



The following documentation is an electronically-submitted vendor response to an advertised solicitation from the *West Virginia Purchasing Bulletin* within the Vendor Self-Service portal at wvOASIS.gov. As part of the State of West Virginia's procurement process, and to maintain the transparency of the bid-opening process, this documentation submitted online is publicly posted by the West Virginia Purchasing Division at WVPurchasing.gov with any other vendor responses to this solicitation submitted to the Purchasing Division in hard copy format.

Header @ 1

List View

- General Information
- Contact
- Default Values
- Discount
- Document Information
- Clarification Request

Procurement Folder: 1552050	SO Doc Code: CRFQ
Procurement Type: Central Contract - Fixed Amt	SO Dept: 0702
Vendor ID: VS0000018634	SO Doc ID: TAX2500000001
Legal Name: DATA INTEGRATORS INC	Published Date: 11/7/24
Alias/DBA:	Close Date: 11/19/24
Total Bid: \$0.13	Close Time: 13:30
Response Date: 11/19/2024	Status: Closed
Response Time: 11:49	Solicitation Description: Printing MV-1 Property Tax Adjustment Credit Schedule
Responded By User ID: mrthornton	Total of Header Attachments: 1
First Name: Meghan	Total of All Attachments: 1
Last Name: Williams	
Email: mwilliams@dataintegrators.c	
Phone: 5407529740	



Department of Administration
 Purchasing Division
 2019 Washington Street East
 Post Office Box 50130
 Charleston, WV 25305-0130

**State of West Virginia
 Solicitation Response**

Proc Folder: 1552050
Solicitation Description: Printing MV-1 Property Tax Adjustment Credit Schedule
Proc Type: Central Contract - Fixed Amt

Solicitation Closes	Solicitation Response	Version
2024-11-19 13:30	SR 0702 ESR11192400000003560	1

VENDOR
 VS0000018634
 DATA INTEGRATORS INC

Solicitation Number: CRFQ 0702 TAX2500000001
Total Bid: 0.13000000000000004440892098 **Response Date:** 2024-11-19 **Response Time:** 11:49:09
Comments:

FOR INFORMATION CONTACT THE BUYER
 David H Pauline
 304-558-0067
 david.h.pauline@wv.gov

Vendor Signature X **FEIN#** **DATE**

All offers subject to all terms and conditions contained in this solicitation

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
1	Printing MV-1 Property Tax Adjustment Credit Schedule	0.00000			0.07

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: .07 each @ 550,000 = \$38,500.

Extended Description:

See attached Exhibit "A" Pricing Page to input pricing.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
2	Printing MV-1 Property Tax Adjustment Credit Envelopes	0.00000			0.03

Comm Code	Manufacturer	Specification	Model #
82121500			

Commodity Line Comments: .03 each @ 550,000 = \$16,500

Extended Description:

See attached Exhibit "A" Pricing Page to input pricing.

Line	Comm Ln Desc	Qty	Unit Issue	Unit Price	Ln Total Or Contract Amount
3	Direct and Bulk Mailing MV-1	0.00000			0.03

Comm Code	Manufacturer	Specification	Model #
78102203			

Commodity Line Comments: .025 each @ 550,000 = \$13,500.

Extended Description:

See attached Exhibit "A" Pricing Page to input pricing.



Request for Quote
RFQ No. TAX2500000001

Printing MV-1 Property Tax Adjustment Credit
Schedule

Issuing Agency: Department of Administration

Issue Date: October 31, 2024

Due Date / Time: November 19, 2024

Name: Tax Division

Contact: David H Pauline

Email Address: David.h.pauline@wv.gov

Phone No: 304-558-0067

Department of Administration
Purchasing Division
2019 Washington Street E
Charleston, WV 25305

Data Integrators, Inc.
1190 International Parkway, Suite 109
Fredericksburg, VA 22406

Phone 540.752.9740

Fax 540.752.9796

www.dataintegrators.com

bdenton@dataintegrators.com

Robert L. Denton, President

TABLE OF CONTENTS

Contents	
Executive Summary.....	3
References	4
Required Documents.....	5
Additional Services	9
<i>Printing</i>	9
<i>Support Services</i>	9
Project Implementation.....	10
<i>Scope and Requirements</i>	10
<i>Infrastructure and Data Processing</i>	10
<i>Project testing and acceptance</i>	10
Production Process	11
<i>Data Processing</i>	11
<i>Printing</i>	12
<i>Inserting</i>	12
<i>Security</i>	12
Mail Tracking and Delivery Statistics	13
<i>USPS mail tracking summary by mail stream</i>	13
<i>Searchable mail tracking by recipient</i>	14

