

Teachers' Retirement System of the State of Kentucky  
Request for Proposals  
Printing Services

Questions from firms and TRS responses posted on Feb. 27, 2026

*Similar questions from different firms have been consolidated for a response.*

1. When the specifications listed in the RFP vary from the examples shown to each firm filing a notice of intent to bid, on which should proposals to TRS be based?

TRS response: Bids should be based upon the examples shown. Firms also may propose any additional variation that is a more cost-effective and efficient means of producing the communication.

2. Regarding the 1099-R, will you supply the pdf of the form that you want us to use to fill in as well as the data for the form.

TRS response: TRS will provide a template form with bookmarks. The data will be provided electronically on a secure server.

3. Regarding the 1099-R, please confirm that the scope of work only includes printing and mailing the paper forms.

TRS response: Correct, provided that the data supplied is printed on the form as referenced in answer No. 2.

4. Regarding the 1099-R, what date do you plan to get the information to us (how many business days will we have to get these printed and mailed)?

TRS response: The data was provided to the printer on Jan. 9 this year, which is typical.

5. Regarding the member annual statements, is this formatted so that the name and address can be seen through a window envelope, or does it need to be in a regular envelope that must be addressed to match? If a window envelope is ok, does it need to be a security window envelope?

TRS response: The statement is formatted for the name and address on the statement to be visible through a window envelope. The envelope should be of a type to ensure that any information on the form other than the name and postal coding is not visible.

6. Regarding daily wage threshold letters, is this formatted so that the name and address can be seen through a window envelope, or does it need to be in a regular envelope that must be addressed to match? If a window envelope is ok, does it need to be a security window envelope?

TRS response: The letter is formatted for the name and address to be visible through a window envelope. The envelope should be of a type to ensure that any information on the form other than the name and postal coding is not visible.

7. Regarding the annual comprehensive financial report, the foil stamping on the cover of this book is gold. Confirming we should quote gold foil. The sample also shows a Wire-O bound book and not spiral (spiral is the plastic coil). Confirming we should quote Wire-O binding with gold wire. What kind of paper is used for the front and back covers?

TRS response: The color of the foil and the front and back covers are rotated on a cycle, but bids should be based on the example provided. Alternative specifications of the binding and the covers may be proposed in a firm's proposal.

8. Is this awarded as a package or are components to be awarded independently?

TRS response: The current contract was the result of an award as a package, but TRS may award components individually or in subgroups.