**RFP Proposal Cost Response Framework**

**Deliverables, Quantities and Costs**

**Updated in accordance with Addendum No. 1 to the RFP, dated April 12, 2022**

1. Booklets and 9”x12” Envelopes (Sec. 3.1.1. – 3.1.3., 3.1.4 – 3.1.5)
	1. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
|  | **Quantity** | **Cost** |
| CCSF Self-Service | 33,000 + 450 (Courts) + 260 (Commissioners) | $ |
| SFUSD Self-Service | 8,500 | $ |
| CCD Self-Service | 1,600 | $ |
| MEA Self-Service | 1,500 | $ |
| Retiree / Retiree Self-Service | 34,000 | $ |
| Envelopes (3 versions 9”x12”) | 79,310 | $ |
| Envelopes (6”x9.5”) | 79,310 | $ |

\*Application

1. Retiree Benefit Guides (Secs. 3.2.1., Sec. 3.2.1.1, Sec. 3.2.1.2)
	1. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
| **Guide** | **Quantity** | **Cost** |
| Retiree Guides  | 800 | $ |

1. Stand-alone Benefit Guides (Secs. 3.2.2., 3.2.3, 3.2.4)
2. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
| **Benefits Guide** | **Quantity** | **Cost** |
| CCSF | 500 | $ |
| SFUSD | 200 | $ |
| CCD | 50 | $ |

1. Open Enrollment Confirmation Letter and #10 window Envelope (Sec. 3.3.)
2. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
|  | **Quantity A** | **Cost** |
| OE Confirmation Letters | 80,000 | $ |
| Envelopes | 80,000 | $ |

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1. Inserts (Sec. 3.4.)
2. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
| **Insert** | **Quantity A** | **Cost** |
| Flu Shot | 34,000 | $ |
| Legal Notice #1 (if needed) | 80,000 | $ |
| Legal Notice #2 (if needed) | 80,000 | $ |
| Miscellaneous (if needed) | 80,000 | $ |
| KPMR 11”x17” | 650 | $ |

1. Self-service e-Benefits On-Boarding Letters and Envelope (Sec. 3.5.)
2. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
| **Letters / Envelopes** | **Quantity** | **Cost** |
| eBenefits #1 | 1,600 | $ |
| eBenefits #2 | 1,600 | $ |
| eBenefits Envelopes (#1 and #2) | 3,200 | $ |

1. Letter and Envelope, Postcard and Well-being Booklet (Sec. 3.6.)
	1. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
| **Deliverables\*** | **Quantity** | **Cost** |
| Letter  | 10,000 | $ |
| Postcard Version 1 | 10,000 | $ |
| Postcard Version 1 | 1,000 | $ |
| Postcard Version 1 | 30,000 | $ |
| Postcard Version 2 | 10,000 | $ |
| Postcard Version 2 | 1,000 | $ |
| Postcard Version 2 | 30,000 | $ |
| Booklet – No Env and No Mail | 2,000 | $ |
| Envelope #10 Window | 10,000 | $ |

\*if requested by SFHSS

1. Stand-alone Benefits Letter and Envelope (Sec. 3.7.)
2. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
| **Letters and Envelopes** | **Quantity** | **Cost** |
| Stand-Alone letter  | 10,000 | $ |
| Waived window envelope\* | 6,500 | $ |
| Waived Actives + #10 Envelopes | 3,200 | $ |
| Waived Retirees +#10 Envelopes | 3,000 | $ |
| Stand-alone envelope #10 Window | 10,000 | $ |

\*if requested by SFHSS

1. Survey and Envelope (Sec. 3.8.)
2. Quantities (not including spoilage):

|  |  |  |
| --- | --- | --- |
| **Survey** | **Quantity** | **Cost** |
| Production, Distribution, Collection\*  | 15,000 | $ |
| #10 outgoing envelopes | 15,000 | $ |
| #9 return envelopes | 15,000 | $ |

1. Estimated freight: For shipping books, samples and color proofs of the Guides only (Sec. 2.4.8):

|  |  |  |
| --- | --- | --- |
| **Freight costs** | **Quantity** | **Cost** |
| Shipping books, samples and color proofs\*  | TBD | *Passthrough* |

1. Print and Mail Services (Open Enrollment):

Respondents may include the cost of the services described in Sections 2.1 – 2.5 within the itemized costs for each deliverable above.

