



BUSINESS CASE

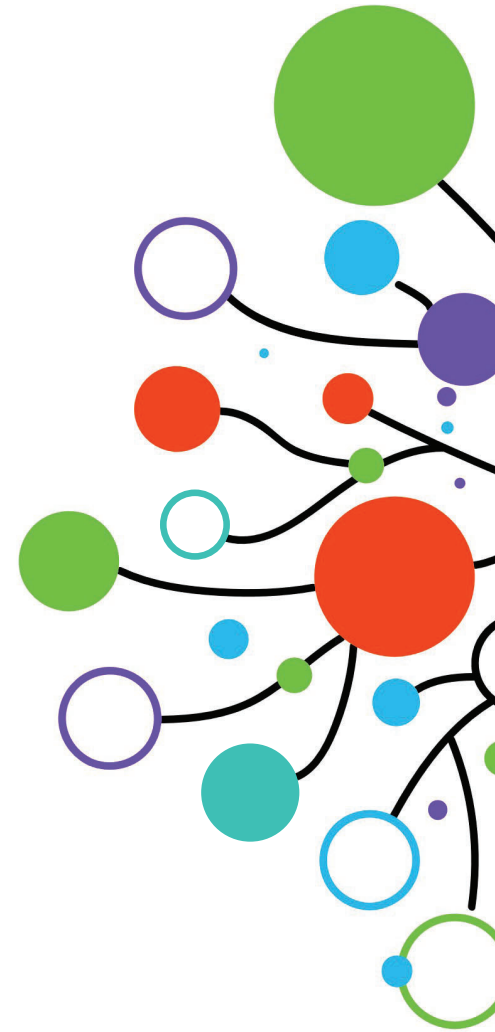
Customized Mailing System

Prepared for: **Waller County Courts**

Proposal date: **June 5, 2024**

Valid until: **July 31, 2024**

Submitted by: **Dennis Mosley**
d.mosley@quadiant.com



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Executive Summary

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Thank you for allowing us to assist you with assessing your mailing operations. We look forward to continuing to build this partnership.

Using information gathered while speaking with Waller County representative Candice Adams, it has been determined you send very important pieces of mail including:

- Non-appearance,
- Trial, and Pre-trial notices
- resets from the criminal department
- Other document related to the court docket
- Certified Mail from all departments

Failure in the sending these pieces is the legally specified time period can have severe legal, financial and or functional consequences for the recipient and the organization if statutes are violated.



Executive Summary

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CHALLENGE

- Current postage machine is not compliant with upcoming postal regulations and failure to replace could lead to an interruption in your ability to send legal documents within the timeframe required by statute.
- Certified/Return Receipt mail pieces are prepared manually (forms 3800 and 3801 are filled out by hand) and require several minutes each to complete. Not only is this process labor intensive and prone to error. This process does not take advantage of available cost savings of up to 40% provided by the USPS. Also, green cards are sometimes lost in the mail or misplaced by employees, creating the potential for legal disadvantage or exposure.



USPS 10 Year Plan

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Postage meters that print the Information-Based Indicia (IBI) will be decertified in 2024 and must be replaced by meters with Intelligent Mail Indicia (IMI) technology.

- The limited postage and transaction data the USPS® gets from IBI prevents them from fully automating certain back-office functions such as refunds and proper postage payment validation.
- The new IMI standard provides more detailed transaction data in real time, enabling the USPS® to automate operations, enhance security measures, and ensure correct postage is used.



OUTGOING - IBI Example



NEW - IMI Example

Federal Register Notice - Vol. 85, No. 234, issued - Friday, Dec. 4, 2020

"In this final rule, the Postal Service withdraws all authorizations to distribute (decertifies) Postage Evidencing Systems (PES) that are not producing compliant Intelligent Mail Indicia (IMI) on June 30, 2024. IMI compliant PES are defined in the IMI Performance Criteria (IMI-PC) and produce only IMI-Minimum (IMI-MIN), IMI-Standard (IMI-STD), and IMI-Maximum (IMI-MAX) indicia constructs (as stated in the IMI-PC). All PES that are not IMI-PC compliant, also referenced as Phase VI-IBI and Phase VII-PC Postage (collectively Phase VI and Phase VII PES), will become decertified Postage Evidencing Systems on June 30, 2024. The decertified Postage Evidencing Systems must be withdrawn from service by December 31, 2024."

View the ruling online: <https://www.federalregister.gov/d/2020-26129>

Date	Action
June 30, 2024	IBI Postage Meters are Decertified (no new placements)
December 31, 2024	All IBI Postage Meters must be withdrawn from service



Financial Considerations

Product Summary Option 1

- iX-3 Series Base w/5lb Integrated Weigh Platform, Moistener & Catch Tray, Annual Maintenance and Support , Installation, Shipping and Initial Training.



Investment Summary (Utilizing State of Texas Contract 985-C1)

Valid Until: 07/31/24

01	60-month lease	\$65.15 per month
02	Freight, delivery & installation	Included
03	Meter rental	Included
04	Equipment maintenance	Included
05	Software subscription	Included
Total Monthly Cost		\$65.15 per month



Financial Considerations

Product Summary Option 2

- iX-3 Series Base w/5lb Integrated Weigh Platform, Moistener & Catch Tray, E-Certify Level 1 (up to 500 certs), Thermal printer, Annual Maintenance and Support , Installation, Shipping and Initial Training.



