

Statewide Procurement of Mailing Equipment

Statewide Contract Webinar

Your Presenter



Beverly Alexander

Title:

IT Category Manager

Contact Information:

beverly.alexander@doas.ga.gov

404-656-5345

Purpose of this Webinar



The purpose of this webinar is to:



- **Explain** the purpose of the Statewide Contract
- **List** specific details related to the Statewide Contract
- **Review** the benefits of the Statewide Contract
- **List** the steps you follow to find the Statewide Contract on the SPD website
- **Review** Statewide Contract products/services and introduce the suppliers
- **Review** FAQs related to the Statewide Contract

Purpose

The purpose of the Statewide Contract for Mailing Equipment is to:



Reduce overall mail equipment cost to State entities. In doing so, the contract offers specific product categories to choose from.

mailing machines, mail openers, mail inserters, folding equipment, mail bursters, mail related software systems, sealing machines, electronic scales, postage meters, accessories and supplies



Statewide Contract Details



About the Statewide Contract for Mailing Equipment:

What is the Contract Number?

SWC 090791

Is it a Renewal?

No

Does it Replace an Existing Contract?

Yes

What is the Contract Term?

1 Year with 4 Renewal Options

What is the Expiration Date?

2-26-2010

Does it Allow the Use of the P-Card?

Yes

Who are the People to Contact with Questions:

Mitch Cummings – Pitney Bowes 678 629-4807
mitch.cummings@pb.com

Jim Coursey – Hasler/Neopost 770 717-8999
Jim.coursey@haslerneopost.com

Key Benefits



The Statewide Contract for Mailing Equipment provides the following benefits:

- Separate State of Georgia contract eliminating the fee formerly paid to the Western States Contracting Alliance Agreement (WSCA) while using the same vendors.
- An up to 50% discount over the Manufacturer's Base List Price on equipment.
- Multiple vendor awards that provide complete coverage throughout the entire State, while promoting continuous competition for spend/sales among awarded contract vendors.
- First year free maintenance with break/fix loaner options.
- Additional accessories and supplies.



Where to Find this Statewide Contract



The contract is available for use through the State Purchasing Statewide Contract Index Listing under Mail Equipment.

Here is the link to the Contract Index Link:

http://ssl.doas.state.ga.us/PRSapp/PR_StateWide_contract_list_alpha.jsp



Where to Find this Statewide Contract

Here is how you access the State Purchasing Statewide Contract Index Listing without the link:

1. Display the State Purchasing Division website (doas.state.ga.us)
2. Click on State Purchasing
3. Click on Statewide Contracts



Georgia Department of Administrative Services

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Advanced Search

Teamwork
Responsibility
Understanding
Service Excellence
Timeliness

CORE VALUES

DOAS Home About Us State and Local Suppliers Public and Non-Profit

STATE & LOCAL SUPPLIER SERVICES PUBLIC & NON-PROFIT

Team Georgia Marketplace
Changing the way we do business!

Features

- New Look, Even Better Service...
- Team Georgia Marketplace
- Comprehensive Loss Control
- Purchasing Card Program
- Purchasing Training
- How do I...?
- How's my Service?

Direct Links

- Team Georgia Marketplace Bidder & Supplier Portal
- Bid Notices - GA Procurement Registry
- Login to GPR for State & Local Entities
- eQuote
- GA Procurement Manual
- IKON Document Services
- VITAL Fleet Management System
- Car Rental Cost Comparison

Please assist us in continuously improving service to you, our customer! Visit www.HowMyService.ga.gov and rate the services we are providing. Thank you for letting us know how we can better serve you!

SPD CP0318

May 18: Channel 2 Video: DOAS Seeks to Lower Auto Claims

Apr 21: Governor Perdue's Press Release on the Spend Management Project

Apr 21: Pew Announces Partnership with State of Georgia to build Spend Management System

Mar 30: DOAS Launches New Website

More News...

