

**ADDENDUM NUMBER TWO
TO
JPL REQUEST FOR PROPOSAL (RFP) NUMBER WP-564774
FOR
REPRODUCTION AND DUPLICATING SERVICES AT JPL**

May 12, 2003

Except as specifically modified herein, this RFP remains unchanged.

Proposers are reminded that receipt of this Addendum must be acknowledged on Attachment A-1 to the RFP

Proposers are reminded that the issuance of any subcontract resulting from this RFP is subject to the Terms and Conditions of JPL's Prime Contract with NASA.

This addendum:

1. *Answers questions received through 12:00 Noon on Monday, May 7th, 2003. Questions received after this date and time will be answered in a subsequent RFP Addendum.*

Clarifications to the RFP:

1.1. Page 2 Paragraph 2.0 Packaging and Submitting your Proposal.

- 1.1.1. Does JPL require 8 copies of both a written proposal and an oral power point presentation of Volume 1 – Contract and Operational Management; or just “Hardcopy” (8 copies) of the oral Power Point presentation of Volume 1?

JPL requires that 8 hardcopies of your Oral Power Point Presentation be submitted. In addition, JPL requires 8 hardcopies of all written plans that are required and specified in the RFP under Volume 1 – Contract and Operational Management. The plans will be incorporated into the contract of the successful proposer. Please also refer to 2.2 Oral Presentation, paragraph 2.2.1

1.2. Page 3 Paragraph 2.2.2. What is the definition of a Photographic tour?

A photographic tour will be your opportunity to convey to JPL what the existing JPL facilities would look like by showing proposed equipment and room layout. It should convey the proposed solutions you plan to implement based on the criteria and limited space present at JPL for Repro services.

1.3. Page 14 Volume 2, 1.1 May we provide reference “without naming in writing”, but our customer(s) will discuss our services?

No, JPL requires that you provide the name of the company you are providing as Past Performance.

Clarifications to the Specimen Contract:

1. Page 2 Paragraph 1.2.1. Does the "Customized Xerox Document Express" provide tracking functionality?

No - The "Customized Xerox Document Express" which JPL refers to as E-Copy is a web based electronic job ticket and document submittal system used for electronic printing. E-Copy provides a web interface which allows customers to upload a document from their workstation, fill out an electronic reproduction order, and submit each electronically to the duplicating center (See page 5, Digital Electronic Duplicating, 1.3.3.1). A demonstration will be given at the pre-proposal conference on May 12, 2003.

The requirements described on Page 2 Paragraph 1.2.1 are the responsibility of the Contractor to provide (See page 10, 1.8 "Tracking System").

2. Page 2 Paragraph 2.2.2 Does the "Customized Xerox Document Express" provide job estimates?

No – The requirements described on Page 2 Paragraph 2.2.2 is the responsibility of the Contractor to provide.

3. Page 3 Paragraph 1.3.1.7. Is color defined as "full" or a single color other than black?

Color is defined as full color.

4. Page 4 Paragraph 1.3.2.9. What is the volume of engineering folding?

Based on FY' 2002 volume, approximately 279,000 folds annually. The amount of folds per engineering drawing is dependent on the size of the drawing.

5. Page 4 Paragraph 1.3.2.14. What is the volume of drilling?

Data on drilling has not been tracked and is not available. An estimated annual volume would be approximately 9,000 books.

6. Page 4 Paragraph 1.3.2.14. What is the volume of page numbering?

Page numbering has not been tracked, however, it is not required often.

7. Page 5 Paragraph 1.3.3.3 Does the "Customized Xerox Document Express" provide for rerouting of jobs to any satellite center including off-site?

Jobs can be rerouted to any satellite center providing there is digital duplicating equipment to receive the job. A demonstration will be given at the pre-proposal conference on May 12, 2003.

8. Page 5 Paragraph 1.3.3.4 What is the primary native file format supported by "Customized Xerox Document Express"?

Customers can send their documents in the native format using the "Customized Xerox Document Express" and the Contractor converts the documents to PDF or other print ready formats.

A demonstration will be given at the pre-proposal conference on May 12, 2003.

9. Page 5 Paragraph 1.3.3.7 What is the specification for the library repository used by "Customized Xerox Document Express"?

The Repository allows the customer to store documents in PDF format for a limited amount of time for reprints.

The DigiPath system comes equipped with RAID storage that can store a larger volume of documents in print ready format. At this time, very few documents are stored for a long period of time due to changes and revisions. See 4.5 in the Specimen Contract "JPL-Furnished Equipment".

A demonstration will be given at the pre-proposal conference on May 12, 2003.

10. Page 5 Paragraph 1.3.3.10 What is the volume of jobs that require file, or document manipulation prior to production?

Approximately 50% of the jobs sent electronically need some degree of file merging and manipulation

11. Page 6 Paragraph 1.3.4.1. What is the quantity of databases to be maintained?

Currently there is one database for Document Distribution that is written in an old program. JPL is in the process of automating the distribution process where the database will actually reside on a JPL LDAP server and information for addressing material will be accessed from that database.

