



June 16, 2016

The following will serve as Amendment #1 to NYSIF's Invitation for Bids (IFB) for Transactional Printing Services, bid number 2016-23-IT. Material in this Amendment supersedes any contradictory material in the IFB.

1. **Exhibit 3 Print Parameters for Bulk Data Center Output** is hereby revised and amended. Attached is updated Exhibit 3.
2. **Section III.1.A.5. General Mandatory Requirements** is hereby revised and amended to read: "Provide transportation to deliver finished printing documents to NYSIF's mailing center located at 63 Karner Road, Albany NY 12205."

Please note that the due date for the submission of bids **remains unchanged**.

**All bids are due 7/6/16, by 2:00 p.m. (eastern).**

Sincerely,

A handwritten signature in black ink that reads "Alexandria Romano".

Alexandria Romano  
Contract Management Specialist

**Exhibit 3**  
**Print Parameters for Bulk Data Center Output**

<b>Print Parameters for Bulk Data Center Output</b>	<b>Description</b>
Cycles	A cycle is one NYSIF Business Day. Cycles do not include weekends or NYSIF holidays. Jobs may run daily, weekly, monthly, yearly, etc.
Volume of Bulk Data Center Output	Approximately 26.5 million printed images annually. Including 2.06 million MICR checks, 7.8 million Highlight Color Images, and 15,000 Full Color Images.
File transmission Format preference	Post Script, PCL, PDF, XML
Daily Transmission Time of File	Varies by job. Majority of output can be transmitted between 2:00 AM and 8:00 AM EST
Data file transmission method	FTP or similar secured method.
Service Level Target – Time from Transmission Receipt to output to the Mail Facility	Less than 24 hours from receipt of file.
Portrait or Landscape	Portrait & Landscape
Simplex or Duplex	Simplex & Duplex. Checks have pre-printed content on the back side of the check stock.
Output formats/templates	Many jobs share the same format/template and stock. Therefore, many jobs may be run together to reduce operating costs.
Paper Stock Specifications	Please see Exhibit 2 <ul style="list-style-type: none"> <li>- Plain paper stock</li> <li>- Perforated stock for Policy bills</li> <li>- Certified Mailers for Policy Cancellations</li> <li>- Pre-printed Check Stock with perforations and controls</li> </ul>

**Exhibit 3  
Print Parameters for Bulk Data Center Output**

<b>Print Parameters for Bulk Data Center Output</b>	<b>Description</b>
Paper Size	8.5 x 11
Fold Specifications	Tri-fold, half fold
Insertion Bar Coding	Insertion coding currently uses OMR. NYSIF expects to transition gradually to 2D Data Matrix codes for Insertion, beginning in the immediate future. Expect to process both OMR and 2D Data Matrixcodes