



**Public Notice of Intent to Award**

July 29, 2020

<b>Procurement Type and Number</b>	Request for Proposal # 3120002020
<b>Procurement Title</b>	Title Print and Mail Services
<b>Opening Date and Time</b>	July 24, 2020 at 2:00 p.m.

The Department of Revenue (referred to as “DOR” or “Department”) requested written proposals to provide off-site processing services to print and mail vehicle titles on a daily basis. These services shall include converting electronic information to paper format and preparing this information for mailing and delivery to the United States Postal Service.

DOR will contract for these services with a single vendor for a contract period beginning October 2, 2020 and ending October 1, 2023.

DOR released the TITLE PRINT AND MAIL SERVICES (RFP) # 3120002020 on June 25, 2020. DOR received one (1) sealed proposal in response to this RFP. The proposal was submitted by American Bank Note Company and was deemed responsive. It was the only proposal received and was, therefore, ranked the highest.

The evaluation committee members are as follows:

Jan Craig	Associate Commissioner, DOR
Frank Puryear	Office Director, Administrative Services, DOR
Lisa Chism	Office Director, Property Tax, DOR
Lisa Green	Bureau Director, Motor Vehicles, DOR

The proposal submitted by American Bank Note Company was evaluated and deemed responsive and responsible according to the criteria stated in the solicitation.

We announce our recommendation to award a contract to the following vendor subject to approval by the Public Procurement Review Board.

- American Bank Note Company, Columbia, Tennessee

The total amount to be awarded for Title Print and Mail Services is \$1,552,950.00.

We would like to thank each vendor for your time and efforts in preparing a response to this solicitation.

We invite you to contact **Erica Green Greenwood, Contract Analyst, SR** if you would like to request a post-award vendor debriefing under Rule 6.210 of the PPRB OPTFM Rules and Regulations. This debriefing is a meeting and not a hearing; therefore, legal representation is not

required. However, if you prefer to have legal representation present, you must provide notification prior to the scheduled meeting so that we can also have legal representation present. Your request for debriefing must be received within three (3) business days after the issuance of this notice or no later than **August 3, 2020**. MDOR reserves the right to conduct any such debriefing via a teleconference.

Vendors are reminded that any protests of this decision must be submitted to **Erica Green Greenwood, Contract Analyst, SR** within seven (7) calendar days after the issuance of this notice or no later than **August 5, 2020**. The protest must be in writing, identify the name and address of the protestor, provide appropriate identification of the procurement and resulting contract number (if known), and detail the nature of the protest, including available supporting exhibits, evidence, or documents to substantiate any claims.

The successful vendor is instructed not to begin work, purchase materials, or enter into subcontracts relating to the project or services until execution of the contract.

We appreciate your interest in doing business with the State of Mississippi.

Sincerely,

*Erica Green Greenwood*

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