Respondent may also propose additional costs for the services described in Section 2.1 – 2.5 as follows:

| **Service** | **Cost** | **Additional Comments, Costs, Specifications, Requirements of Modifications Proposed by Respondent** |
| --- | --- | --- |
| NCOA (Sec. 2.1.1.) process for Open Enrollment | $ | *If cost is included in per-unit costs for deliverables, please include $0 and specify as such here.* |
| OE Mail Merge (Sec. 2.1.2.) | $ | *If cost is included in per-unit costs for deliverables, please include $0 and specify as such here.* |
| Creation of Letter Templates (Sec. 2.2) | $ | *If cost is included in per-unit costs for deliverables, please include $0 and specify as such here.* |
| Design QC (Section 2.3) | $ | *If cost is included in per-unit costs for deliverables, please include $0 and specify as such here.* |
| Mailing and Postage (Section 2.4) | *All postage will be paid on a pass-through basis.* *If additional costs are associated with Mailing and Postage, please include them here.* |
| *$* | *Description:* |
| Miscellaneous Print and Mail Provisions and Safeguards (Section 2.5) | $ | *If cost is included in per-unit costs for deliverables, please include $0 and specify as such here.* |
| Any additional costs or fees applicable to the services in sections 1 (SFHSS, Members, and Open Enrollment) through Section 2.5 (Miscellaneous Print and Mail Provisions and Safeguards) of the Proposed Appendix A (Scope of Services), above.  | $ | Description |

1. Dependent Eligibility Verification Audit (Section 2.6. of the Proposed Appendix A (Scope of Services).

For this section, Respondents are to propose the cost for a single DEVA, with three-thousand (3,000) Audit Participants, and the project schedule and distributions described above.

|  |  |  |
| --- | --- | --- |
| **Service** | **Cost** | **Additional Comments, Costs, Specifications, Requirements of Modifications Proposed by Respondent** |
| DEVA (Section 2.6) | $ | Description |

If necessary for Respondent’s proposal, please assume the following numbers of letters and distributions:

| **Letter (including envelope and mailing/distribution)** | **Count** | **Cost (including Envelope, see Sec. 2.6.2.2)** |
| --- | --- | --- |
| Letter 1 – Notification (Day 1, single mailing), three (3) pages, double-sided | 3,000 | $ |
| Letter 2A – Reminder to Respond (Day 30, single mailing), two (2) pages, double-sided | 1,000 | $ |
| Letter 2B – Verification Letter (Day 30, single mailing), one (1) page, double-sided | 400 | $ |
| Letter 2C – Request Resubmission (Day 30, single mailing), two (2) pages, double-sided | 300 | $ |
| Letter 3A – Final Reminder (Day 60, single mailing), two (2) pages, double-sided | 500 | $ |
| Letter 3B – Verification Letter (Day 60, single mailing), one (1) page, double-sided | 600 | $ |
| Letter 3C – Request Resubmission (Day 60, single mailing), two (2) pages, double-sided  | 250 | $ |
| Letter 4A – Notice of Termination Letter (Day 90, single mailing) | 200 | $ |
| Letter 4B – Verification Letter (Day 90, single mailing), one (1) page, double-sided  | 100 | $ |
| Letter 5 – Final Termination Letter (Day 120, single mailing), one (1) page, double-sided | 200 | $ |

Respondents are required to include any additional costs associated with the DEVA if applicable, otherwise, please leave this section blank:

| **Service** | **Cost** | **Additional Comments, Costs, Specifications, Requirements of Modifications Proposed by Respondent** |
| --- | --- | --- |
| DEVA Letters (Section 2.6.2) | $ | *Any additional costs associated with the DEVA:* |
| Collection and Tracking of DEVA Responses (2.6.3.) | Respondents are asked but not required to include a description of Respondent’s capabilities and facilities that may support the future collection and tracking of hard-copy DEVA responses, if applicable, and/or alternative solutions to a large proportion of Audit Participants preferring to mail in hard copies of DEVA response documents. |
| NCOA (DEVA), (Section 2.6.4) | $ | *Cost for a single NCOA, if not included above, or the cost of a second NCOA, if requested by SFHSS.* |

If there are any additional costs associated with the Print and Mail deliverables for Open Enrollment or for the Dependent Eligibility Verification Audit (DEVA), Respondents must include them here with a detailed description:

|  |  |  |
| --- | --- | --- |
| **Service** | **Cost** | **Additional Comments, Costs, Specifications, Requirements of Modifications Proposed by Respondent** |
| Any additional costs associated with the Print and Mail Deliverables and Services for Open Enrollment, Scope of Work Sections 2.1-2.5 and further detailed in Section 3. | $ |  |
| Any additional costs associated with the DEVA (Scope of Work Section 2.6) | $ |  |

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