Events

- May 28: State P-Card Program Overview for Cities, Counties and School Boards
- May 28: Supplier Seminar - Macon
- May 28: State Purchasing Card Seminar - Macon
- May 29: Supplier Seminar - Columbus

More Events...

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Georgia Department of Administrative Services

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STATE PURCHASING

DOAS Home About Us State and Local Suppliers Public and Non-Profit

Home > State and Local > State Purchasing

EXPLORE STATE PURCHASING

Contracts

- Knowledge Management
- Services & Contacts
- Process & Performance
- Policies & Procedures
- Procurement & Sourcing Tools
- 7 Stages of Procurement

Contracts at the statewide and agency level offer state and local governments a variety of products and services at competitive prices. Access to Team Georgia Market Place and contract indexes. [Learn More...](#)

News

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More Events...

Direct Links

- Login to GPR for State & Local Entities
- Bid Notices - GA Procurement Registry
- Agency & University Procurement Officer List
- eQuote
- GA Vendor Manual
- GA Procurement Manual
- Statewide Contracts
- IKON Document Solutions

Team Georgia Marketplace
Changing the way we do business!

Features

- Team Georgia Marketplace
- Official Forms & Documents
- Purchasing & Travel Cards
- Purchasing Training
- How do I...?
- How's my Service?
- State Purchasing Help Desk

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Where to Find this Statewide Contract



Here is how you access the State Purchasing Statewide Contract Index Listing without the link (continued):

4. Once the Statewide Contracts Index page displays, you can choose one of the methods available to access the statewide contracts



200 Piedmont Avenue, SE, Suite 1308 West Tower
Atlanta, Georgia 30334-9010
Phone: 404-657-6000
Fax: 404-657-8444

STATEWIDE CONTRACTS

State Purchasing establishes competitive statewide contracts for a wide variety of products, services, and equipment. These contracts cover commonly used commodities such as office furniture, motor vehicles, natural gas, liquid petroleum, paint, ammunition, asphalt, and much more. In order to find the contract that best fits your needs, use the following menu of search options.

If you have questions pertaining to a specific contract, please contact the State Purchasing Buyer identified in the contract information, or contact the State Purchasing office at 404-657-6000.

MENU

Choose one of the methods below to access Statewide Contracts

[list of Statewide Contracts \(Alpha order\)](#)

[list of 5 Digit NIGP codes assigned to Statewide Contracts](#)

[Search for Statewide Contracts by keyword](#)

[Search for Statewide Contracts by Major NIGP Category](#)

[RETURN](#)

Contract Suppliers: Pitney Bowes, Hasler and Neopost



- Highlight Products and Services
- Highlight Savings
- Introduce Standard Configurations



Mitch Cummings

Cell (678) 629- 4807

Mitch.cummings@pb.com

Pitney Bowes

State Strategic Accounts Manager

Georgia

***Pitney Bowes...the worlds leader in
mailstream and document management
solutions is proud to partner with
Georgia Government!***

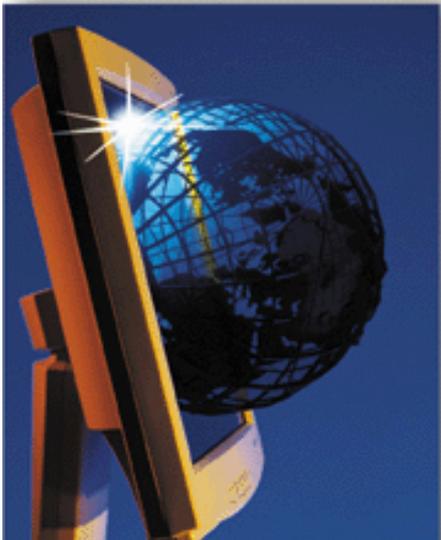


- Hardware and software systems and solutions for:
 - Mail processing
 - Folding / Inserting
 - Weighing/rating Shipping
 - Address Management
 - Barcode your mail
 - Presort your mail
 - Track your mail
 - Give you total control over postal accounting and mail management

- Offices and sales/service representatives statewide.

