

**Mailing Services for Jury Questionnaires
United States District Court
For the District of Columbia
333 Constitution Ave. NW, Room 1724
Washington, D.C. 20001**

November 30, 2016

The United States District Court for the District of Columbia is requesting an Open Market proposal to provide the following mailing services for an estimated 9 months for the period of December 2016 through September 2017.

The proposal should include the cost for the same services for an Option Year 1: October 2017 - September 2018 and an Option Year 2: October 2018 - September 2019.

Please note: Because the United States District Court for the District of Columbia is currently operating under a continuing resolution, payment for services will be based upon the availability of funds, until the Court's full budget is approved by Congress.

The contract will be awarded to the contractor that offers the lowest price technically acceptable. The Outsource Mailing Solicitation Form must be completed and submitted with the proposal.

Proposals must be submitted to the court no later than 5:00 P.M. on Wednesday, December 14, 2016.

Submit proposals and all questions pertaining to this solicitation to Juan Rivera via email at Juan_Rivera@dcd.uscourts.gov.

Non-Disclosure of Information:

Neither the contractor nor any of its employees shall divulge nor release data or information obtained during performance of this contract. Proper control and handling must be maintained at all times to prevent any information or materials required to produce the products ordered under these specifications from falling into unauthorized hands.

SCOPE OF WORK

Material must be picked up from:

United States District and Bankruptcy Courts
for the District of Columbia
333 Constitution Ave. NW, Room 4214
Washington, D.C. 20001

Regular Mailing Job

- Questionnaire and summons mailing of approximately 1,000 - 3,000 pieces.
- The mailing consists of a #10 carrier envelope, a pre-addressed questionnaire, summons, and a #9 business reply envelope.
- The questionnaire and summons will be folded and inserted along with a business reply envelope into the carrier envelope with the address from the summons appearing through the window.

*Regular Mailings can vary between 1,000 - 3,000 pieces. If the price changes due to the varied amount of pieces, please provide the price difference on the next page. *

Special Mailing Job

- Questionnaire, summons, and pre-screening form mailing of approximately 1,000 - 3,000 pieces periodically.
- The mailing consists of a #10 carrier envelope, a pre-addressed questionnaire, summons, pre-screening form, and a #9 business reply envelope.
- The questionnaire, summons, and pre-screening form will be folded and inserted along with a business reply envelope into the carrier envelope with the address from the summons appearing through the window.

*Special Mailings can vary between 1,000 - 3,000 pieces. If the price changes due to the varied amount of pieces, please provide the price difference on the next page. *

Metering the #10 Envelopes

- After the material has been inserted into the envelopes, the envelopes will be metered and pre-sorted for the lowest allowable First Class rate.
- Delivered to the Post Office within 72 hours after pickup from the courthouse.
- Postage will need to be billed as a separate cost (reimbursable) and postage cannot be paid up front by U.S. District Court.

Upon completion of each order, the contractor is to notify Juan Rivera, Procurement and Facilities Specialist and Regina Larry, the Jury Administrator of the Jury Office

- The U.S. District Court will supply the vendor with a report which lists the names and addresses in alphabetical order to be used for accountability purposes.

- The court will be provided a report with the number of pieces of mail dropped to the U.S. Postal Service within 5 business days.
- In the event of destruction of a piece of pre-addressed material, the U.S. District Court will be notified and all ruined or unused materials will be returned to the U.S. District Court.
- 100% accountability is required for all pre-addressed materials.
- A confidentiality statement must be signed and submitted to the U.S. District Court for security reasons.