

SOLICITATION/CONTRACT/ORDER FOR COMMERCIAL ITEMS
OFFEROR TO COMPLETE BLOCKS 12, 17, 23, 26, & 30

1. REQUISITION NUMBER
REQ-2600-13-0007

PAGE OF
1 27

2. CONTRACT NO.
GS-25F-0010M

3. AWARD EFFECTIVE DATE

4. ORDER NUMBER
CPSC-F-13-0007

5. SOLICITATION NUMBER

6. SOLICITATION ISSUE DATE

7. FOR SOLICITATION INFORMATION CALL:

8. NAME
Eddie Ahmad

9. TELEPHONE NUMBER (No collect calls)
(301) 504-7884

10. OFFER DUE DATE/LOCAL TIME

11. ISSUED BY
CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814

12. THIS ACQUISITION IS
 UNRESTRICTED OR SET ASIDE:
WOMEN-OWNED SMALL BUSINESS
 (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED SMALL BUSINESS PROGRAM NAICS:
 HUBZONE SMALL BUSINESS EDWOSB
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS (A) SIZE STANDARD:

13. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED
 SEE SCHEDULE

14. DISCOUNT TERMS
Net 30

15. THIS CONTRACT IS A RATEO ORDER UNDER DPAS (16 CFR 700)

16. RATING
17. METHOD OF SOLICITATION
 RFQ IFB RFP

18. DELIVER TO
CONSUMER PRODUCT SAFETY COMMISSION
DIVISION OF FACILITIES SERVICES
4330 EAST WEST HIGHTWAY
BETHESDA MD 20814

19. ADMINISTERED BY
CONSUMER PRODUCT SAFETY COMMISSION
DIV OF PROCUREMENT SERVICES
4330 EAST WEST HWY
ROOM 523
BETHESDA MD 20814

20. CONTRACTOR/OFFEROR
PITNEY BOWES INC
8245 BOONE BLVD
SUITE 470
VIENNA VA 22182

21. PAYMENT WILL BE MADE BY
CPSC Accounts Payable Branch
AMZ 160
P. O. Box 25710
Oklahoma City OK 73125

22. TELEPHONE NO.
 23. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER

24. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 19# UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

18. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: [REDACTED] COR: Wanda Spinner WSpinner@cpsc.gov 301-504-7111 THE CONTRACTOR SHALL PROVIDE THE PITNEY BOWES MAILING AND ACCOUNTING SYSTEM IN ACCORDANCE WITH SUPPLIER PROPOSAL DATED OCTOBER 4, 2012, THE GS SCHEDULE #GS-25F-0010M AND THE ATTACHED TERMS AND CONDITIONS. (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA
0100A13DSE-2013-9993200000-BXFS002600-233D0

26. TOTAL AWARD AMOUNT (For Govt. Use Only)
\$17,940.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.

29. AWARD OF CONTRACT: REF. _____ OFFER DATED _____ YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
Robert L. Mager

31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)
Kim Miles

30b. NAME AND TITLE OF SIGNER (Type or print)
Robert L. Mager, Manager

30c. DATE SIGNED
11/2-12

31b. NAME OF CONTRACTING OFFICER (Type or print)
Kim Miles

31c. DATE SIGNED
11-2-12

AUTHORIZED FOR LOCAL REPRODUCTION. PREVIOUS EDITION IS NOT USABLE

STANDARD FORM 1449 (REV. 2/2012)
Prescribed by GSA - FAR (48 CFR) 33.212

[Handwritten initials]

2. CONTRACT NO.: GS-25F-0010M
 3. AWARD/EFFECTIVE DATE:
 4. ORDER NUMBER: CPSC-F-13-0007
 5. SOLICITATION NUMBER:
 6. SOLICITATION ISSUE DATE:

7. FOR SOLICITATION INFORMATION CALL: Eddie Ahmad
 a. NAME: Eddie Ahmad
 b. TELEPHONE NUMBER (No collect calls): (301) 504-7884
 8. OFFER DUE DATE/LOCAL TIME:

9. ISSUED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 523
 BETHESDA MD 20814
 CODE: FMPS
 10. THIS ACQUISITION IS: UNRESTRICTED OR SET ASIDE:
 WOMEN-OWNED SMALL BUSINESS % FOR:
 SMALL BUSINESS (WOSB) ELIGIBLE UNDER THE WOMEN-OWNED
 HUBZONE SMALL BUSINESS SMALL BUSINESS PROGRAM NAICS:
 SERVICE-DISABLED VETERAN-OWNED SMALL BUSINESS EDWOSB 8(A) SIZE STANDARD:

11. DELIVERY FOR FOB DESTINATION UNLESS BLOCK IS MARKED: SEE SCHEDULE
 12. DISCOUNT TERMS: Net 30
 13a. THIS CONTRACT IS A RATED ORDER UNDER DPAS (15 CFR 700):
 13b. RATING:
 14. METHOD OF SOLICITATION: RFP IFB RFP