- A comprehensive suite of IntelliLink™ Technology Value Based Services: E- Certified, Delivery Confirmation, ERR.

- Dedicated consulting.



Pitney Bowes and our Value Added Services provide Georgia Government accounts immediate savings to their mail services.



These savings are achieved via better mailstream practices that include...

- Electronic Return Receipt..... Immediate savings of \$1.20 per piece processed.
- My Account.com..... Immediate access to place online service calls, order supplies and postage.
- Address Quality Management Tools..... Immediate postage savings from reduced Undeliverable As Addressed mail.
- Achieve your environmental “green” initiatives...
- On going training for the agencies.
- Pitney Bowes Mail Management Seminars.

Electronic Certified Return Receipt (E-CRR)



- Provides an IMMEDIATE POSTAGE SAVINGS of \$1.20 per piece to government agencies for every qualified mail piece sent via E-CRR.
- The United States Postal Service (USPS) currently provides a discount for return receipt for certified mail done through electronic means, as opposed to the traditional “green card” method. Pitney Bowes had developed a solution that uses its DM Series Intellilink meter to track and archive signatures electronically. Below are some of the benefits of this Pitney Bowes process:
 - Eliminate the manual processing of Certified Return Receipt (CRR) and the Green Cards.
 - Eliminate trips to the Post Office required when manually processing CRR.
 - Provides an immediate savings of \$1.20 for each E-CRR the state mails.
 - Eliminate the need for the return and storage of the Green Cards. The records with signatures will be stored electronically for 7 (seven) years on a Pitney Bowes secure website.

Address Quality Management and Postal Discounts



- Data quality and postal presorting software from Pitney Bowes helps you reduce return mail costs, expedite shipping requests from employee desktops, correct postal code errors and eliminate duplicate or undeliverable addresses.
- *VeriMove™* provides IMMEDIATE COST SAVINGS from reducing the cost for undeliverable mail to Georgia via our proven address correction / verification solutions.
- Capture move updates faster and more high-speed connectivity that makes it easy to compare your mailing lists to a database of the 160 million individuals who have recently changed their address.
- *VeriMove™* interfaces directly with NCOALink, the National Change of Address database operated by the US Postal Service. You'll meet the USPS® Move Update requirements, qualify for postal discounts and find lost customers — all while keeping your customer data in-house, under your control.
- Intelligent Mail provides insight into the 2009 USPS® Intelligent Mail Barcode requirements and how you can leverage and optimize the new intelligence across your mailstream.

Reduce Undeliverable As Addressed (UAA) Mail and Meet Your Environmental Concerns with Better Address Quality



- The overall production and distribution of mail adds to an agency's *carbon footprint*. State governments recognize the importance of taking action on this issue, and thus are adopting steps to reduce their carbon footprint. Pitney Bowes can help customers achieve their environmental or "green" goals in a number of ways.
- One of the most effective ways is to reduce the amount of Undeliverable As Addressed (UAA) mail that gets returned to an agency's office (often remote or field offices). As much as 30% of all mail sent today contains an address error, including missing information, outdated information, wrong ZIP Codes, or invalid street data.
- Some estimate that returned mail costs agencies \$4.00 or more per piece in added processing. In environmental terms, the waste and resource consumption incurred in paper, production, trucking and recycling, and disposal of undeliverable mail is significant.
- Pitney Bowes offers solutions that get to the root cause of UAA issues:
- **Real-Time Address Validation:** Data entry accounts for approximately 40% of data quality problems. However, keeping bad address data out of an agency's databases can be easily accomplished, whether those addresses are keyed in by customer service representatives, program professionals, or even constituents themselves. Today, agencies can integrate software that captures, corrects, and verifies address data in real-time, thereby effectively dealing with this issue before it becomes a problem.
- **Closed-Loop Address Management Practices:** Even with stronger data entry, constituents move (17% annually) and some addresses simply change (including more than 650,000 ZIP +4 changes every year). Prior to mailing, Pitney Bowes recommends using a move update solution that interfaces directly with USPS® NCOALink® data. Afterwards, customers can capture additional updates on the back-end through other Pitney Bowes software products. These updates, including the corrections made by CASS, Delivery Point Validation databases, and other data cleansing tools, also need to work their way back to the original data sources, or the cycle will continue.
- **Consolidate Mailings**
State agency mailers are learning from the best practices applied by many others who use consolidated mailing, that is, combining multiple communications in a single envelope.

