

Responses To Questions

Request for Proposals

#C-2025-1

October 28, 2025

The letters are 4/0, one-sided, correct?

The letters are two-sided: 4/0 on the front and B/W on the back.

Do the two versions of booklets have any similar pages?

Examples of the booklets are available here: [Publication Examples for Prospective Vendors](#)

All #10 envelopes are provided, while all 6 x 9 envelopes will need included in the bid, correct?

For Project #1, that is correct. The vendor will print the #10 envelopes for Project #2.

I see the quantity of 1536 x 2 each month. Is there a breakdown of quantity for each file group?

These were the approximate quantities for each group in FY2025 for Monthly Mailing #1:

Regular members – 20,865

Protection Occupations members – 1,058

Sheriffs/Sheriffs Deputies members - 50

Beneficiaries - 649

Is it the one with the 2 mailing projects?

Yes. See RFP.

For Monthly Mail group 1: Does the 1536 quantity x2 mean that there will be 1536 Username letters and then also 1536 password letters per month?

Yes, approximately.

For Monthly Mail group 2: (Digital Delivery) Does the 15,000 quantity x2 mean that there will be 15,000 Username letters and then also 15,000 password letters per month?

Yes, approximately.

Monthly Mailing #1 indicates 2 versions of the 12-page booklet. The Cost Proposal in Part 5, #2 on Page 20 requests a price on 25,000 quantity books. What would be the annualized quantities of EACH of the 2 book versions?

Based on FY2025 quantities:

Regular Members: 20,865

Special Service Members: 1,108

SPS postage: Will IPERS mail on its permit or on vendor's permit (Mail Anywhere permit for MSP).

The vendor will mail on IPERS' permit.

Will IPERS prepay mailing costs into a USPS postage escrow account?

Yes.

Project history: Who is the incumbent vendor for this project in 2023, 2024, and 2025?

NPC.

What was the total annual project cost for these IPERS member communication projects in 2023, 2024, 2025? Please separate printing costs from USPS FCM mailing costs.

Approximate total vendor costs per fiscal year are below. Granular postage costs are not available.

FY2023: Project #1 = \$71,661 Project #2 = \$49,192

FY2024: Project #1 = \$69,842 Project #2 = \$52,430

FY2025: Project #1 - \$131,875 Project #2 = \$6,172

Total Quantities – Please confirm the following quantities and information.

Q1 - Monthly Mailing #1 = 3,072 - What is the breakdown of #10 envelopes verses 6x9 envelopes with a booklet?

Below are approximate annual quantities, based on FY2025 quantities:

6x9 = 21,973

#10 = 23,271

Q2 – Monthly Mailing #2 = 30,000 – This is ONLY a #10 envelope mailing?

Yes.

Q3 – Monthly Mailing #3 = 400 – This is a Self-Mailer with NO envelope?

Yes.

Q4 – Annual Mailing Project #2 = 7,500 – This is ONLY a #10 envelope mailing?

Yes.

Page 5 - Project #1 – #10 Envelopes – IPERS will provide #10 envelopes. Vendor will warehouse and alert IPERS not less than 1 month before additional envelopes are needed.

Q1 – Will IPERS pay for shipping envelopes to our processing facility?

Yes.

Q2 – Will IPERS provide sample envelopes for our processing facility to test on inserters?

Yes.

Q3 – Will IPERS guarantee the supplied envelopes are “fresh” and not exposed to the environment in storage for several years?

According to the State of Iowa’s agreement with the vendor that produces envelopes for IPERS, the vendor may not have the envelopes in inventory for more than six months. Further, IPERS’ best practice is that envelopes may not be stored in our warehouse for more than an additional six months. However, we cannot guarantee that the vendor is meeting its contractual obligations.

Q4 - Can you tell us the age of your stored envelopes?

See preceding questions. The envelopes should not be older than one year.

Q5 – Are the IPERS provided envelopes pre-printed or are we required to print?

They are preprinted.

Q6 – Will IPERS consider an alternative proposal in which we can supply the envelopes?

No.

Page 5-6 - Project #1 – #6x9 Envelopes – *As needed vendor will print 6x9 window envelopes for mailings...*

Q1 – Are we required to supply the 6x9 envelope?

Yes.

Q2 – What is the window location & position of the 6x9 envelope?

The window is 4.5"x1.5". The left margin is .75", and the bottom margin is 2.5".

Q3 – What is the anticipated quantity of 6x9 envelopes?

Based on FY2025 quantities, the approximate annual volume is 21,973.

Q4 – Can these envelopes be printed ahead of time and stored verses on-demand?

Yes.

Q5 – Is a security tint required?

A security tint is required only for Project #2.

Page 5 – Project #1 – Booklet – *Vendor will print two versions of booklet as needed.*

Q1 – Please provide an expected quantity breakdown of each version.

These were the approximate quantities for each group in FY2025:

Regular members – 20,865

Special Service members – 1,108

Q2 – Please provide a historical quantity of booklet usage per version.

Annual quantities are similar to FY2025 quantities that are shown in the preceding question.

Q3 – On Page 23 – Part 5 Cost Proposal you are for cost for 25,000 booklets. Is this the anticipated quantity? Please provide a breakdown of each version.

See preceding questions.

Q4 – May we print booklets in advance verses on-demand?

Yes. However, IPERS will update the book as needed because of law changes, etc.

Page 8 – Project #2 - Envelopes - *Vendor will provide #10 windowed envelope with a security tint inside...*

Q1 – Do you have specific window size and position requirements or is it our decision, so that the envelope complies with IMB barcode displayed?

#10 envelopes for all projects are standard: Window is 1.25"x4.5". Bottom margin is .5". Left margin is .875".

Q2 – Is the printing on this envelope black only or are there other colors?

Black only.

Page 8 – Project #2 - Last Paragraph - *Vendor will begin printing and mail prep within one day of receiving final proof approval. All statements must be postmarked within 10 days after the beginning of printing and mail prep.*

Q1 – Is the timeline for production and dropping the mail apply to only Project #2 or is this timeline for both Projects #1 and #2? If Project #1 is different, please provide the timeline expectation.

The timing for Monthly Mailings #1, #2 and #3 is explained on page 6 of the RFP. Timing for Project #2 is included on page 8 of the RFP under Production.

Are you providing the #10's for monthly mailing #2?

No Please see Page 8 of the RFP under Envelopes.

Project #2 - Are you providing the #10's for that mailing? It says the vendor will supply them on page 8 but I just want to verify that since it says you are supplying them on page 5 for monthly mailing #1.

The vendor will provide #10 envelopes for Project #2. IPERS will provide #10 envelopes for Project #1.

On page 20 it says we are printing 25,000 of those books. Do you have a breakdown between the 3 file groups that get the 2 different booklets for monthly mailing #1? I know it would save money to print those all at one time and then store them.

These are the approximate quantities for each group in FY2025:

Regular members – 20,865

Special Service members – 1,108

On the 6 x 9 envelope. Does it need security tint? Says something about that on page 4 but again wanting to verify.

A security tint is required only for Project #2.