15. DELIVER TO: CONSUMER PRODUCT SAFETY COMMISSION
 DIVISION OF FACILITIES SERVICES
 4330 EAST WEST HIGHTWAY
 BETHESDA MD 20814
 CODE: EXFS
 16. ADMINISTERED BY: CONSUMER PRODUCT SAFETY COMMISSION
 DIV OF PROCUREMENT SERVICES
 4330 EAST WEST HWY
 ROOM 523
 BETHESDA MD 20814
 CODE: FMPS

17a. CONTRACTOR/OFFEROR: PITNEY BOWES INC
 8245 BOONE BLVD
 SUITE 470
 VIENNA VA 22182
 CODE: 074850140
 FACILITY CODE:
 18a. PAYMENT WILL BE MADE BY: CPSC Accounts Payable Branch
 AMZ 160
 P. O. Box 25710
 Oklahoma City OK 73125
 CODE: FMPS

TELEPHONE NO.:
 17b. CHECK IF REMITTANCE IS DIFFERENT AND PUT SUCH ADDRESS IN OFFER
 18b. SUBMIT INVOICES TO ADDRESS SHOWN IN BLOCK 18a UNLESS BLOCK BELOW IS CHECKED SEE ADDENDUM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	DUNS Number: 074850140 COR: Wanda Spinner WSpinner@cpsc.gov 301-504-7111 THE CONTRACTOR SHALL PROVIDE THE PITNEY BOWES MAILING AND ACCOUNTING SYSTEM IN ACCORDANCE WITH SUPPLIER PROPOSAL DATED OCTOBER 4, 2012, THE GS SCHEDULE #GS-25F-0010M AND THE ATTACHED TERMS AND CONDITIONS. (Use Reverse and/or Attach Additional Sheets as Necessary)				

25. ACCOUNTING AND APPROPRIATION DATA: 0100A13DSE-2013-9993200000-EXFS002600-233D0
 26. TOTAL AWARD AMOUNT (For Govt. Use Only): \$17,940.00

27a. SOLICITATION INCORPORATES BY REFERENCE FAR 52.212-1, 52.212-4, FAR 52.212-3 AND 52.212-5 ARE ATTACHED. ADDENDA ARE ARE NOT ATTACHED.
 27b. CONTRACT/PURCHASE ORDER INCORPORATES BY REFERENCE FAR 52.212-4, FAR 52.212-5 IS ATTACHED. ADDENDA ARE ARE NOT ATTACHED.

28. CONTRACTOR IS REQUIRED TO SIGN THIS DOCUMENT AND RETURN 1 COPIES TO ISSUING OFFICE. CONTRACTOR AGREES TO FURNISH AND DELIVER ALL ITEMS SET FORTH OR OTHERWISE IDENTIFIED ABOVE AND ON ANY ADDITIONAL SHEETS SUBJECT TO THE TERMS AND CONDITIONS SPECIFIED.
 29. AWARD OF CONTRACT: REF. OFFER DATED YOUR OFFER ON SOLICITATION (BLOCK 5), INCLUDING ANY ADDITIONS OR CHANGES WHICH ARE SET FORTH HEREIN, IS ACCEPTED AS TO ITEMS:

30a. SIGNATURE OF OFFEROR/CONTRACTOR
 31a. UNITED STATES OF AMERICA (SIGNATURE OF CONTRACTING OFFICER)

30b. NAME AND TITLE OF SIGNER (Type or print)
 30c. DATE SIGNED
 31b. NAME OF CONTRACTING OFFICER (Type or print): Kim Miles
 31c. DATE SIGNED

KM

19. ITEM NO.	20. SCHEDULE OF SUPPLIES/SERVICES	21. QUANTITY	22. UNIT	23. UNIT PRICE	24. AMOUNT
	60 month operating lease under SIN 51-58b Base Period: November 1, 2012 thru October 31, 2013				
0001	Pitney Bowes Mailing System	12	EA	1,495.00	17,940.00
	Option year one: November 1, 2013 thru October 31, 2014				
0002	Pitney Bowes Mailing System Amount: \$17,940.00 (Option Line Item)	12	EA	1,495.00	0.00
	Option year two: November 1, 2014 thru October 31, 2015				
0003	Pitney Bowes Mailing System Amount: \$17,940.00 (Option Line Item)	12	EA	1,495.00	0.00
	Option year three: November 1, 2015 thru October 31, 2016				
0004	Pitney Bowes Mailing System Continued ...	12	EA	1,495.00	0.00

32a. QUANTITY IN COLUMN 21 HAS BEEN

RECEIVED INSPECTED ACCEPTED, AND CONFORMS TO THE CONTRACT, EXCEPT AS NOTED:

32b. SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		32c. DATE	32d. PRINTED NAME AND TITLE OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
32e. MAILING ADDRESS OF AUTHORIZED GOVERNMENT REPRESENTATIVE			32f. TELEPHONE NUMBER OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
			32g. E-MAIL OF AUTHORIZED GOVERNMENT REPRESENTATIVE		
33. SHIP NUMBER	34. VOUCHER NUMBER	35. AMOUNT VERIFIED CORRECT FOR	36. PAYMENT		37. CHECK NUMBER
<input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL			<input type="checkbox"/> COMPLETE <input type="checkbox"/> PARTIAL <input type="checkbox"/> FINAL		
38. S/R ACCOUNT NUMBER	39. S/R VOUCHER NUMBER	40. PAID BY			
41a. I CERTIFY THIS ACCOUNT IS CORRECT AND PROPER FOR PAYMENT			42a. RECEIVED BY (Print)		
41b. SIGNATURE AND TITLE OF CERTIFYING OFFICER		41c. DATE	42b. RECEIVED AT (Location)		
			42c. DATE REC'D (YY/MM/DD)		42d. TOTAL CONTAINERS

CONTINUATION SHEET

REFERENCE NO. OF DOCUMENT BEING CONTINUED
GS-25F-0010M/CPSC-F-13-0007

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NAME OF OFFEROR OR CONTRACTOR
PITNEY BOWES INC

ITEM NO. (A)	SUPPLIES/SERVICES (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
	Amount: \$17,940.00 (Option Line Item)				
	Option year four: November 1, 2016 thru October 31, 2017				
0005	Pitney Bowes Mailing System Amount: \$17,940.00 (Option Line Item)	12	EA	1,495.00	0.00
	The total amount of award: \$89,700.00. The obligation for this award is shown in box 26.				

LC1A CONTRACTOR'S NOTE

Deliveries and/or shipments shall not be left at the Loading Dock. **All deliveries shall be considered "inside deliveries"** to the appropriate room at the Consumer Product Safety Commission (CPSC) and in accordance with the instructions below. When scheduling deliveries the purchase order number shall always be referenced and all packages shall clearly display the Purchase Order Number on the outside of the cartons and/or packages, to include the packing slip.

ATTENTION GOVERNMENT VENDOR

A. DELIVERY INSTRUCTIONS:

1. DELIVERY INSTRUCTIONS FOR LARGE OR HEAVY ITEMS:

If the shipment or item being delivered requires use of a loading dock, advance notification is required. The contractor shall contact the Shipping and Receiving Coordinator at 240-477-5389 or Ralph King (301) 504-7113, forty-eight (48) hours in advance of the date the items are to arrive to schedule use of the loading dock.

LOADING DOCK HOURS OF OPERATION:

9:00 am to 11:00 am or 1:30 pm to 4:00 pm
Monday through Friday (except holidays)

Please notify contact person if there is a change in the delivery date. For changes, delays, or assistance please contact CPSC as follows:

Facilities Management Support Services (301) 504-7091
and
Project Officer

Upon arrival, the driver should contact the CPSC Guard, 301-504-7721, at the loading dock to obtain assistance in using freight elevators and to gain access to CPSC security areas.

2. DELIVERY INSTRUCTION FOR SMALL ITEMS

When delivering or shipping small items, the contractor and/or carrier service shall report to the 4th floor lobby, North Tower, 4330 East West Highway, to sign in with the CPSC guard. Upon completion of signing in, the contractor shall deliver all shipments to the Mail Room, Room 415. After delivery, delivery personnel shall promptly depart the building.

MAIL ROOM HOURS OF OPERATION:

Monday through Friday (except holidays) – 7:30 am to 5:00 pm

B. BILLING INSTRUCTIONS

Pursuant to the Prompt Payment Act (P.L. 97-177) and the Prompt Payment Act Amendments of 1988 (P.L. 100-496) all Federal agencies are required to pay their bills on time, pay interest penalties when payments are made late, and to take discounts only when payments are made within the discount period. To assure compliance with the Act, vouchers and/or invoices shall be submitted on any acceptable invoice form which meets the criteria listed below. Examples of government vouchers that may be used are the Public Vouchers for Purchase and Services Other Than Personal, SF 1034, and Continuation Sheet, SF 1035. At a minimum, each invoice shall include:

1. The name and address of the business concern (and separate remittance address, if applicable).
2. **Do NOT** include Taxpayer Identification Number (TIN) on invoices sent via e-mail.
3. Invoice date.
4. Invoice number.
5. The contract or purchase order number (see block 2 of OF347 and block 4 of SF1449 on page 1 of this order), or other authorization for delivery of goods or services.
6. Description, price and quantity of goods or services actually delivered or rendered.
7. Shipping cost terms (if applicable).
8. Payment terms.
9. Other substantiating documentation or information as specified in the contract or purchase order.
10. Name, title, phone number and mailing address of responsible official to be notified in the event of a deficient invoice.

ORIGINAL VOUCHERS/INVOICES SHALL BE SENT TO:

U.S. Mail
CPSC Accounts Payable Branch, AMZ-160
PO Box 25710
Oklahoma City, Ok. 73125

FEDEX

CPSC Accounts Payable Branch, AMZ-160
6500 MacArthur Blvd.
Oklahoma City, Ok. 73169

OR

Via email to:

9-AMC-AMZ-CPSC-Accounts-Payable@faa.gov

Invoices not submitted in accordance with the above stated minimum requirements will not be processed for payment. Deficient invoices will be returned to the vendor within seven days or sooner. Standard forms 1034 and 1035 will be furnished by CPSC upon request of the contractor.

