

EVALUATION MATRIX
PRINTING PROCESSING COLLECTION NOTICES ENVELOPES
IFB, BEST VALUE NO. SSC0090

2/24/09

Evaluation Factors		PrintMailPro.com Austin, TX	BusinessInk Austin, TX
Location/Facilities/Equipment (15 points) 1) Local office in Austin to allow pickup by vendor of court generated notices on a daily basis and to allow Austin, TX postmark 2) Local office to allow face-to-face conferences to provide for good client-vendor communications 3) Type of equipment being used for folding and inserting notices into envelopes. Speed of inserting equipment. Availability of backup equipment on site. 4) Type of equipment used for pre-sort. CASS certification, post-net bar coding. Speed of equipment. Availability of backup equipment on site. 5) Type of printer(s) being used to print notices. Speed of printer(s). Availability of backup printers on site. 6) Type of data processing systems for mail-merge data to print notices. Storage capacity to retain archival data. Backup equipment on site. Off-site storage for disaster recovery. 7) Warehouse space to store pre-printed envelopes for letters. Adequate space for good organization. 8) Type, number and condition of vehicles used for pickup of materials and deliveries to US Post Office.		13 75	14 50
Operations (15 points) 1) Ability to return PDF images of notices produced within one (1) business day. 2) Ability to return electronic file of non-deliverable notices within one (1) business day. 3) Ability to return electronic summary of pieces mailed weekly and monthly. 4) Ability to modify templates within one (1) business day. 5) Method vendor will use to ensure data is not merged and printed on wrong template. 6) How vendor will ensure mail processed on same business day as received. 7) Number of business days required for vendor to develop and implement programming for City of Austin interfaces and processes.		15 00	10 25
Available Capacity (15 points) 1) Current maximum operating capacity—ability to produce up to 100,000 notices that can be printed, inserted and mailed every day. 2) Current utilization 3) Number of regular notices vendor can process for Austin Municipal Court in a given day. 4) Number of special notices vendor can process for Austin Municipal Court in a given day in addition to regular notices listed above. 5) Ability to produce notices using recycled materials in accordance with EPA guidelines.		13 50	13 50
Staffing (10 points) 1) Adequate operations staff to process the current volume of notices plus the expected notices from Municipal Court. 2) Adequate technical staff to process interfaces and computer operations for mail-merge and printing. 3) Adequate staff to develop and maintain technical interfaces. 4) Adequate staff to maintain FTP server and FTP operations. 5) Project management staff to design and implement notices, interfaces and special project notices. 6) Adequate staff for accounting, invoicing, weekly and monthly reporting of notices processed. 7) Are fully trained backup personnel in place for all critical staff and key technical resources?		10 00	8 50
Total Evaluated Cost (35 points)		35 00	34 24
Total		87 25	80 99