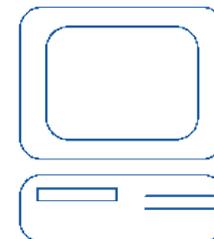


“My Account” For Easy Access To Account Information And Services

My Account on pb.com provides you direct access to your Pitney Bowes® account information, 24 hours a day, 7 days a week, allowing you to conduct business with Pitney Bowes at your convenience. My Account provides a wide range of services and features including the following:

- Track the status of USPS, FedEx and DHL shipments.
- Reorder postage, check balances, review statements and historical information.
- Order supplies and business products for all your mailing and shipping needs.
- Place and track equipment service and training requests.
- Manage your equipment inventory, even for multiple locations.

**[My Account Home --
Anonymous](#)**



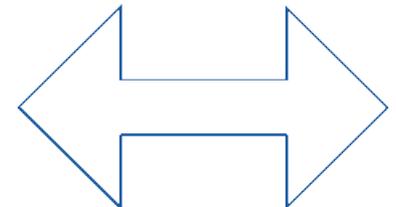
IntelliLink™ Technology Saves You Time



You can download postage automatically, right through your IntelliLink™ Control Center, and get new rate and class changes, so rate changes can't go into effect and leave you behind. You can even update your operating system automatically with IntelliLink™ technology.



- One Touch Postage Downloads: No more pre-paid accounts
 - No phone calls to make, no codes to exchange, no hassles. Access your Postage By Phone® account 24/7.
- Automatic Weighing And Rate Update Capability Set A New Standard
 - Eliminate rate prom and other rate change hassles.
 - Maximize accuracy and system performance.
- Instant Software Updates
 - Protect you from obsolescence and assures optimum system performance.
- Access to new USPS services
 - E-Certified or E-Return Receipt
 - Delivery Confirmation
 - Signature Confirmation



On-Going Training.... Included at NO ADDITIONAL CHARGE to Georgia



- At Pitney Bowes we have migrated our equipment maintenance contracts to include “on going training” for our customers with a maintenance agreement.
- This is critical as it helps ensure that customers receive the full value of their solution.
- Pitney Bowes service organization provides unlimited “on-going training” to the State of customers when the state hires new employees, or If an agency needs a refresher course on the features and functions of a machine.

Mail Management Education Seminar

FREE Service for Qualified Govt Orders



- Pitney Bowes will provide for the State of Georgia our unique Mail Management Seminar.
- This award winning Mail Management seminar is conducted at our Postage Education Center in conveniently located in Peachtree City, Georgia and includes the following...
- Teaching mailers how to take advantage of USPS programs and special services.
- Maximize work sharing discounts, boosting productivity without increasing costs.
- Learn methods and ideas for improving productivity, the top ten concerns of mail center managers, mail center security processes. and others.