Inquiries regarding payment should be directed to the Enterprise Service Center (EXC), Office of Financial Operations, Federal Aviation Administration (FAA) in Oklahoma City, 405-954-7467.

C. PAYMENT

Payment will be made as close as possible to, but not later than, the 30th day after receipt of a proper invoice as defined in "Billing Instructions," except as follows:

When a time discount is taken, payment will be made as close as possible to, but not later than, the discount date. Discounts will be taken whenever economically justified. Otherwise, late payments will include interest penalty payments. Inquiries regarding payment should be directed to Debbie Young at 405-954-7467 or at the U.S. Mail and Fedex addresses listed above:

Complaints related to the late payment of an invoice should be directed to Eldona Canterbury at the same the same address (above) or 405-954-5351.

Customer Service inquiries may be directed to Rachelle Coleman @ rcoleman@cpsc.gov

D. INSPECTION & ACCEPTANCE PERIOD

Unless otherwise stated in the Statement of Work or Description, the Commission will ordinarily inspect all materials/services within seven (7) working days after the date of receipt. The CPSC representative responsible for inspecting the materials/services will transmit disapproval, if appropriate, to the contractor and the contract specialist listed below. If other inspection information is provided in the Statement of Work or Description, it is controlling.

E. ALL OTHER INFORMATION RELATING TO THE PURCHASE ORDER

Contact: Contract Specialist: Eddie Ahmad at (301) 504-7884

F. PROCESSING INSTRUCTIONS FOR REQUESTING OFFICES

The Purchase Order/Receiving Report (Optional Form 347 or Standard Form 1449) must be completed at the time the ordered goods or services are received. Upon receipt of the goods or services ordered, each item should be inspected, accepted (partial or final) or rejected. The Purchase Order/Receiving Report must be appropriately completed, signed and dated by the authorized receiving official. In addition, the acceptance block shall be completed (Blocks 32 a, b & c on the SF 1449 and column G and page 2 of the OF 347).

The receiving report shall be retained by the requesting office for confirmation when certifying invoices.

G. PROPERTY/EQUIPMENT PURCHASES

In the case of Purchase Orders/Receiving Reports involving the purchase and receipt of property/equipment, a copy of the Purchase Order/Receiving Report must also be immediately forwarded directly to the Property Management Officer (Ralph King) in the Facilities Management Support Services Branch (Room 425). The transmittal of Purchase Orders/Receiving Reports to the property management officer is critical to the integrity and operation of CPSC's Property Management System. Receiving officials should also forward copies to their local property officer/property custodian consistent with local office procedures.

52.232-18 Availability of Funds.

(APR 1984)

Funds are not presently available for this contract. The Government's obligation under this contract is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the Government for any payment may arise until funds are made available to the Contracting Officer for this contract and until the Contractor receives notice of such availability, to be confirmed in writing by the Contracting Officer.

(End of clause)

52.217-9 Option to Extend the Term of the Contract.

(MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within fifteen days prior to the expiration of the contract; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least thirty days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed five years.

(End of clause)

GSA Contract #GS-25F-0010M

Proposal and Statement of Work

prepared for

Consumer Product Safety Commission

*4330 East West Hwy
Bethesda, MD 20814*

by John Jones and James Mckee

Date: October 4, 2012

Pitney Bowes Federal Government Sales
8245 Boone Blvd, Suite 470
Vienna, VA 22182
800-287-0807

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I. Scope

The scope of this project is to technically refresh the existing Pitney Bowes Mailing and Accounting System. The proposed system will updated both systems with the Pitney Bowes supplied Carrier Rating/Accounting System and Mailing System. In addition, the functionality of tracking of inbound accountable mail will also be refreshed.

II. Executive Summary - Outbound

Staying Competitive in a Rapidly Changing Industry

Agency's like CPSC depend on meeting demands for quick delivery, and managing detailed express and ground shipment information. But, in a Government that never stands still, how do you keep up with the constant change and still meet critical Agency goals?

There are so many carriers and services available to ship and mail parcels, and every month you are bombarded with new rates, changed services, and constantly evolving rules and procedures.

How do you know if CPSC receives the best possible value every time you ship a package? To stay ahead of the competition, it is critical that you make decisions that provide the absolute best value for your shipping dollars.

In today's environment, being able to manage information about shipping can be as important as the shipments themselves. Can you electronically exchange critical shipment information with other key individuals, including carriers, customers, and internal departments? Agency's like CPSC need instant access to shipping information and the ability to exchange this data with both internal and external customers.

Pitney Bowes Distribution Solutions has the Answer

Pitney Bowes Distribution Solutions is the software division created to deliver affordable, integrated supply chain solutions to the shipping industry. Only Pitney Bowes Distribution Solutions gives you the competitive edge with innovative products and services, backed by the experience and reputation of Pitney Bowes.