Executive Summary

Data Integrators, Inc. has reviewed the contents of this RFQ and accepts all terms and conditions contained therein with NO EXCEPTIONS. Data Integrators has been in business for 24 years, located in Fredericksburg, VA. A disaster recovery site is also maintained, and is in Richmond, Virginia. Data Integrators has twenty-four employees and has annual revenue of approximately 3.5 million dollars. We are a certified Veteran Owned Small Business that is SWAM certified (SWAM #655826). Robert Denton (Owner) is a graduate of the Veterans Institute of Procurement which supplies the best business strategies and ethics in government contracting. We have also recently graduated from Virginia's Scaling for Growth program.

What sets us apart from our competitors is that we specialize in sensitive correspondence that requires a high degree of confidentiality and accuracy. All our employees are professionally screened with background checks. Our Quality Control procedures support 100% accountability of the customers invoices/tax forms from the time the data is sent, until delivered to the customer. This provides complete transparency for the customer.

We have a great deal of experience in processing tax forms for a nationwide list of customers. We process over 10 million tax mailings for the state of Kentucky a year. Locally we have processed West Virginias vehicle registration forms, decal mailings and Fire Marshall registration.

Our online system, iControl, allows the customer full visibility from when the file is uploaded until final delivery from the post office. The customer submits the file, receives confirmation that the file has been transferred successfully with quality control information such as counts, total pages, postage, and billed amounts. The customer also receives a PDF of the invoice/letter which they can approve or disapprove with changes. Once approved, the customers job works through the production environment, which the customer can access from the iControl dashboard. Once mailed, the customer receives confirmation that the USPS has obtained the mail; the customer may also track the progress of mailed pieces until they are delivered successfully.

iControl is available 24/7 and access is controlled by the customers appointed representatives. Data Integrators' experience is supported by state-of-the-art quality systems and document control barcodes to ensure 100% mailing accuracy guided through robust information and security policies.

Thank you for this opportunity.

Regards,



Data Integrators, Inc.
Bob Denton, President

1. COMPANY NAME: West Virginia Division of Motor Vehicles

CONTACT NAME: Steve Monroe

ADDRESS: 5707 MacCorkle Avenue, S.E.)

Charleston, W.V. 25317

PHONE NUMBER: 304-926-3852

FAX #:

EMAIL ADDRESS: Steven.e.monroe@wv.gov

We print and mail approximately 1.5 million vehicle registrations per year.

2. COMPANY NAME: Department of Revenue, KYTC

CONTACT NAME: Cathy Thompson, Division Director

ADDRESS 200 Metro Street, 5th Floor

Frankfort, KY 40622

PHONE NUMBER: 502-565-5117

FAX #:

EMAIL ADDRESS: Cathy.Thompson@ky.gov

We process approximately 10 million tax notices for boats and vehicles a year. We receive files monthly of approximately 100,000 to 500,000 records with a turn around of one to two weeks.

3. COMPANY NAME: Virginia Department of Taxation

CONTACT NAME: Health Pool

ADDRESS: 600 East Main Street

Richmond, VA 23219

PHONE NUMBER: 804-371-0039

EMAIL ADDRESS: health.pool@tax.virginia.gov

We process tax statements for the Virginia Treasury Department. The mailings include an outside envelope and statement. The quantities are more than 550,000 envelopes. Turnaround time is two weeks.

4. COMPANY NAME: West Virginia Fire Marshall

CONTACT NAME: Kayla Bess Burns Administrative Services Manager 1

ADDRESS 4th Floor North 1700 MacCorkle Ave S.E.

Charleston, WV 25314

PHONE NUMBER: (304) 558-2191 Extension 20745

FAX #:

EMAIL ADDRESS: Kayla.B.Burns@wv.gov

We process approximately 30,000 license registrations

Exhibit "A" Printing Page

Requirments	Estimated Amount	Price Per Unit	Total
MV-1 Motor Vehicle Property Tax Adjustment Credit Schedule	550,000	.07	38,500.
Printed Envelops for the MV-1		.03	16,500.
Bulk Mailing of MV-1		.025	13,750.

