

Vendor Requirements for 2021-22 Pre-Tax Intercept Notification Letter processing

Included with RFQ

- One (1) Sample .CSV (comma separated value) data file with five (5) test records
- One (1) Sample Word Document (Merge Letter)
- One (1) Shell Word Document showing bookmarks from .CSV file for merge/printing

Requirements for Vendor

- Must be able to create a MERGE document for each of the rows in the .CSV file from the provided SHELL document.
 - Note: The <Letter Key> must be visible in the address window
- Must be able to perform an ADDRESS LOOKUP and insert BAR CODE where appropriate in each letter.
- Must be able to provide sample resolved letters to the court for approval by September 15, 2021
- Must be prepared to Print and Postmark Letters within seven (7) days of receipt of the .CSV data file.
- Must be able to Print and Postmark the letters by September 30, 2021
- Must provide a single contact email and phone number for developer communication
- Must be able to provide a secure SFTP site for transmission of the .CSV data file.

Successful Bidder

- Will be provided with a small (**confidential**) sampling of production accounts/names/addresses for use in ADDRESS LOOKUP testing and verification.
 - This sample file will be transmitted via SFTP to the vendor supplied FTP site
- Will be required to submit one resolved letter for each of the following “Collection Agencies” to the court for approval by September 15th, 2021. (At least one of each will be provided in the production sampling .CSV file)
 - YUBA COUNTY SUPERIOR COURT
 - LASSEN COUNTY SUPERIOR COURT
 - SHASTA COUNTY SUPERIOR COURT
 - TEHAMA COUNTY SUPERIOR COURT
 - GLENN COUNTY SUPERIOR COURT
- Will receive the .CSV data file at least seven (7) days prior to the <Letter Date> as specified in the .CSV file