



SOLICITATION ADDENDUM

Date: **1/23/2026**
Subject: **Cigarette Tax Stamps**
Solicitation Number: **6100064552**
Due Date/Time: **02/05/2026**
Addendum Number: **002**

To All Suppliers:

The Commonwealth of Pennsylvania defines a solicitation “Addendum” as an addition to or amendment of the original terms, conditions, specifications, or instructions of a procurement solicitation (e.g., Invitation for Bids or Request for Proposals).

List any and all changes:

See attached list of questions and answers

Additional note: Due to the incorrect email shown in the Statement of Work one vendor was unable to RSVP to the pre bid conference held on January 14,2026. The two Vendors in attendance were Ashton Potter and SICPA.

A Second pre bid conference call was held on January 22, 2026. The vendor in attendance was Securikett.

Type of Solicitation: Choose an item.

Except as clarified and amended by this Addendum, the terms, conditions, specifications, and instructions of the solicitation and any previous solicitation addenda, remain as originally written.

Respectfully,

Name: Dan Covell
Title: Commodity Specialist
Phone: 717-346-3828
Email: dcovell@pa.gov

Questions and Answers for Solicitation 6100064552 Cigarette Tax Stamps

Addendum # 002

- In the **Statement of Work for Cigarette Tax Stamp Vendor** is page 12 intentionally left blank?
 - Yes

- In the **Statement of Work for Cigarette Tax Stamp Vendor** on page 8, section 2. B. Quantity, the estimated yearly purchase quantity for the PA State stamps is 450,000,000. This is different from the 360,000,000 PA State stamp quantity on the **Cost Submittal Sheet**. Which quantity is correct?
 - 360,000,000

Option 2 – DTD Order Processing and Shipping

- Can the Commonwealth provide an estimated number of CSA orders per month or year?
 - Approx. 129 orders per month/ 1,549 per year
 - Is there a minimum and maximum number of rolls or sheets per CSA order?
 - No
 - What is the average order size placed by CSAs?
 - Ranges from one roll to 30 rolls per order.
 - Can the Commonwealth confirm that all shipments to CSAs are charged directly to the CSA's FedEx or UPS account numbers?
 - Yes
-
- The NOTE on page 5 of the **Specifications for PA State Stamps** indicates that “sheets will be packed in a case containing 200 sheets for a total of 30,000 stamps” while the NOTE on page 7 indicates that “sheets will be packed in a case containing 300 sheets for a total of 30,000 stamps”. Which is correct?
 - 150 stamps on a sheet, 10 sheets stapled together, 20 packs stapled together per box equals 30,000 stamps per box. References to ‘case’ for sheets should be changed to ‘box’.

 - In **Section 4 (Rolls) of the Specifications for Philadelphia Stamps** the roll format is defined to be 12 stamps across with 7,200 stamps per roll. Can the

Commonwealth confirm this is correct as it is a change from the current roll format used by DOR for the Philadelphia stamps.

- The definition of a roll for Philadelphia Stamps should be 15 stamps across each row. 480 rows equaling 7,200 stamps per roll.

- On pages 4 and 5 of the **Specifications for Philadelphia Stamps** indicates that “Thirty-six (36) boxes are packed in a case” while on page 6 the Specification indicates that there are to be “25 rolls in each case”. Which is correct?

- There are 36 boxes packed in a case for Philly. 25 boxes per case for state.
 - o DOR terminology:
 - Box: A tube that contains a single roll of stamps
 - Case: A container that contains 36 boxes

- In Section 7 (Security Features) of the **Specifications for PA State** and in Section 6 (Security Features) of **Specifications for Philadelphia Stamps** there are separate requirements for the Variable Image and OVI Ink. As the Variable Image appears and disappears this can be defined as changing color while OVI Ink is generally a separate, expensive, ink that is most often found on banknotes and identity documents. Can the Commonwealth clarify if their requirements are for two separate and distinct features or if the Variable Image and OVI Ink can be a single, integrated feature.
 - o DOR considers this a Single Integrated Feature

- The current DGS price worksheet for Option 1 requires vendors to include the cost of freight for bulk shipment of tax stamps directly to the DGS warehouse. Option 2, which is mandatory, asks vendors to provide pricing for direct shipment of tax stamps to Cigarette Stamping Agents (CSAs) from the vendor’s facility. Since the evaluation methodology combines Option 1 and Option 2 pricing, including freight costs in Option 1 may result in double-counting if stamps are shipped directly from the manufacturing facility under Option 2. Would DGS consider allowing vendors to

separate the freight cost from Option 1 and instead provide the net cost of the stamp plus the cost of order fulfillment for direct CSA shipments under Option 2? This approach would ensure a more accurate representation of costs for both options.

- **DOR/DGS will not consider the proposed change in the question. This will remain as is.**

- To confirm vendor responsiveness and responsibility, does the Commonwealth require a minimum number of references demonstrating prior experience with Direct-to-Distributor (DTD) integration with GENTAX for Option 2? If so, please specify the required number and any additional criteria for validating GENTAX integration experience.
 - o **The Commonwealth does not require vendor to provide references specific to DTD integration with GenTax. In the Certification of Eligibility document, we have a section for Prior Experience Requirements. We state: “Vendor must have prior experience in production of cigarette tax stamps.” The Vendor must certify that their company meets the requirement. Please also refer to the SOW – Section 2 Project Specifications, Section A – Vendor Qualifications and Certification of Eligibility Requirements.**

