

Appendix A: IFB Response Form (Required)

Section and Topic	Response
A - Company Profile	
Company name	
Company address	
Company website	
Company's primary products/services	
Company's primary market/customers	
Number of years in business	
Years providing similar products as those in this IFB	
Primary Vendor Contact	
Primary contact name	
Primary contact phone number	
Primary contact email address	
Client References (at least 1, up to 3, all in the last 2 years)	
Reference 1	Name of Client Organization
	Contact name
	Contact email and phone number
	Project scope
	Dates products/services provided
Reference 2	Name of Client Organization
	Contact name
	Contact Email and Telephone Number
	Client Project Scope Statement
	Date Services Provided
Reference 3	Name of Client Organization
	Contact name
	Contact Email and Telephone Number
	Client Project Scope Statement
	Date Services Provided

Section and Topic	Response	Costs per unit
B – Functional Specifications		
Low Volume Postage Machine		Monthly lease cost (48 month)
Proposed manufacturer name and model number		
Up to 1000 pieces of mail per month	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Manage up to 10 accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PIN code or password security	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Automatic postage calculation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Integrated weighing platform (5 lb capacity)	<input type="checkbox"/> Yes <input type="checkbox"/> No Max weight =	
Feeder for at least 25 pieces per minute	<input type="checkbox"/> Yes <input type="checkbox"/> No Max speed =	

5 programmable job presets	<input type="checkbox"/> Yes <input type="checkbox"/> No Max presets =	
Automatic date stamping with incoming mail and over-ride	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Download updates and postage funds	<input type="checkbox"/> Phone <input type="checkbox"/> Internet	
Exception		
Exception		
Additional Feature		
Additional Feature		
Additional Feature		
Support for Low Volume Postage Machine		Monthly support cost
Preventive maintenance		
Troubleshooting and repair		
Other services		
Supplies for Low Volume Postage Machine	Quantity	Cost
Ink		
Other		
Other		
Moderate Volume Postage Machine		Monthly lease cost (48 month)
Proposed manufacturer name and model number		
Up to 5000 pieces of mail per month	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Manage up to 20 accounts	<input type="checkbox"/> Yes <input type="checkbox"/> No	
PIN code or password security	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Automatic postage calculation	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Integrated weighing platform (10 lb capacity)	<input type="checkbox"/> Yes <input type="checkbox"/> No Max weight =	
Differential weighing feature	<input type="checkbox"/> Yes <input type="checkbox"/> No Max speed =	
Feeder for at least 45 pieces per minute	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Input tray for postcards/letters/flats	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Output tray for postcards/letters/flats	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Integrated sealer with seal, no seal, seal only modes	<input type="checkbox"/> Yes <input type="checkbox"/> No	
10 programmable job presets	<input type="checkbox"/> Yes <input type="checkbox"/> No Max presets =	
Automatic date stamping with incoming mail and over-ride	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Label dispenser for printing stick-on labels	<input type="checkbox"/> Yes <input type="checkbox"/> No	
Download updates and postage funds	<input type="checkbox"/> Phone <input type="checkbox"/> Internet	
Exception		
Exception		
Additional Feature		
Additional Feature		
Additional Feature		
Support for Low Volume Postage Machine		Monthly support cost
Preventive maintenance		
Troubleshooting and repair		
Other services		
Supplies for Low Volume Postage Machine	Quantity	Cost
Ink		
Sealing Solution		
Labels		
Other		
Other		

Section and Topic	Response
C – Contract Documents	
Does vendor require a purchase order?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does vendor require a signed lease agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does vendor require a signed support services agreement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Does vendor require any other contract documentation?	<input type="checkbox"/> Yes <input type="checkbox"/> No
What is the minimum length for a lease?	
What is the maximum length for a lease?	
What is the recommended length for a lease?	
Other Comments	
Is a cooperative purchase program available?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Name of cooperative purchase program	
Name of contracting agency	
Point of contact	
Contact information	