE PERMITTED. The below chart must not be modified or changed.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Stamp Category** | **Stamp Type** | **Layout of Stamps on Roll** | **Size of Roll** | **Price per Thousand Stamps** |
| State | 20s | 15 x 2,000 | 30,000 | $ |
| Joint City/State | 20s | 15 x 2,000 | 30,000 | $ |
| ~~State~~ | ~~25s~~ | ~~10 x 1,200~~ | ~~12,000~~ | ~~$~~ |
| ~~State~~ | ~~25s~~ | ~~10 x 720~~ | ~~7,200~~ | ~~$~~ |
| ~~Joint City/State~~ | ~~25s~~ | ~~10 x 1,200~~ | ~~12,000~~ | ~~$~~ |
| ~~Joint City/State~~ | ~~25s~~ | ~~10 x 720~~ | ~~7,200~~ | ~~$~~ |

1. **Testing Equipment**

The Bidder must complete the chart below providing the cost of equipment necessary for field testing of the Stamps. The chart must include all equipment necessary to authenticate the ~~seven (7)~~ six (6) security features required by the Department/City. Completion of the chart does not obligate the Department to procure the item(s) available for testing. Please expand the below chart as needed.

**Attachment C – Heat-Applied Stamps Response Form**

This form is for the requirements as specified in **Section 4.1. Heat-Applied Stamps**. With this form, the Bidder must provide a detailed description of the Stamps to be provided in response to the RFP requirements.

|  |
| --- |
| The description should include:   * Each Stamp’s design, shape, layout, etc. that will make the Stamp unique and easy to distinguish between the State Only Stamp, the Joint Stamp, and Stamps from other taxing jurisdictions; * The colors available for use in each Stamp’s design as well as the type(s) and quality of inks (**Note: The ink shall be highly resistant to fading in sunlight, and shall not bleed, except as a testing feature for anti-counterfeiting.)**; * Any technological limitations (e.g., maximum/minimum Stamp size, maximum/minimum window size, window colors, numbers and size of alphanumeric characters available, geometric shapes, custom characters, safety tint/watermark color limitations, etc.); * Security features (overt, semi-covert, and covert) included in the design to deter counterfeiting; and * The shelf life including any dependencies for rolls in storage and Stamps affixed to cigarette packs. |
| **Describe:** *Expand field or attach additional sheets as needed.* |

**Samples at Bid Submission:** In addition to the above requirements, the Bidder must provide with the Bidder’s proposal for evaluation a sample of twenty (20) stamps of its manufacture that have been affixed to cellophane or polypropylene and twenty (20) stamps of its manufacture that are unaffixed. The Department requires that the unaffixed stamps be on the base paper used in the production of the stamps. For this requirement, a total of forty (40) sample stamps must be submitted; the affixed and unaffixed sample stamps provided should contain as many of the following security features as the Bidder is able to demonstrate at the time of submission of its Bid: Roll Numbering, Stamp Numbering, UV Watermark, Taggants, Micro Imaging, and Variable Image ~~and Reagent~~. The Bidder should describe all of the security features included in its sample stamps that are capable of being tested by the Department and also must submit any instructions/tools necessary to accomplish this evaluation (**also see Attachment G. Field Tests and Equipment Response Form**).

**Yes, the required sample stamps are provided.**

**Attachment F – Reserved ~~Paper Stock Response Form~~**

~~This form is for the~~ ~~requirements as specified in~~ **~~Section 4.4. Paper Stock~~**~~. The Bidder must provide a sample of the paper and must respond to the requirements.~~

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| --- |
| ~~The response should:~~   1. ~~Describe the paper’s quality, color, strength, ability to resist wrinkles, and the identifiable security features which will permit analysis to establish the paper’s authenticity; and~~ 2. ~~Describe how the Bidder will account and certify that each production run has met all requirements.~~   ~~In addition, the Bidder~~ **~~must provide the~~** **~~name of the manufacturer(s)~~** ~~of the paper stock with the response.~~ |
| **~~Describe:~~** *~~Expand field or attach additional sheets as needed.~~* |

**~~Yes, the required sample of paper is provided.~~**

**~~Yes, the name of the manufacturer(s) of the paper stock is provided below:~~**

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| --- |
|  |

**Attachment G** **– Field Tests and Equipment Response Form**

This form is for the requirements as specified in **Section 4.5. Field Tests and Equipment**. With this form, the Bidder must describe the method/process of Stamp authentication.

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| --- |
| The description should include:   1. The types of devices that would be used including, but not limited to, device specifications, size of the device, instructions for proper use, reliability, upgrades/updates and warranty information; and 2. The reagent product which will be used by Department personnel to authenticate the Stamps including, but not limited to, instructions for proper use, size, precautions, etc.   The Bidder should describe all of the security features included in its sample stamps that are capable of being field tested by the Department and also must submit any instructions/tools necessary to accomplish field testing. The Bidder must provide the Department with sample authentication equipment, at no additional cost, to test as many of the ~~seven (7)~~ six (6) security features required by the RFP as the Bidder can demonstrate in its sample stamp submission with its Bid. The Bidder should also describe the testing equipment needed for any of the ~~seven (7)~~ six (6) required security features that are not in the sample stamps.  After Contract award and before the testing of the Initial Order, the Bidder must provide two (2) sets of the testing equipment, at no additional cost, for the Department to test the ~~seven (7)~~ six (6) required security features in the Stamps.  Upon Bidder’s request, any sample equipment provided by the Bidder will be returned to the Bidder, after Contract award.  *~~Note: Please submit the Globally Harmonized System (GHS) Safety Data Sheet (SDS) for the Reagent, if applicable.~~* |
| **Describe:** *Expand field or attach additional sheets as needed.* |

|  |  |
| --- | --- |
| **Term** | **Definition** |
| **Responsible Bidder** | A Bidder that is determined to have financial and organizational capacity, legal authority, satisfactory previous performance, skill, judgment and integrity, and that is found to be competent, reliable and experienced, as determined by the Department. For purposes of being deemed responsible, a Bidder must also be determined to be in compliance with Sections 139-j and 139-k of the State Finance Law relative to restrictions on contacts during the procurement process and disclosure of contacts and prior findings of non-responsibility under these statutes. |
| **Services** | All functions required to be performed by Contractor in accordance with RFP 23-101 and the Agreement including, but not limited to, providing Stamps design, manufacture, delivery, laboratory services and witness services. |
| **Stamp(s)** | The Stamp(s) proposed by the Bidder in response to the requirements of the RFP, which must be heat-applied and include the following security features: Roll Numbering, Stamp Numbering, UV Watermark, Micro Imaging, Taggants, and Variable Image ~~and Reagent~~. |
| **State or New York State** | Any New York State agency, board, bureau, commission, division, tribunal or other governmental entity. |
| **Subcontractor** | Any individual who is not an employee of the Contractor, or other legal entity (including but not limited to sole proprietor, partnership, limited liability company, firm or corporation) who is engaged or assigned by the Contractor or any other Subcontractor to perform a portion of the Contractor’s obligations under the Agreement. |