Products and Services



Contract Product and Services include:

Multi tiered levels of Mailing Equipment based on volume and needs

Carrier Management / Shipping Tools

Folding / Inserting Solutions from entry level to production service

Address Correction Software and Hardware Solutions

Visitor Management Tools for Schools and Government Buildings

Asset Management Tools

Other Pitney Bowes Solutions



- **Lobbytrack Security Management in Schools**
- **Exam Book Tracking**
- **Asset Management / Property Management**
- **Integrated Print Management**

Standard Configurations Samples

Pitney Bowes Standard Mailing Systems Packages from SWC 090791



		Average Postage Use Per Month
PB Pkg #1	Entry level meter / scale Model K700 / 2# scale \$21.00 per month	Less than \$50 per month
PB Pkg #2	Entry level meter/scale/ moistener Model DM 100 / 5# Scale \$45.00 per month	\$50 - \$150 per month in postage
PB Pkg #3	Entry level meter, scale / sealer Model DM 200 / 5# Scale \$89.00 per month	\$150 - \$250 per month in postage
PB Pkg #4	Low volume meter, scale / sealer Model DM 300 / 5# Scale / Semi auto feeder \$114.00 per month	\$250 - \$350 per month in postage

All packages include equipment maintenance, postage by phone resets, USPS rate updates, delivery, setup and training.

Pricing based on Georgia SWC 090791, 5 year term that is subject to the appropriation of funds each year.

Revised: 2-17-09

SPD-CP031b



Craig Stillwagon

C.Stillwagon@Neopost.com

**Regional Business Development Manager
Public Sector Accounts
Hasler/Neopost**

Who is Neopost/Hasler?



Who we are...

- **Neopost/Hasler has been manufacturing mailing equipment for over 150 years.**
- **We have locations throughout the US and over 90 countries.**
- **Neopost/Hasler is the first company to produce tabletop folder/inserters.**
- **We have a complete line of mailing equipment, folder/inserters, address printers, mail sorting and tracking systems, and mail center management tools.**
- **We are known for our unmatched reputation and our unparalleled level of customer satisfaction.**

Hasler and Neopost



- **How we can help your organization**
- **Mail Flow Optimization**
- **Software Solutions**
- **Folder Inserters**
- **Tabbing Systems, Letter Openers, & Scales**
- **Value Added Services**
- **Production Postage Printing Solution**
- **Mail System Packages**



How we can help your organization...

- In April, 2009, Hasler and Neopost launched a program to help our customers immediately reduce mailroom expenses and achieve real cost savings and efficiencies.
- These are free seminars we provide to our customers.
- The goal is to show attendees how to do more with less, given that many organizations are operating on reduced budgets and fewer people.
- Our objective is for attendees to leave with a variety of practical, cost saving ideas that can be immediately implemented within their respective organizations.
- We present an array of proven methods and practices – both traditional and uniquely innovative – that customers can adopt for initiating short-term gains and long-term benefits.
- New in this program is our introduction of **Mail Flow Optimization**.



Mail Flow Optimization

• Mail Flow Optimization is a systematic approach to providing solutions for the entire mail flow process, including document creation, mail processing, delivery, inbound/outbound mail tracking and accounting.

• Specific areas we discuss in the seminar include:

- Accurate addressing to reduce undeliverable mail
- Advertising less expensively
- Increasing customer responses
- Creating intelligent documents
- Taking advantage of postal discounts
- Understanding Shape Based Pricing
- Effectively tracking and controlling postal costs
- Shipping efficiently
- Automating manual tasks



Software Solutions

- Mail Accounting Solutions
- Multi-Carrier Shipping Solutions
- Receiving & Tracking Solutions
- Help you to:
 - Take control of spiraling postage-shipping expenditures
 - Improve department productivity via process automation
 - Lower operational overhead costs
 - Turn the mailroom into a service provider for the entire organization



Folder Inserters

- From 1,350 filled envelopes per hour to 12,000 envelopes per hour (up to 40 times faster than by hand)
- Full range allows you to:
 - Dramatically reduce time spent in folding and inserting activity
 - Accelerate payment of mailed invoices and bills
 - Increase communication with customers
 - Securely automate complex and personalized mailings