REQUEST FOR QUOTATION - CRFQ TAX25*01
Printing and Distribution of MV-1 Motor Vehicle Property
Tax Adjustment Credit schedule

7.2 The following remedies shall be available to the Agency upon default.

7.2.1 Immediate cancellation of the Contract.

7.2.2 Immediate cancellation of one or more release orders issued under this Contract.

7.2.3 Any other remedies available in law or equity.

8. MISCELLANEOUS:

8.1 No Substitutions: Vendor shall supply only Contract Items submitted in response to the Solicitation unless a contract modification is approved in accordance with the provisions contained in this Contract.

8.2 Vendor Supply: Vendor must carry sufficient inventory of the Contract Items being offered to fulfill its obligations under this Contract. By signing its bid, Vendor certifies that it can supply the Contract Items contained in its bid response.

8.3 Reports: Vendor shall provide a summary report to the Agency showing the supplies purchased, quantities of supplies purchased, and total dollar value of the supplies purchased. Vendor shall also provide the number of letters mailed, and the total cost of postage associated with mailing those letters. Failure to supply such reports may be grounds for cancellation of this Contract.

8.4 Contract Manager: During its performance of this Contract, Vendor must designate and maintain a primary contract manager responsible for overseeing Vendor's responsibilities under this Contract. The Contract manager must be available during normal business hours to address any customer service or other issues related to this Contract. Vendor should list its Contract manager and his or her contact information below.

Contract Manager: ROBERT DENTON
Telephone Number: 540 752 9746
Fax Number: 540 752 9794
Email Address: rdenton@dataintegrators.com

DESIGNATED CONTACT: Vendor appoints the individual identified in this Section as the Contract Administrator and the initial point of contact for matters relating to this Contract.

(Printed Name and Title) Robert Denton President

(Address) 1190 International Parkway Suite 109 Fredericksburg VA 22406

(Phone Number) / (Fax Number) 540-752-9740 Fax 540-752-9744

(email address) bdenton@dataintegrators.com

CERTIFICATION AND SIGNATURE: By signing below, or submitting documentation through wvOASIS, I certify that: I have reviewed this Solicitation/Contract in its entirety; that I understand the requirements, terms and conditions, and other information contained herein; that this bid, offer or proposal constitutes an offer to the State that cannot be unilaterally withdrawn; that the product or service proposed meets the mandatory requirements contained in the Solicitation/Contract for that product or service, unless otherwise stated herein; that the Vendor accepts the terms and conditions contained in the Solicitation, unless otherwise stated herein; that I am submitting this bid, offer or proposal for review and consideration; that this bid or offer was made without prior understanding, agreement, or connection with any entity submitting a bid or offer for the same material, supplies, equipment or services; that this bid or offer is in all respects fair and without collusion or fraud; that this Contract is accepted or entered into without any prior understanding, agreement, or connection to any other entity that could be considered a violation of law; that I am authorized by the Vendor to execute and submit this bid, offer, or proposal, or any documents related thereto on Vendor's behalf; that I am authorized to bind the vendor in a contractual relationship; and that to the best of my knowledge, the vendor has properly registered with any State agency that may require registration.

By signing below, I further certify that I understand this Contract is subject to the provisions of West Virginia Code § 5A-3-62, which automatically voids certain contract clauses that violate State law; and that pursuant to W. Va. Code 5A-3-63, the entity entering into this contract is prohibited from engaging in a boycott against Israel.

Data Integrators, Inc _____

(Company)  _____

(Signature of Authorized Representative)

(Printed Name and Title of Authorized Representative) (Date)

Robert Denton President

(Phone Number) (Fax Number)

540-752-9740 Fax 540-752-9744

(Email Address)

Revised 8/24/2023

ADDENDUM ACKNOWLEDGEMENT FORM
SOLICITATION NO.: CRFQ TAX2500000001

Instructions: Please acknowledge receipt of all addenda issued with this solicitation by completing this addendum acknowledgment form. Check the box next to each addendum received and sign below. Failure to acknowledge addenda may result in bid disqualification.

Acknowledgment: I hereby acknowledge receipt of the following addenda and have made the necessary revisions to my proposal, plans and/or specification, etc.