12. Page 6 Paragraph 1.3.4.1. What is the frequency of updates to the databases?

HR data is updated daily.

13. Page 6 Paragraph 1.3.4.7. What is the frequency of distribution activities?

Distribution activities vary from month to month. There may be several jobs for distribution that come in at the same time. There are certain distributions that are on a regular basis such as the JPL "Universe news paper" that is distributed to over 7,000 recipients every two weeks.

14. Page 6 Paragraph 1.3.4.7. What is the total volume of items distributed?

Approximately 522,000 pieces annually

15. Page 7 Paragraph 1.3.5.4 – Frequency of training events in off-campus facilities in the Pasadena area?

Varies on the different training courses. Different training events take place monthly.

16. Page 12 Paragraph 1.11 Communications Links: Utilizing the "Customized Xerox Document Express": How will JPL measure network performance of Contractors traffic?

Network performance problems will be apparent when electronic jobs miss deadline.

17. Page 15 Paragraph 4.1 Re equipment in, "AS IS" condition; is said equipment and software maintained to the current manufacturer's engineering change level?

This paragraph means that the facilities and furnishings at JPL provided to the contractor are in "As Is" condition. JPL will not replace older furniture with new and/or upgrade facilities outside of normal maintenance.

18. Page 15 Paragraph 4.3 What is the frequency and times of service of mail service in on site buildings?

Three times per day.

19. Page 21 paragraph 3.1.1.2 What is the definition of CWO?

Replace CWO with JPL approved Service Requests consisting of Exhibit 1, Reproduction Quick Service Order and Exhibit 2, Reproduction Order.

Clarifications to Attachment A-21:

For Format "C" units, does "1 side" mean one sheet of paper, or one impression? (Some equipment vendors consider "1 side" to be two impressions)

Refer to Attachment A-20 for clarification.

Clarifications to Addendum 1, dated May 5, 2003:

Page 1 Paragraph 1.3.4 At what on-site location will the current off-site distribution be performed?

Adequate on-site space is not available for the distribution function.

Due to Government Printing Office (GPO) implications, no duplicating, printing, or engineering reproduction shall be performed off-site under this RFP so prepare accordingly. Distribution is not considered duplicating or printing.

Page 1 paragraph 1.3.4 Can the distribution function be performed off-site?

Yes, but be aware that only distribution can be performed off-site as stated above.

Additional Questions to the Specimen Contract:

Need Product specifications of "Customized Xerox Document Express"? that is, the standard product specifications plus the customization specifications.

This system will be provided and maintained by JPL.

A demonstration will be given at the pre-proposal conference on May 12, 2003.

Please provide floor plans with electrical/phone capabilities and all existing network drops for the existing six on-site locations.

A site tour will be given on May12, 2003 during the pre-proposal conference.

What is the present process for this service?

Distribution lists are created and maintained in a database that was developed at JPL. HR data is imported daily to this database to keep employee information current. When a customer requests a general list, the program will run a query on the data to produce a list i.e.: all Secretaries, all Managers, etc. The list of addresses is then used to create labeling for distribution. In addition to general lists, customers will request that special lists be produced. In this case the list is usually provided on an Excel spreadsheet and input into the database and given a list number.

As discussed in question 2.10 above, JPL is in the process of automating the distribution process. With the automation, the customers will create their own special lists using a

web interface to the JPL LDAPS system. The JPL LDAPS system is a Lab-wide system used for different applications. General lists will also be produced from this system. Document Distribution will then just need to access the system to download the list that they need rather than creating lists.

Much of the material for distribution comes in bulk shipment from the Government Printing Office and needs to be sorted, placed into envelopes, and labeled for distribution to all personnel such as: project brochures, pins, bookmarks, and other material.

Please provide volumes, such as average number of distributions/month, size range of distributions, and usual time frames.

See answer for question no.12. above. For the large distribution of the “JPL Universe”, the time frame may only be one day depending on when the material is delivered to the distribution area.

Are the job orders for this service tracked on Xerox Document Express?

No – See 1.8 “Tracking System” in the Specimen Contract

What are the computer hardware specifications necessary to operate the software supplied by JPL?

PC Minimum Requirements:

- Pentium 4 Class
- 2.0 Processor or Greater
- 256 Ram or Greater
- 30 Gig HD or Greater
- CD-RW Drive
- 10/100 Ethernet Card

PC Base Software Requirements:

- Microsoft Windows 2000 OS
- Microsoft Windows Office 2000 Suite (Word, Excel, Powerpoint, Access)
- Adobe Acrobat 5.0 or Greater
- Internet Explorer 6.0 and Netscape 4.7 or Greater
- Norton Anti-virus & Subscribed Update Service

At least one PC in the main facility at building 171 must have a 250MB Zip drive (Iomega), DVD reader drive, and must have the software requirements listed in the specimen contract stated in 1.3.3.4