

SWC# 314 Mail & National Change of Address (NCOA) Services **Contract Information and Usage Instructions**

Contract Period: This is a five-year contract term running from March 1, 2021 to February 28, 2025 with one (1) renewal option remaining. The contract was procured through an ITB as Edison Event #32110-11715-11743.

Summary/Background Information: This contract includes mail services and national change of address (NCOA) services. Mail services include preparing and processing standard mail and bulk mail with labeling, inserting, folding, sorting, addressing, and metering mailings. NCOA services include revisions and updates to mailing lists with move updates and identification of incorrect or missing address information. The contract is open to local governmental units, members of the University of Tennessee or Tennessee Board of Regents systems, and nonprofit entities identified in Tenn. Code Ann. § 33-2-1001.

State Contract Administrator:

Lauryen Harris
Category Specialist
Central Procurement Office
(615) 361-4868
Lauryen.Harris@tn.gov

Vendor Contact Information:

DGS Document Solutions (Mail Services)

Peachtree Data Inc. (NCOA Services)
Edison Contract #69429
Derek Frachiseur
(678) 987-4680
dfrachiseur@peachtreedata.com
2905 Premiere Pkwy, Suite 200
Duluth, GA 30097

Usage Instructions:

1. Contact DGS Postal:

For Mail Services:

- DGS Postal Services division provides centralized mail services to all State departments, commissions, and agencies within Davidson County. All mail service requests should first go to DGS Postal Services.
- Please contact DGS Postal Services at 615-741-8358 or Nicholas.Bell@tn.gov.

For NCOA Services:

- Provide data file of mailing lists to be checked for move updates and incorrect or missing address information. Coordinate format and transfer of data between the End User and Peachtree Data. Contractor will provide NCOA Process Acknowledgement Forms (PAF) to the End User to be completed and returned with each order.
- If material is mailed, the shipper pays for the shipping cost (i.e. End User to pay for shipping costs when shipped to the Contractor and Contractor to pay for shipping costs when shipped to the End User).
- Peachtree Data will return the updated mailing lists to the End User. Format and transfer method of data to be coordinated between the End User and Contractor.

2. Provide Data/Materials to Contractor & Service Delivery:

For Mail Services:

- Provide information and/or materials needed for mail preparation/processing (i.e. addresses for labels, pages to be folded and inserted).

For NCOA Services:

- Provide data file of mailing lists to be checked for move updates and incorrect or missing address information. Coordinate format and transfer of data between the End User and Peachtree Data. Contractor will provide NCOA Process Acknowledgement Forms (PAF) to the End User to be completed and returned with each order.
- If material is mailed, the shipper pays for the shipping cost (i.e. End User to pay for shipping costs when shipped to the Contractor and Contractor to pay for shipping costs when shipped to the End User).
- Peachtree Data will return the updated mailing lists to the End User. Format and transfer method of data to be coordinated between the End User and Contractor.

3. Summary of Services:

Mail Services:

- Inkjet and pressure sensitive labelling
- Affixing cheshire and pressure sensitive labels

- Machine and manual folding
- Machine and manual envelop inserting
- Printing 8.5"x11" black and white for mailings
- Performing coding accuracy (CASS), removing duplicates, and performing zone counts on mailing lists
- Meter imprinting
- Sealing
- Sorting mail
- Tabbing
- Letter personalization (laser)
- Mailing materials, delivery to USPS

NCOA Services:

- NCOA Link – checks mailing lists for move updates, provides the new address if a move match is made, and returns footnotes indicating why a move match could not be made
- Delivery Point Validation (DPV) – indicates if an address is complete and correct (beyond the CASS zip+4 system) and flags commercial mail receiving agencies
 - Individual Matching Logic (IML) – option specifying individual moves using all name components (ideal for financial statements, tax information, and voter registration lists when only an individual in a household has moved)
- Locatable Address Correction Service (LACS) – provides new addresses when a 911 emergency system has been implemented (i.e. converts rural-style address to city-style address)

Requisition and Purchase Order Generation:

Requisitions and Purchase Orders should be generated using each Agency's specific processes and guidelines. For information on how to create a requisition and/or purchase order please use the "Guide to Agency Purchasing" document in Edison under the Procurement Tab, Procurement Information box. All charges should be assigned to an individual contract line item.

Billing and Payment Instructions:

Methods of Payment: Contractors accept check and ACH deposit

The Contractor shall submit an itemized invoice to the state agency billing address provided in the PO. The invoice may include only charges for services described in the PO.

Additional Comments: The State is currently working on a re-advertisement for the mail services portion of this contract. New usage instructions will be uploaded at that time.