Addendum Numbers Received:

(Check the box next to each addendum received)

- | | |
|--|--|
| <input checked="" type="checkbox"/> Addendum No. 1 | <input type="checkbox"/> Addendum No. 6 |
| <input type="checkbox"/> Addendum No. 2 | <input type="checkbox"/> Addendum No. 7 |
| <input type="checkbox"/> Addendum No. 3 | <input type="checkbox"/> Addendum No. 8 |
| <input type="checkbox"/> Addendum No. 4 | <input type="checkbox"/> Addendum No. 9 |
| <input type="checkbox"/> Addendum No. 5 | <input type="checkbox"/> Addendum No. 10 |

I understand that failure to confirm the receipt of addenda may be cause for rejection of this bid. I further understand that that any verbal representation made or assumed to be made during any oral discussion held between Vendor's representatives and any state personnel is not binding. Only the information issued in writing and added to the specifications by an official addendum is binding.

DATA INTEGRATORS, INC
Company


Authorized Signature

11-19-2024
Date

NOTE: This addendum acknowledgment should be submitted with the bid to expedite document processing.

Additional Services

[Printing](#)

- **Election Printing and Mailing** - ballots, voter registration cards, absentee voting applications and polling place notifications.
- **Political Mail** - promote candidates and get messages to voters
- **Auxiliary Mailings such as postcards, fliers, Brochures, etc** - Cost effective and fast turnaround printing and mailing services
- **Check Printing and Mailing** - MICR check printing on-site
- **Custom Perforation of Forms** - Variable and customizable perforations in-line with print.
- **Compliance Communications** - Critical legal and ethical notification mailings
- **Newsletter Printing and Mailing** - High quality newsletter printing

[Support Services](#)

- **Data Processing** - We offer very capable and reliable automated systems to process your data quickly, and reliably
- **Call Center Services** - Inbound or outbound, IVR and SMS
- **Lockbox Services** - Process in-mail customer payments quickly
- **E Statements** - fast, efficient, and environmentally friendly alternative to traditional mail delivery.
- **Statement Redesign** - Enhance your existing designs, or redesign statements to help create an easier, clearer picture for your customers.

Project Implementation

Scope and Requirements

The implementation process of a new printing and mailing client to an existing company involves several steps to ensure a smooth transition and successful integration.

A Project Requirement Document (PRD) will be created with the agreed upon requirements for the process. This document will cover many aspects, including:

- Mail volume and schedule
- Security requirements
- Service level agreements
- Mailing Components
- Mailer Construction
- Reporting requirements

Infrastructure and Data Processing

Data Integrators and the customer's IT team will establish the required transmission, storage, and processing requirements for the project. This should cover data security, compliance issues, and required postal processing prior to being released for production.

Security and Compliance requirements should ensure that:

- data is protected from unauthorized access, theft, or misuse.
- data storage and transmission practices comply with relevant regulations and industry standards.
- only authorized individuals have access to the data, and that access is granted on a need-to-know basis.
- data is only stored for as long as necessary and that it is properly disposed of once it is no longer needed.

Postal requirements:

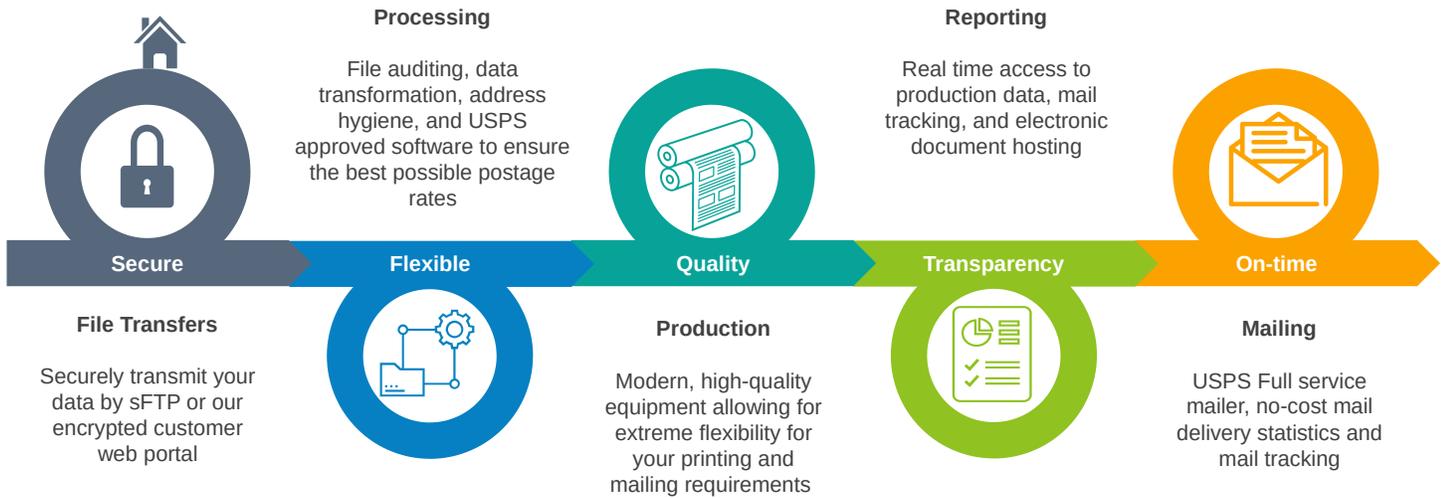
- Address data must be processed the USPS approved software, including NCOA for highest discounts.
- Location of printed addresses and envelope windows in agreement with USPS requirements.
- Proper unique USPS IM Barcode sequence number and mailer ID assignment
- Mail tracking program enrollment

Project testing and acceptance

When the processing requirements have been finalized, and testing materials, and/or test data has been provided, any required testing or production samples will be provided in electronic or hard-copy form as required in the contract.

Production Process

Using a highly automated set of workflow tools, Data Integrators, Inc. can quickly and reliably process incoming files for review by our customers. Incoming data or print files are automatically queued for all necessary processing.



File Receipt:

- sFTP
- Encrypted Website
- Physical Media
- Automated Notification

File Auditing:

- Quantity
- Quality
- Customer defined

Address Hygiene:

- CASS
- NCOA
- Lexis/Nexis

Printing / Production:

- High quality variable color printing
- Variable messaging
- Inserting

Mailing:

- USPS Full service mail
- Mail tracking and reporting

Reporting:

- Mail tracking
- Online production tracking
- Monthly Summaries
- Inventory Reports
- Automated Notifications

Data Processing

Our automated data file processing tools can significantly enhance mail processing and delivery by streamlining the entire process. These tools can automatically extract and sort data, such as addresses, names, and other pertinent information, and use this data to optimize delivery routes and improve delivery times. By automating mail processing and delivery, companies can reduce the potential for human error, increase efficiency, and improve overall customer satisfaction.

Highly customized tools, and USPS approved applications help ensure the adherence to rigorous USPS standards that are required for modern mailings and discounts. Data Integrators can make sure that your important customer communications are always consistent with those regulations. As a full service mail provider, Data Integrators will make sure your mail is delivered in the most accurate, and timely manner possible, while obtaining the lowest possible postage rates.

Printing

Data Integrators uses high resolution, high speed inkjet color press technology. All variable data and traditional paper form elements are printed digitally on blank stock. There is no need to warehouse, and then potentially waste pre-printed forms when changes need to be made. All print and perforation is done in a single process.

Printing bills in variable, digital color can enhance a customer's experience in many ways. It can make the bills more visually appealing and engaging, which can improve the customer's perception of the company and the billing process. Colorful bills can help to draw the customer's attention to specific sections, such as due dates, outstanding balances, or promotional offers. This can increase the likelihood that the customer will take the desired action, such as paying the bill on time or taking advantage of a special offer.

Printing bills in color can:

- Make content easier to read and understand
- Highlight important information, such as new charges or changes to the account
- Group related items together, such as charges from the same service or product.
- Reduce the potential for confusion and errors, and make the bill more user-friendly.

High quality digital color printing can help to reinforce the company's brand and identity. The use of colors and graphics can help to create a consistent look and feel across all communications, which can help to build trust and loyalty with the customer.

Inserting

Data Integrators utilizes a variety of equipment to complete the manufacturing or customer correspondence.

Barcode scanning, and real-time reporting provides for the tracking of mail pieces throughout the insertion process. Data matrix barcodes on each piece of mail are scanned as they are inserted. The scan verifies the mail piece was completed through the end of the insertion process and is used to check for any missing or damaged pieces, ensuring a 100% complete mailing.

