



City of Chicago
Richard M. Daley, Mayor

Department of
Procurement Services

Montel M. Gayles
Chief Procurement Officer

City Hall, Room 403
121 North LaSalle Street
Chicago, Illinois 60602
(312) 744-4900
(312) 744-2949 (TTY)

<http://www.cityofchicago.org>

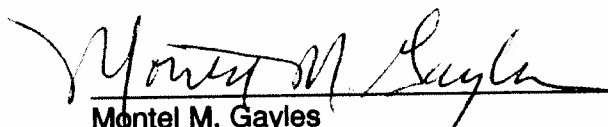
Date: June 9, 2009

To: Bea Reyna-Hickey, Director
Norma Reyes, Commissioner
Richard Monocchio, Acting Commissioner

Departments: Department of Revenue
Business Affairs & Consumer Protection
Department of Buildings

Attn: Steven Sakai

From:


Montel M. Gayles
Chief Procurement Officer

Re: Emergency Contract for Printing and Mailing Services

Vendor Number: 50196021
PO Number: 19972

Amount: \$250,000.00
RX Numbers: 43511, 43549, 43523

Pursuant to Section 2-92-644 of the Municipal Purchasing Act, I am authorizing you to obtain services from Access Direct Systems, Inc. Based upon information received from members of your staff, I have determined that this procurement is necessary to meet bona fide operating emergency.

You are hereby authorized to obtain "Printing and Mailing Services" in the amount of \$250,000.00 as requested in your letter dated June 4, 2009. There will be no additional increases authorized due to the \$250,000.00 limit established by statute.

MMG/jc

cc: Judy Martinez
Steven Sakai
John O' Brien
Joseph Chan
File/Specification Number: 74735





June 4, 2009

Montel M. Gayles
OK
6/4/09

City of Chicago
Richard M. Daley, Mayor

Department of Revenue

Bea Reyna-Hickey
Director

City Hall, Room 107
121 North LaSalle Street
Chicago, Illinois 60602

(312) 747-4747 (IRIS)
(312) 744-0471 (FAX)
(312) 744-2975 (TTY)

<http://www.cityofchicago.org>

Montel M. Gayles
Chief Procurement Officer
Department of Procurement Services
121 North LaSalle Street – Suite 403
Chicago, Illinois 60602-1284

Re: Emergency Contract Request

Vendor: *Access Direct Systems, Inc.* (Vendor No. 50196021 A)

Request for: Printing and Mailing Services

Expense amount: \$250,000.⁰⁰

Requisition Numbers: 43511; 43549; and 43523 (encumbered) I.

Specification No.: 74735

Dear Montel:

This is a joint-request for an Emergency Contract with *Access Direct Systems, Inc.*, made on behalf of the Departments of Revenue (DOR), Business Affairs and Consumer Protection (BACP), and Buildings (DOB). This request is necessary in order to ensure that there will be no interruption of revenue-generating printing and mailing services while the new contract for these same services is being negotiated with *Keane, Inc.* Once *Keane, Inc.*'s new contract (pursuant to an RFP Spec. #65692 and PO# 18618) is awarded and the necessary transitions made such that *Keane* is able to fully support the mailing services, then *Access Direct's* services will no longer be required pursuant to the Emergency Contract.

Access Direct has been providing print/mail services since September 2006, under contract PO# 12808, which expires June 30, 2009. *Axiom/May & Speh, Inc.*, initially had this contract since May 2000, until their contract was assigned to *Access Direct Systems, Inc.* – which was their printing and mailing division that was later spun off. Currently, there are no extension options remaining under the *Access Direct* contract, so an Emergency Contract is hereby being requested in order to bridge the gap between the expiring *Access Direct* contract and the new contract with *Keane, Inc.*

Access Direct's existing proprietary software is the only application which is ready to process critical, time-sensitive, and revenue-generating monthly mailings for the three Departments; and can do so without any business-process interruptions. Although the Department of Revenue's mailings alone generate over \$1 billion dollars annually, DOR's mailings are periodic; whereas BACP and DOB require *Access Direct's* mailing services on a weekly and monthly basis, and in aggregate generate between \$1-6 million in revenues per month.