These solutions are designed to keep inventories low, meet customer demand for quick delivery and help you manage detailed shipment information to maximize your cash flow, productivity and customer response. Take control of your shipping process with confidence. With Pitney Bowes Distribution Solutions, you will automatically receive the best value possible every time you ship.

For more than 75 years, Pitney Bowes has set the competitive standard by providing innovative technology solutions and services to help businesses manage the movement of mail and parcels. With Distribution Solutions, our experience in automating shipping solutions helps companies like yours gain the competitive edge in today's business environment.

Solution Assessment at CPSC

We would like to express our appreciation to the CPSC team for their involvement in our analysis.

The results of our analysis of the logistics and transportation processes currently in place at CPSC presented the following opportunities:

- Cost Savings Opportunities
- Process Improvement Features
- Improvements in Customer Service

Cost Savings Opportunities

CPSC currently engages in several practices that are quite common in today's transportation industry, yet represent significant opportunities for improving the company's bottom line.

Manual Addressing and Document Generation Processes

Manual preparation of labels, airbills, and bills of lading is prone to error and does not make efficient use of human resources. Errors in these documents often result in misrouted shipments, tracking problems, and delivery delays. All of these problems can result in diminished customer service.

The PB SENDSUITE Pitney Bowes Solution: PB SENDSUITE automated shipping systems directly access shipping data to produce carrier-compliant bar code labels and shipping documentation. The task of producing labels and documents is totally automated—shipping staff need only place bar-code labels on parcels and start the manifest printing process minute prior to carrier pickup. This provides more time for cost-effective shipment processing and delivering improved customer service.

Manual Recording Processes

Much of the information that is typed or hand-written onto bills is already in another system. The time spent re-keying or hand-writing information and resolving errors takes valuable time away from shipment processing and tracking. Manual filing of shipping documents also makes it difficult to quickly access the information required to track and trace shipments.

The PB SENDSUITE Pitney Bowes Solution: PB SENDSUITE automated shipping systems store current and historical shipping data in an easily accessible, centralized database for easy retrieval.

PB SENDSUITE integration tools link shipping processes to existing business systems (e.g., order processing) to eliminate repetition of data entry tasks.

PB SENDSUITE automated shipping systems provide a wide variety of standard reports, plus the added flexibility to develop custom reports for your unique organizational needs.

Productivity

In addition to problems related to errors and reliability, inefficient manual processes take time, and more time means increased expense.

The PB SENDSUITE Pitney Bowes Solution: PB SENDSUITE shipping systems automate the most time-consuming and redundant parts of the shipping process, freeing up your human resources for more important responsibilities like cost-savings and customer service.

Rating and Carrier Selection

Manual calculation of carrier freight charges is both time-consuming and error-prone. It is difficult to ensure that all carrier rates, discounts, and charges are applied correctly to each and every parcel you ship.

The inefficiency and labor of this process, combined with the difficulty of working with complex and constantly changing carrier tariffs, can easily result in increased spending for shipping and diminished customer service.

The PB SENDSUITE Pitney Bowes Solution: PB SENDSUITE automated shipping systems effectively automate the rating decision process, ensuring that the most appropriate carrier and service are chosen for every shipment. Most PB SENDSUITE customers realize freight savings of 10-20% using our automated carrier and service selection systems.

Process Improvement Features

CPSC currently engages in practices that are quite common in today's transportation industry, yet represent significant opportunities for improving the company's ability to manage and execute shipment processes.

Ability to Apply Unique Business Rules

As many customers as there are in today's marketplace, you'll find as many unique shipping processes.

The PB SENDSUITE Pitney Bowes Solution: Through PB SENDSUITE's conditional logic functionality the shipper can apply their unique business rules by specifying actions that automatically execute in specific situations. For example, when processing an international shipment valued between \$1,000 and \$10,000 the shipper wants to add a 5% fee and have a prompt appear that says apply UPS international Waybill.

Fast, Automatic Routing for Shipments

Many customers struggle with determining the best carrier for a particular shipment. This may take an exorbitant amount of time to determine the best carrier. Also, it is difficult to make sure you ship the way your customer wants the freight to be shipped.

The PB SENDSUITE Pitney Bowes Solution: Auto Routing assigns a shipment to the right carrier and service, without a single keystroke by the shipping operator. (Manual overrides enable unique situations to be handled appropriately). This means that each and every shipment will comply precisely with your customers' instructions, or your own shipping policies. Auto-routing adds considerable speed to your shipping transactions, because the shipping clerks don't have to make routing decisions or ask managers for routing instructions.

How does this work? First, PB SENDSUITE looks for shipping instructions in the order record. If your customer has given you order-specific shipping instructions, these will be followed. If there is no "Ship Via" instruction in the order, **PB SENDSUITE** looks for consignee routing. If your customer has given you default routing instructions, these are entered at system setup, and after that orders automatically ship the right way, every time.