Security

Data Integrators, Inc. prioritizes customer data security and has taken significant steps to ensure that all customer data is kept safe. This includes implementing advanced encryption technologies, utilizing firewalls and intrusion detection systems, and enforcing strict policies and procedures for handling customer data. All employees receive regular training on data security best practices.

All printed materials are also housed within a controlled access facility, and only leave that protection when the mailing is ready to be released the Post Office for delivery.

Data Integrators maintains on-premise systems protected by multiple levels of electronic and physical security layers.

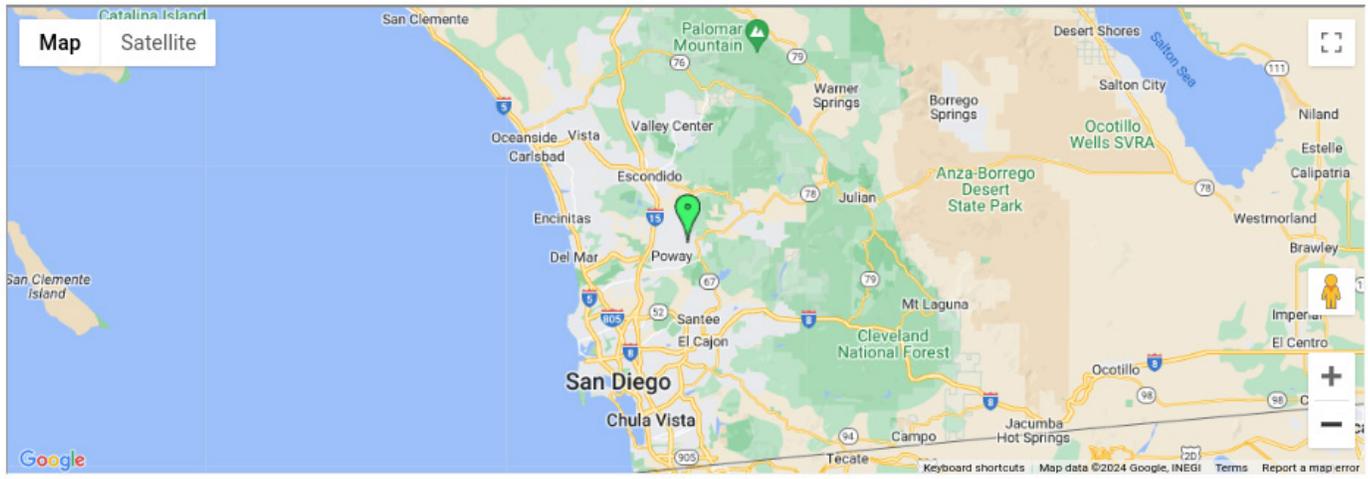
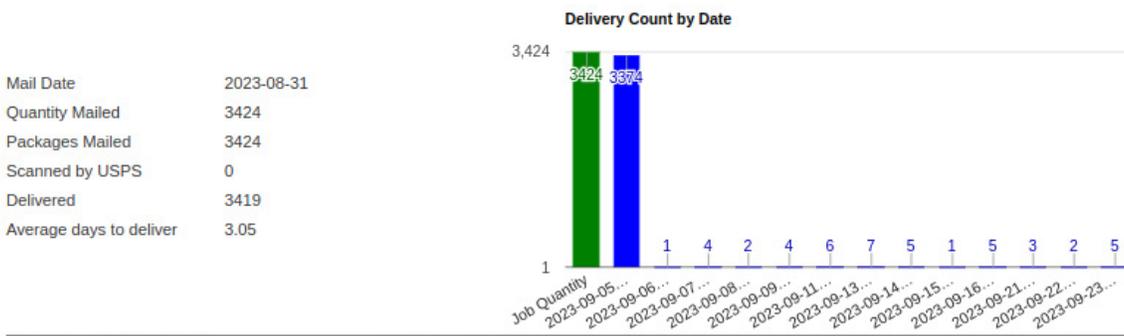
Mail Tracking and Delivery Statistics

[USPS mail tracking summary by mail stream](#)

Data Integrators, Inc. provides a no-cost mail tracking solution for your mailings. All information is available online, and retained for the length of the contract. An overall summary of a mailing is shown below.