Since there are three Departments dependent upon *Access Direct's* continued services, each have created a separate requisition with encumbrances in different dollar amounts totaling the \$250,000 Emergency Contract limit.


When *Keane*, under their new PO, is fully able to begin the printing and mailing operations, then we can "terminate" the Emergency Contract. It is our understanding that all remaining fund balances, if any, can be un-encumbered and distributed back into the Department's fund accounts (provided that each Department requests the Department of Procurement Services to release such funds, and provided that the releases are executed in FMPS prior to January 1, 2010).

Attached please find copies of requisitions from the three participating Departments, a DPS Project Checklist, and a proposal from *Access Direct* confirming the Emergency scope of services and pricing; and a new EDS from *Access Direct Systems, Inc.*

If you should require any other information, please contact Steve Sakai, at 312-747-3753.

Very truly yours,


Bea Reyna-Hickey
Director, Department of Revenue


Norma I. Reyes
Commissioner, BACP

BRH:sys

Attachments

cc: Judy Martinez, Department of Procurement Services
Gustavo Giraldo, DPS
John O'Brien, DPS
Norma I. Reyes, Department of Business Affairs and Consumer Protection
Peter Ferro, BACP
Shellie Riedle, BACP
Richard Monocchio, Department of Buildings
Marlene C. Hopkins, DOB
Suzanne Kim, DOB
Phil Cobb, Department of Revenue
Rachelle Hendele, DOR
Cynthia Park, DOR
Mark Galvan, DOR
Steve Sakai, DOR



270 Spagnoli Rd. • Melville, NY 11747

May 29, 2009

Steven Y. Sakai
Contracts Coordinator
City of Chicago
Department of Revenue
333 S. State Street – Room 530
Chicago, IL 60604-3989

RE: Request for Emergency Contract Agreement for Printing and Mailing Services

Dear Mr. Sakai:

Please find attached documentation relative to the Emergency Contract Agreement for Printing and Mailing Services between City of Chicago Department of Revenue and Access Direct Systems, Inc.

We would appreciate it if you would sign an original version returning to the undersigned at the letterhead address for our files.

If you have any questions, please do not hesitate to contact me at (631) 420-0770 x 8509.

Thank you very much for the opportunity to be of service to City of Chicago Department of Revenue.

Very truly yours,

ACCESS DIRECT SYSTEMS, INC.

A handwritten signature in black ink that reads "Dawn Caldera". The signature is written in a cursive, flowing style.

Dawn Caldera
Client Services Unit Leader

**SCOPE OF WORK PROPOSAL FOR EMERGENCY CONTRACT
- ACCESS DIRECT SYSTEMS, INC. -
PRINTING AND MAILING SERVICES**

The following is an offer submitted by *Access Direct Systems, Inc.* (“**Access Direct**”), proposing that Access Direct will continue to provide printing and mailing services as required to the City of Chicago’s various User Departments (Department of Revenue; Department of Business Affairs and Consumer Protection; and Department of Buildings) for the printing and mailing of various documents to City of Chicago account customers, during the Emergency Contract period, starting on July 1, 2009, and ending when written notice of termination from the City is given to Access Direct, or when the Maximum Compensation of \$250,000 is exhausted; whichever comes first.

Printing Templates

Access Direct will utilize its existing City of Chicago document type templates applicable for each specific City Department mailing job type. Each mailing job, depending on the City Department and mailing job type, will consist of various quantities and documents (e.g. license renewals, payment coupons, various types of notices and inserts, tax returns, building inspection billings, etc.), all as determined by the City Department at the time of need. Costs for each mailing job shall be in accordance with the attached Compensation Schedule.

Mailing Job Process

The City’s User Department liaison will provide Access Direct with a request to process a particular mailing job, or jobs, and provide general instructions along with an electronic file of variable data to be printed in accordance with the applicable mailing job template. Access Direct will perform initial validations; match, sort, and combine account-data when applicable; process the various print jobs; fold and insert the printed documents into the correct envelope; apply the correct metered postage rate per envelope; and deliver the envelopes for mailing; all in compliance with US Postal Service regulations and the City’s User Department liaison mailing job request.