If there are no order-specific or consignee default instructions, **PB SENDSUITE** automatically invokes your own shipper's routing guide, or transportation policy. The system uses these instructions, which can be based on destination, weight, service level, or a combination of these factors, to automatically assign a shipment to the preferred carrier and service. The net result is that your shipments always go with the carrier and service that maximizes your customers' satisfaction, while optimizing service quality at the lowest cost.

Customer Service Opportunities

Our analysis uncovered several areas where CPSC can take advantage of newly developed technologies to significantly improve customer service. While many of these improvements will also result in incremental cost savings, they are listed here because of their primary impact on making CPSC more responsive to its customers.

Eliminating Errors

Manual processes are not only time-consuming, but also tend to result in increased errors.

The PB SENDSUITE Pitney Bowes Solution: Automating your shipping process with a PB SENDSUITE shipping system will reduce errors. PB SENDSUITE software systems eliminate redundant entry of data by sharing information with existing systems, which significantly reduces the number of misrouted shipments and increases employee productivity.

Shipment Tracking

How long does it take customer service to find out when a parcel was shipped? Do your customers frequently call to complain about late shipments? Do you have to telephone a carrier to track a shipment?

The PB SENDSUITE Pitney Bowes Solution: By accessing your PB SENDSUITE system's central database to record and track shipments, CPSC customer service personnel will have instant answers about a shipment's status.

Storing past shipments in a history database also provides rapid access to shipment documentation for validating carrier invoices and filing claims.

III. Executive Summary – Inbound Accountable

Improving Existing Processes for Increased Productivity

Agency's like CPSC need an efficient solution to the problems associated with recording and tracking accountable items, including critical mail, parcels, in-house/inter-departmental mail, sensitive documents, airline tickets, and important records.

When was it received by the mailroom? Who signed for it? Was it damaged? When was it delivered to its internal recipient?

The Arrival[®] for Windows routing and tracking system from Pitney Bowes offers automated data recording and management capabilities that provide significant efficiencies for transaction processing. Arrival's extensive database and powerful query and reporting capabilities answer the questions most often asked about trackable items:

One key criterion many people look for in choosing a system is the flexibility to meet their specific needs, while not wanting to sacrifice the stability that comes with standardized packaged solutions. The Arrival System allows you to meet both objectives. The core application has been designed to incorporate data-defined configurations and includes setup and definition techniques that allow the entire system to be tailored to meet your requirements

The Arrival[®] for Windows system brings the power of automation and data management to your recording and tracking functions.

Pitney Bowes Provides the Solution

Pitney Bowes delivers affordable integrated solutions to shipping, receiving, and mailcenter environments. Pitney Bowes, as the leading provider of mailing solutions in the United States, is intimately familiar with mailcenter processing, and the people who operate and manage these facilities. We have leveraged these capabilities, along with our extensive knowledge of postal and carrier operations, to provide our customers with innovative products and services that allow them to enhance their operations and reduce costs.

Pitney Bowes's logistics solutions are designed to meet customer demand for quick delivery and help you manage detailed receipt, shipment, and internal delivery information to maximize resources, productivity, and customer response. Take control of your receiving process with confidence. Pitney Bowes's affordable software solutions will give you control over the flow of accountable mail, parcels, and sensitive documents.

Solution Assessment at CPSC

The attached Proposal and Statement of Work was developed after meeting with the following CPSC representatives: Iris Parks. We would like to express our appreciation to the CPSC team for their involvement in our analysis.

The results of our analysis of the logistics and transportation processes currently in place at CPSC presented the following opportunities

- :Focused Accountability
- Increased Accuracy
- Improvements in Efficiency

Focused Accountability

Lost Deliveries

The sender shipped it, the carrier dropped it off, the mail center delivered it, but the recipient doesn't have it. Where is it? Who's accountable? Who will replace it, if it can be replaced? We have all experienced these inconvenient and uncomfortable situations and often the people responsible for the error are not the ones held accountable.

The Pitney Bowes Solution: Because Arrival for Windows keeps a detailed record of each accountable item received, you'll increase employee accountability and prevent lost items.

Productivity and Accuracy Improvements

Most receiving and internal delivery processes usually consist of manual capture and recording of carrier tracking numbers, senders, recipients and their locations as well as other delivery information. In addition, receiving personnel must verify and count items received from carriers. All of this manual record keeping takes place in fast paced environment encumbered by many interruptions. It isn't uncommon for transposed data entries, misplaced packages and internal delivery delays to occur. A premium was paid to get the package to your door and the recipients have time specific delivery expectations. It isn't surprising that accuracy and productivity are negatively impacted.

The Pitney Bowes Solution: Arrival's family of data collection devices improve productivity and ensure accuracy through each step of the receiving and delivery process. Package data can be captured remotely by the data collector's imbedded scanner and transferred to the Arrival station through docking cradles after activities have occurred. Information, including electronic signatures, can be captured remotely as packages are picked up and delivered throughout the day.

The inbound receipt and delivery of packages becomes a closed loop process, ensuring information accuracy, employee productivity and immediate access to package whereabouts.