- On page 5 of the Statement of Work under ‘File Transfer Specifications for Direct to CSA Shipment Option,’ the DGS specifies the use of GENTAX (PATH) and GlobalScape secure FTP connection for electronic interchange of stamp orders. Would the agency consider allowing secure electronic file transfer through a vendor’s direct shipment platform using XML, web service, and API that is fully compatible with GENTAX for data exchange, in lieu of SFTP? This approach will provide equivalent security and potentially streamline integration.
 - o **The Commonwealth is open to evaluating the use of web services for information exchange. Any proposed solution will be subject to a review of the implementation details and security controls to ensure alignment with Commonwealth security standards and policies. Approval will be contingent on full compliance with applicable Commonwealth policies and security standards. The vendor must provide sufficient detail of its proposed alternative solution in the response for DOR to make an informed eligibility determination consistent with vendor’s proposed compliance with Commonwealth’s requirements including but not limited to information technology and information security policies.**

- On page 5 of the Statement of Work under 'File Transfer Specifications for Direct to CSA Shipment Option,' as specified in Attachment 6, can the agency confirm that, per the SOW, the vendor will provide the XML schema and WSDL in coordination with the agency's GENTAX team for the electronic transfer of stamp orders, including any additional fields not listed in Attachment 6? Meyercord has successfully integrated its systems with GENTAX for seven other state customers using DTD models, and this collaboration ensures that all stamp order fields and validation processes are correctly implemented for accurate processing of approved orders by both the vendor and the agency.
 - o The Commonwealth can accommodate an existing vendor provided layout, provided it includes all required data elements necessary to support the process. During the implementation phase, the Commonwealth would work with the vendor to identify and address any potential layout issues.

- On page 6 of the Statement of Work under 'Warehousing and Distribution Direct to CSAs,' can the agency confirm that electronic stamp orders approved by the Department of Revenue and received before a designated cutoff time (e.g., 10:00 AM DOR time) will be shipped the same day, and orders received after the cutoff will be shipped the next business day? All states currently subscribing to DTD models follow similar cutoff practices to ensure operational efficiency. This cutoff is necessary to allow vendor warehouse personnel sufficient time to pack, prepare, and place the orders on bonded carriers for direct shipment to CSAs, ensuring timely and accurate delivery.
 - Currently, all cigarette tax stamp orders must be received by 2:00 PM to qualify for same-day shipping.
 - If DOR or the vendor's processes require adjustments, the cutoff time may be changed
 - DOR will communicate any changes to cutoff times to Cigarette Stamp Agents (CSAs) promptly.

- On pages 5 and 6 of the Statement of Work, the requirement states that vendors must ship tax stamp orders within one (1) business day of receipt. Can the agency please define what constitutes a 'business day' for this contract? Specifically, does the definition exclude weekends and Commonwealth-recognized state holidays? Confirming this will ensure accurate planning for order fulfillment and compliance with shipping timelines.

- A business day means 7 am to 5pm which is DORs standard business hours. Weekends and Commonwealth-recognized holidays are NOT considered business days.
- Does the Commonwealth want the handheld detector or the IR pens to detect the presence of the taggant? The pen poses an eye safety risk and are not safe for eyes. They are extremely dangerous, potentially causing instant, permanent vision loss, as this wavelength penetrates deep into the eye to the retina, often without the blink reflex providing protection. Their beam is not visible, making accidental exposure more likely and warnings less effective.
 - DOR does not require Taggant pens. Handheld detectors are required.
- The final bullet in this section states that the vendor shall provide monthly reconciliation reports showing rolls shipped, current inventory levels, and other required monthly reporting. Could the agency please clarify what specific additional monthly reporting requirements are required, and the data elements for these reports?
 - At this time, there are no specific monthly reporting requirements established outside of what is listed in the SOW. However, DOR requires the ability to collaborate with the vendor to establish new reports as DOR deems necessary.

Can you please confirm the website we need to log into to register and get our number as well as find the detailed spec?

- Yes, it this site: www.pasupplierportal.state.pa.us

Should pricing be provided for both Option 1 and Option 2?

Yes, vendor is required to provide complete pricing for both options

On Option 2 (vendor fulfillment) will shipping of stamps to the Dept of Revenue warehouse be required?

Yes, a small quantity of stamps is expected to be requested from time to time during the course of the contract to be shipped to the Dept of Revenue. Freight cost for this would be FOB Destination.

Is 9 million the correct quantity?

9 million for Philadelphia; 360 million for Pennsylvania. (estimated)

Is this a committed quantity or an estimated quantity?

Estimated quantity based on past usage. On Option 1, direct shipment to the Commonwealth, expect this total quantity to be broken down into 2-3 orders per year. Quantity will be adjusted based on usage.

On Option 2, vendor fulfillment, the vendor will maintain the correct inventory based on usage making adjustments as the program evolves.

Will Dept of Revenue provide serial numbers?

Yes, the Dept of Revenue will provide a starting number.

Will the solicitation be sent or accessed online?

The Solicitation is an electronic bid and an electronic response, the vendor will access the bid and the bid documents through the PA Supplier Portal

A vendor has stated that they cannot find the bid document on the PA Supplier Portal?

The supplier needs to fill in the solicitation number and ONLY the solicitation number in the portal and leave the other fields blank. See below screenshot for an example:

The screenshot shows the Pennsylvania PA Supplier Portal interface. The breadcrumb navigation is "Bidder > Bidder > Bid Processing". The "Solicitations - All" tab is selected. The search criteria section includes the following fields:

- Solicitation Number: 6100064552
- Solicitation Status: [Dropdown]
- Creation Date: [Calendar] To [Calendar]
- Deadline Date Flag: [Dropdown]
- Status: [Dropdown]
- Response Timeframe: [Dropdown]
- Smart Number: [Text]

Buttons for "Apply" and "Clear" are present. Below the search criteria, there is a table with the following data:

Event Number	Event Description	Event Type	Event Status	Start Date	End Date	Response N
6100064552	P00793474 09/11/2025 10:55	Invitation For Bid	Published	01/05/2026	02/05/2026	