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|  | [**Request For Proposal For Outsourcing Of Late Payment Advisory And Final Demand Notices**](http://www.mncourts.gov/?page=3862&item=58880) **Questions and Answers****February 7, 2014** |
|  | Question | Answer |
| 1. | Page 2, Section III, bullet point one provides for a “barcode identifier” - Which type(s) of barcodes are read by the equipment utilized by the Minnesota Court Payment Center (MCPC) and/or other end users working on the project?  (samples – 3 of 9, 128, 2D) | The barcode to be produced on the notice is a Type 1D. The system using and supporting these barcodes supports “barcode sub-type 128” and “barcode sub-type 3 of 9”. |
| 2. | Page 3, Word Attachment “Late Payment Advisory and Final Demand Notice” – Is there a minimum font size required for the body of the letter? | There is no minimum font size requirement set by court rule or statute for the letter. However, the font and font size used must be legible and readable without any augmentation. |
| 3. | Page 3, Section III, bullet point four, “electornic file” – What type(s) of files will be transferred to selected vendor? (samples - .txt, .xls, .csv, delimited file) | The electronic file can be made available in either .txt, .csv, or a delimited file. State Court Administration will work with the vendor to determine the most appropriate and effective method. |
| 4. | Page 2, Section III, bullet point one describes mailing notices “using any acceptable postage method available” – Does Minnesota State Law require these notices to be mailed utilizing USPS Certified Mail? | The notices do not need to be mailed using USPS Certified Mail. The notices shall be sent out using First Class Mail for letters and/or postcards. |
| 5. | General Issue – Does the MCPC anticipate sending a #9 Business Reply Envelope (BRE) with the notice? | There shall not be a return envelope included in the outgoing mailing. |
| 6. | Page 5, Section VII, states not to “place any information in your proposal that you do not want revealed to the public” – Does you plan to release the references, Certificate of Insurance, and Affirmative Action Certification (if applicable) to the public? | State Court Administration does not post or publish any RFP information received. However, any information contained in a returned RFP is public information and may be released to anyone requesting such information. |