Improvements in Efficiency

Identifying Recipient Mail Locations

Mail center personnel have a difficult time sorting inbound items for delivery when mail locations are not included on the inbound label. In addition, it's very difficult to keep up with the movement of people within the organization on either a permanent or temporary basis. Misrouted mail, delays in delivery and lost time spent maintaining multiple copies of employee location listings typically result.

The Pitney Bowes Solution: The Arrival for Windows system keeps all employee location information at your fingertips, displaying up-to-date information on screens, reports and even package labels. Data maintenance is easily accomplished by importing updates or new data from existing personnel or telephone directory systems. Since the information is immediately available, improvements in delivery service result.

Manual Recording of Receipt and Delivery Logs

Manually created package receiving and internal delivery logs are error prone and inefficient. Errors in these logs result in confusion and lost time when searching for information. In addition, using these manual logs to summarize departmental activities requires an inordinate amount of time to gather daily statistics.

The Pitney Bowes Solution: The Arrival for Windows system eliminates the need to manually record receipt information on handwritten logs. Information regarding package receipt such as package tracking number, carrier, class of service, sender and time of delivery to your facility is automatically recorded. It's easy to look up information about package status to answer customer inquiries or print management reports, such as undelivered items or departmental activity. In short, your mail center personnel's time will be freed up so they can concentrate on actually delivering parcels and packages to their destination sooner.

Productivity and Operations Management

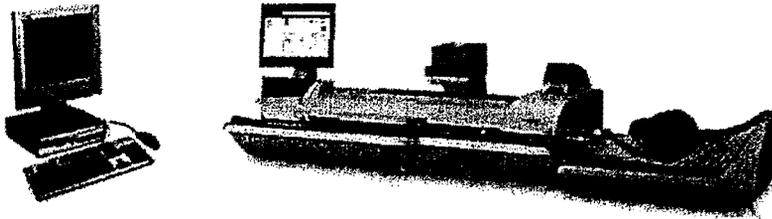
Key objectives for all mail center environments include reducing time spent on telephone inquiries for package status, reconciling delivery information, balancing package volume on delivery routes, and improving overall productivity. The cost of processing inbound accountable mail is rising, and until now much more attention has been paid to reducing the more easily identifiable outbound mailing and shipping costs.

The Pitney Bowes Solution: Arrival automates the flow of incoming items to their final destinations, recording information about each item as it comes in the door. This allows you to prioritize deliveries, reduce delivery time and satisfy internal customers. Arrival for Windows provides instant access to the information you need to answer inquiries. Status information can be viewed on screen or printed out in reports.

IV. Connect+ 3000 Mailing Machine

Connect + 3000

The Connect+ 3000 takes what a mailroom is capable of to the next level, both in terms of productivity and capability. It prints mail permits and indicia faster than any machine currently available, but its transformative printing capabilities don't end there. It can produce custom envelopes with transpromotional marketing messages on demand. This makes every envelope an opportunity to generate revenue. Plus, it's easy to use and maintain with an intuitive color touch-screen display, application based navigation and Web connectivity.



Revolutionary Printing

- 1,200-dpi HP powered ink-jet printing in process color and postal-compliant red fluorescent
- 7/8" printing path across full length of the envelope, top and bottom, front or back
- Generate revenue by printing marketing messages on transactional envelopes
- Cost effective printing - especially for small print runs
- Web Connectivity

Download applications directly to the machine

- Direct access to Pitney Bowes services like MyAccount, Buy Supplies and Address Verification
- Get the most current domestic and international rates
- Access to package tracking for all major carriers
- Instant access to support
- Easy-to-Use

Intuitive color touch-screen interface

- Built-in on-screen tutorials
- Programmable Job presets

Connect +3000 Specifications

Speed (WOW/non-WOW)	310/205
WOW (Weigh-On-The-Way [®])	Included
Carrier Capability with accounting	USPS, FedEx and UPS
External Weighing Platform Options	100-lb
Differential Weighing	Included
Additional Features	Standard: Stylus for touch screen
System Dimensions (Color Solution with Power Stacker)	99"L x 27.5"D x 24"H

V. Configuration of Pitney Bowes Solution for CPSC

After analyzing both the individual group needs and the overall company requirements at CPSC, the Pitney Bowes sales and technical consulting team determined that the PB SENDSUITE system described below will provide the best functionality and value.

