

**2003 OPEN ENROLLMENT PERIOD
PRINTING AND DELIVERY TIMETABLE**

March 2003

- 14 Public bid notice in Honolulu Star Bulletin, Hawaii Tribune-Herald, West Hawaii Today, The Maui News, and The Garden Island.
- 14 Bid specifications available for pick up at Trust Fund Office.
- 19 Offerors' Conference with Administrator/Procurement Officer - 10:00 a.m.
- 21 Deadline for Offerors' Written Questions - 10:00 a.m. via FAX or delivery
- 21 Administrator to FAX answers to Offerors' Written Questions - 4:00 p.m.
- 25 *Deadline for Offerors to submit bids up to 9:00 a.m.; public bid opening at Trust Fund Office.*
- 28 Contract award.

April 2003

- 3 Administrator to give FIRST SET (Employee Booklet) of materials to Contractor in pdf format.
- 4 Contractor to provide FIRST SET of proofs to Administrator.
- 7 Administrator to approve FIRST SET of proofs.
- 7 to 11 Contractor to print Employee Booklets.
- 8 Administrator to give SECOND SET (Retiree Booklet, Enrollment Forms, Imprinted Envelope, and Postcard) of materials to Contractor in pdf format.
- 9 Contractor to provide SECOND SET of proofs to Administrator.
- 10 Administrator to approve SECOND SET of proofs.
- 10 to 17 Contractor to print Retiree Booklets, Enrollment Forms, Imprinted Envelopes, and Postcard.
- 15 Administrator to provide Contractor print files (employees and retirees).
Contractor to print approximately 92,000 Data Sheets for employees and retirees.
Administrator to provide Contractor with a print file for reports. Contractor to print reports.
- 18 to 25 Contractor to package and deliver Employee Booklets, Data Sheets, and Enrollment Forms to approximately 200 Oahu locations and 130 neighbor island locations.
- 18 to 25 Contractor to collate Retiree Booklets, Data Sheets, Imprinted Envelopes, and Postcard and deliver to U.S. Post Office for Pre-sort First Class mailing.
- 28 Contractor to warehouse undelivered documents.