Having the ability to track mailed invoices would be advantageous for any company. This ensures that the invoices reach their intended recipients without getting lost in transit, in turn decreasing the likelihood of late payments and any associated fees. Tracking mailed invoices would also provide a record of when the invoice was sent and received, enabling the company to address any disputes or concerns related to mail delivery. By tracking mailed invoices, companies can improve their billing process efficiency by identifying any potential issues with delivery and taking appropriate measures to resolve them. Overall, the ability to track mailed invoices enhances the reliability and effectiveness of any company's mailing needs.

Job Number	Job Name	Quantity	Mail Date	Status
232898	SDSummons_South-Yellow -- 2023-08-25	3424	2023-08-31	Delivered: 99.9%



State	Percentage Delivered	Mailed	Delivered
CA	99.85%	3424	3419

Mail Tracking

[Searchable mail tracking by recipient](#)

All data used to create the mailing summary is searchable. USPS events for individual records can be found by a variety of search criteria.

SEARCH PANEL

Enter information below to search your records for individual mail tracking information.

[Click here to configure your search fields and results.](#)

AccountNumber

PremiseNumber

Recipient Name

Service Address

Mailing Address

MAIL TRACKING RESULTS

Only the first 50 results are shown. Use the search panel to help filter your results.

	AccountNumber	PremiseNumber	Recipient Full Name	Service Address	Mailing Address
View Account	0062291	270047789	James, James M	1000 Columbia Ave	1000 Columbia Ave
View Account	0062317	270047811	James, Kelly S	1000 Pennsylvania St	1000 Pennsylvania St
View Account	0062334	270047826	James, Andrew	1000 Columbia Ave	1000 Columbia Ave
View Account	0062688	270048087	James, Christopher	1000 Raleigh St	1000 Raleigh St
View Account	0063040	270048310	James, Thomas R	1000 Raleigh St	1000 Raleigh St
View Account	0063950	270048879	James, James	1000 Raleigh St	1000 Raleigh St
View Account	0064085	270048967	James, Donald W	1000 Pennsylvania St	1000 Pennsylvania St
View Account	0064560	270049277	James, John	1000 Raleigh St	1000 Raleigh St
View Account	0064580	270049294	James, James Andrew M	1000 Raleigh St	1000 Raleigh St
View Account	0065017	270049664	James, James Andrew M	1000 Raleigh St	1000 Raleigh St
View Account	0065611	270050070	James, James Andrew M	1000 Raleigh St	1000 Raleigh St
View Account	0068109	270051846	James, Andrew	1000 Pennsylvania St	1000 Pennsylvania St
View Account	0068531	270052173	James, Andrew	1000 Pennsylvania St	1000 Pennsylvania St
View Account	0068699	270052319	James, John	1000 Raleigh St	1000 Raleigh St
View Account	0068741	270052351	James, James	1000 Raleigh St	1000 Raleigh St
View Account	0068751	270052361	James, James	1000 Raleigh St	1000 Raleigh St

All captured USPS events and locations available as soon as the information is received from the postal service. A detailed view for an individual mail piece is shown below.

SEARCH PANEL

Enter information below to search your records for individual mail tracking information.

[Click here to configure your search fields and results.](#)

AccountNumber

PremiseNumber

Recipient Name

Service Address

Mailing Address

MAIL TRACKING RESULTS

[←Back to search results.](#)

AccountNumber	BillDate	TotalDue	MailDate	Service Address	Mailing Address	Delivery Status
0092555	05/21/2020	37.14	2020-05-22	1000 Pennsylvania St	1000 Pennsylvania St	Delivered: 2020-05-26

Zip Code	City, State	Status	Date / Time
22406	FREDERICKSBURG, VA	Release to USPS	2020-05-22 12:55:07
23150	SANDSTON, VA	O/G Primary	2020-05-22 22:14:17
30304	ATLANTA, GA	Managed Mail	2020-05-24 08:50:02
30304	ATLANTA, GA	DPS Sequencing	2020-05-25 01:13:41
30304	ATLANTA, GA	DPS Carrier Sort	2020-05-26 01:11:39
30350	ATLANTA, GA	Logical Delivery Event	2020-05-26 18:47:13

Map Satellite

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