Qty	PCN	Description
1		SendSuite Xpress - 1
1	T25C	SendSuite Xpress 300 Can Add Any Three Carriers
1	T51A	Crystal Report Run Time and Developer License
1	MSPQ	Connect+ SendSuite Interface
1	T105	Differential Weighing (Offweight)
1	T230	FedEx Ship Manager Server - Dom & Intl
1	T246	UPS Online Plus for PLD Electronic Manifesting
1	T210	UPS Standard Rates
1	T211	UPS HundredWeight Rates
1	T214	UPS Contract Rates
1	T215	USPS Domestic Rates
1	T216	USPS International Rates
1	T217	USPS Automation / Non Automation Rates
1	T265	USPS Std A Non-Profit Rates
1	GF50	Payment Service Activation Call
1	T4P1	Installation Project
1	T2A1	Software Subscription

Qty	PCN	Description
1		Arrival - 1
1	T5XE	Arrival Extended Edition - Software Only
1	T5F3	File Link / Scan Link / Global Update
1	J596021	Single Bay Cradle/Battery Charger for T762 Tracking Assistant
1	T310	100 lb. Tabletop Scale
1	T534	Laser Printer
1	T536	Low to Mid Volume 4 in. Label Printer
1	T762	Win CE Tracking Assistant Plus
1	T514	Basic Operator Training - 4 hours on site
1	T5A1	Software Maintenance
1	T5P4	PC w/ Flat Panel Monitor
1	T6P1	Installation Project
1	T5FB	Scale Interface Feature
1	T5PR	Mail Center Productivity Reporting
1	T88503S	Compaq 17 in. Flat Panel Display
1	VA8G	MF Service Level Agreement Coverage
1	VGZZ	No Lease Ext Credit

Qty	PCN	Description
1		Mail Stream Solution - 1
1	AZBD	Connect+ 3000 Series WOW
1	1W00	Connect+ Series Meter
1	APSK	310/205 LPM Feature
1	APFB	Color Graphics Printing
1	MSD1	Standard Apps Center
1	AZBM	Connect+ 3000 Color Printer
1	MSP5	Connect+ Power Stacker
1	M955	IntelliLink Subscription

VI. Order Fulfillment, Installation and Payment

The following steps will take place between the date this document is signed and returned by CPSC to Pitney Bowes and the installation completion date of your new software system.

- Execution by CPSC and Pitney Bowes of the applicable lease or sales agreement and payment by CPSC of the required first quarterly lease payment under the lease or down payment under the sales agreement.
- CPSC will be contacted by a Pitney Bowes customer service representative to schedule equipment delivery and installation services.
- The software system will be installed and configured, and other services rendered as defined and agreed to in the applicable lease or sales agreement.
- CPSC's acceptance of completed installation will be secured.
- All payments will be due as reflected in the applicable lease or sales agreement. (In the unlikely event of cancellation or termination of the lease or sales agreement, in addition to any other rights or obligations the parties may have, the first quarterly lease payment or down payment will be applied towards services rendered and is non-refundable.)
- After installation is complete, the Pitney Bowes Customer Support Center will provide toll-free phone support in accordance with the terms of your software maintenance agreement.

Please note that delays resulting from customer readiness issues will not result in delays in billing or payment.

CPSC's signature on the Software License Agreement accompanying the PB SENDSUITE software or use of the PB SENDSUITE software constitutes CPSC's agreement to the Software License Agreement, including any addendum thereto, as they relate to the PB SENDSUITE software and any third-party software and/or application(s) listed on the addendum.

System Lease Price

In the Pitney Bowes GSA, 2 lease options exist. A fair market value (FMV) lease and an operating lease. The difference between them is that fair market value lease is less in cost but does have a penalty for cancel for convenience and cannot reference and option year language. The second lease option is an operating lease that does allow for option year language and does allow for cancelation for convenience without penalty. Both lease options have non appropriation clauses.

Option #1

Pitney Bowes, Inc. is pleased to offer under the Federal Government Acquisition Plan a FMV lease under SIN 51-1001 Purchase order to fund balance of current fiscal year and state Agency's intent to lease said equipment and services for 60 consecutive months based on the availability of funds for each subsequent fiscal year. Lease includes equipment as stated plus software/hardware maintenance, meter rental.

Lease Price per month - \$1,325.00/month for 60 months -

Purchase order must contain the following:

- GSA Contract GS-25F-0010M
- State this is a fair market value lease under SIN 51-1001 for 60 months at a rate of \$1,325/mo
- Purchase order cannot reference option year language.

Option #2

Pitney Bowes, Inc. is pleased to offer under the Federal Government Acquisition Plan an Operating Lease under SIN 51-58b. Purchase order to fund balance of current fiscal year and state Agency's intent to lease said equipment and services for 60 consecutive months (Base with 4 one year options) based on the availability of funds for each subsequent fiscal year. Lease includes equipment as stated plus software/hardware maintenance, meter rental.

Lease Price per month - \$1,495.00/month for 60 months

Purchase order must contain the following:

- **GSA Contract GS-25F-0010M**
- **State this is a fair market value lease under SIN 51-5bB for 60 months at a rate of \$1,495/mo**
- **Purchase order can reference option year language.**

GSA Contract

All items listed in this quote are available LEASE under GSA Contract #GS-25F-0010M.

Prices quoted in this Proposal are based upon specifications included under the Statement of Work section of this document. Changes to these specifications will result in changes to the quoted price.

Inquiries

All inquiries and purchase orders or to be addressed to the following:

Pitney Bowes Federal Government Sales

8245 Boone Blvd, Suite 470

Vienna, VA 22182

Attn: John H. Jones john.jones@pb.com

Direct 540-522-4982 f. 203-460-9214