The City will electronically transmit all relevant data files to Access Direct whenever mailing jobs are required (e.g. daily, weekly, monthly, quarterly, etc.). Access Direct will receive the file, notify the City of its receipt, and provide a mailing schedule status for each mailing job.

If a problem arises with a particular file or during subsequent processing, Access Direct must stop the run and obtain direction from the City on how to proceed. (See Problem Resolution below.)

Once a mailing job is completed, Access Direct will provide to the User Department a separate progress report for each mailing job identifying: the job name; when received by Access Direct; when processed and mailed; number of accounts processed; a detailed list of each account that was not processed and a total number of such accounts; number of envelopes mailed; and

postage charge totals for the job named.

Costs

Access Direct is responsible for all costs: e.g. paper, envelopes, and related materials needed to perform the printing and mailing jobs. Access Direct will use a US Post Office permit number or a Priority Mail account number for postage. The permit number and Priority Mail account number will either be provided by or funded directly by the City. In cases where Access Direct is unable to use the City-funded postage accounts, resulting from an insufficient number of pieces, Access Direct will provide postage and request reimbursement from the City on the invoice for that particular mailing based on prices as set forth in Exhibit 1 - the Compensation Schedule.

Problem Resolution

Whenever a problem is encountered with one of the City mailing jobs, Access Direct will immediately stop the run, contact the IRIS Help Desk at (312) 745-0265, and inform them of the situation (or leave a message if after business hours). The IRIS Help Desk will preliminarily investigate the issue and contact the appropriate City individuals to provide a response back to Access Direct. If a response is not received in a reasonable or required amount of time then Access Direct should contact Rachelle Hendele directly at (312) 747-3012, Shellie Riedle at (312) 744-5404 for Business Affairs and Consumer Protection and Modena Reynolds at (312) 742-1568 for the Department of Buildings.

Maximum Compensation Limit

The maximum compensation limit for this Emergency Contract shall not exceed \$250,000. This will account for approximately 10 months of service, July 2009 through April 2010.

SUPPLIER:
ACCESS DIRECT SYSTEMS, INC.

CUSTOMER:
City of Chicago Department of Revenue



Signature

Signature

Print: Dawn Caldera

Print: _____

Title: Account Executive

Title: _____

Date: May 29, 2009

Date: _____

□

Exhibit 1

Compensation Schedule

Service	Price
PRODUCTION	
Job Processing	\$100 per job
Printing Costs (includes paper, duplex printing, and color printing: Based on the number of impressions)	\$0.114 each
Mailing Costs – Inserting (based on number of pages)	
1) Tax Forms	\$0.060 each
2) Estimated Coupons	\$0.060 each
BRE's (based on number of envelopes)	
1) Tax Forms	\$0.150 each
2) Estimated Coupons (4 pack envelopes)	\$0.600 each
3) Estimated Coupons (12 pack envelopes)	\$1.800 each
MAINTAINING DOCUMENT TEMPLATES AND PROCESSING SIMPLE CHAGES TO MAILING JOBS	
	\$100.00 per job
Logging Jobs and Reporting	Included
Maintaining Supplies	Included
Shipping Costs	TBD per job
INSTALLATION	
Table Setup	\$150.00 each
Client-Supplied Machine Readable Text or Graphics	\$20.00 each
Modification Proofs	\$25.00 per set
Modify Programming	\$100.00 each
Typesetting (Modification)	\$40.00 each
Graphic Designer	\$95.00 per hour
Data Conversion and Programming	\$110.00 per hour
PReS Programming (Print Programming)	\$110.00 per hour
Communications Technician	\$100.00 per hour

Service	Price
Network Administrator	\$90.00 per hour
POSTAGE	
Items Not Mailed Through Permit #385	TBD per job
Items Mailed Through Permit #385 (Optimized First Class Postage Rate)	\$0.357 each (estm)
MISCELLANEOUS	
PRoS Key annual charge	\$11,800.00