Addressing Systems & Postal Discounting Software

- Printers that can print from 7,000 to 40,000 addresses an hour
- Bulk Mailer Software allows:
 - CASS/PAVE Certification
 - Real-time NCOALink service
 - Intelligent Mail Barcode Compliant
 - Extraordinary Data Exchange
 - Duplication Search
- Optional Add-ons include package services sorts, mixed-weights sorts, palletization, Geocode, international data sets and more



Tabbing Systems, Letter Openers, & Scales

- Tabbing Systems from 8,000 to 20,000 pieces per hour
- Letter Opening systems from 300 to 667 letters per minute
- Postage scales that can be interfaced with the mail machines that can weigh packages up to 70 lbs
- Dynamic Scale that can be integrated inline on the mail machine
 - Thickness up to 1/2 “
 - Oversize sensors for length, width, and thickness
 - 35 oz maximum weight capacity
 - Modular design allows for future upgrades
 - Batch in-motion mode: samples first item and then process the rest at full speed
 - Self-aligning feed system eliminates skew

Value Added Services

- *Online Services/Mail Management Services*
 - No fuss rate changes and software updates updated automatically to your mailing system
 - Review postage usage by date, department, postal class and type of transaction
 - Depict postage usage graphically and download usage data to your computer
- *TotalFunds / NeoFunds*
 - Allows you to download postage now and pay later

Hasler and Neopost



- **Package 1**

- **Model**

- *WJ20 / IJ25 with a 4 lb scale*

- **Price**

- 12 month rental price - \$15.58
- Up to \$125 in postage
- Up to 20 envelopes per minute

Hasler and Neopost



- **Package 2**

- **Model**

- *IM 350 / IS 350 Semi-Automatic Mailer w/ 5 lb scale*

- **Price**

- 48 month lease – First 12 months @ \$70
- Next 36 months @ \$88
- \$126-\$250 monthly in postage
- Up to 40 envelopes per minute

Hasler and Neopost



- **Package 3**

- **Model**

- *IM 440 / IS 440 Automatic Mailing System w/ 10 lb scale*

- **Price**

- 48 month lease – First 12 months @ \$131
- Next 36 months @ \$176
- \$351-\$600 monthly in postage
- Up to 95 envelopes per minute

Hasler and Neopost



- **Package 4**

- **Model**

- *WJ 250 DWP / IJ 110 DWP Automatic Mailing System w/ 30 lb external scale*

- **Price**

- 48 month lease – First 12 months @ \$448
- Next 36 months @ \$643
- \$3001 and up monthly in postage
- Up to 250 envelopes per minute

Hasler and Neopost



- Hasler and Neopost contract pricing is significantly below our normal list pricing.
- We are on our 4th generation of digital meters.
- Customer service and response time second to none in the industry.
- Ability to interface and support customers of all sizes and requirements.

FAQs

The following provides a list of questions and answers:



Question	Answer
How do I get a quote?	Contact your vendor of choice, let them do an analysis and then they can submit a price quote referencing SWC 090791.
Does the pricing include maintenance?	Yes, maintenance should be included in the quote.
What does the maintenance cover?	Maintenance includes all parts, service and labor costs for the contract term.
What are the different contract terms?	Terms are 36, 48 or 60 month term and subject to the appropriation of funds each year.

Questions?



For More Information



If you have questions about this Statewide Contract:

Submit Questions to:

Beverly Alexander, C.P.M.

Category Manager - State Purchasing Division
Dept. of Administrative Services

beverly.alexander@doas.ga.gov

404-656-5345

This Webinar:

A copy of this webinar will be posted
on the SPD website on the Statewide
Contracts page

Vendor Contact Information:

Mitch Cummings – Pitney Bowes

678 629-4807

Mitch.cummings@pb.com

Jim Coursey – Hasler/Neopost

770 717-8999 ext. 234

jim.coursey@haslerneopost.com