Investment Summary (Utilizing State of Texas Contract 985-C1)

Valid Until: 07/31/24

01	60-month lease	\$145.07 per month
02	Freight, delivery & installation	Included
03	Meter rental	Included
04	Equipment maintenance	Included
05	Software subscription	Included
Total Monthly Cost		\$145.07 per month



Product Overview

iX-3 SERIES



Key Specifications

Processing speed: Up to 45 lpm

Weighing platform: 5 lb. standard, 10, 30 or 70 lb. optional

Envelope thickness: Up to 3/8"

Accounts/departments: 50 standard, up to 300 optional

Online expense reporting (Neostats Basic): Standard

Connectivity: LAN standard, Wireless LAN optional

Postage labels: Self-adhesive, feed-to-print 2-sided sheet

Security: 4-digit operator PIN codes

Job presets (imprint memories): Up to 9

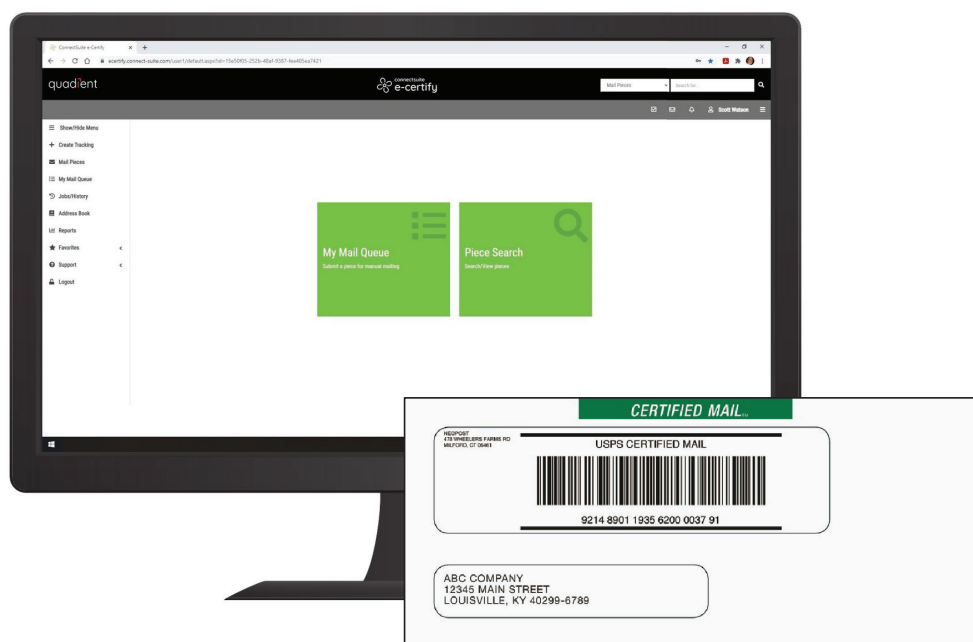
Envelope printing: Graphics (10), Text messages (10)

Ink supply: Quick-change cartridge, up to 15,850 imprints

Neoship online shipping software: Available



Product Overview



A Complete Solution For Electronic Certified Mail™

- Multi-user, web-based software that streamlines the preparation and management of Certified Mail™
- Easy-to-use interface and process flow enables users to send Certified Mail™ in a fraction of the time
- Prepare one mail piece at a time or upload multiple addresses for batch processing
- No forms to handwrite and no labels or Return Receipt™ cards to apply to envelopes
- Saves over \$1.00 per letter by providing a USPS® digital signature in place of the “green card”
- Centralized tracking and reporting for all sent items – find signatures with ease and incredible efficiency
- Digital archiving eliminates the need to store paper receipts and keep them organized
- Generates USPS® form 3877 (Firm Mailing Book) if round dating/proof of mailing is desired

USPS® Forms “Green Cards”

ConnectSuite E-Return Receipts

Delivered to your office via USPS® mail	Delivered to your online portal – often faster than the mail
Occasionally lost in the mail	Paperless – can’t be lost in transit
Require physical storage space	Stored in the cloud for the life of your subscription
Tedious manual organization – easy to lose or misplace	Automatic and flawless electronic archiving
Green card retrieval involves combing through paper files	Locate signature PDF files in seconds via Search function

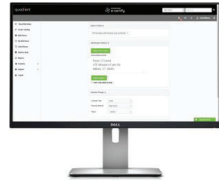
e-Certify Current Workflow (Steps 1-5)

STEP 1	Collect Blank Certified Mail® and Return Receipt Forms	
STEP 2	Complete Form 3800	
STEP 3	Complete Front of Form 3811	
STEP 4	Complete Back of Form 3811	
STEP 5	Peel Tracking # Strip Label Off Form 3800 and Apply to Form 3811	

e-Certify Current Workflow (Steps 6-10)

STEP 6	Fold Documents and Insert Into Envelope	
STEP 7	Tear Off Form 3800 Tracking Label, Peel Backing and Apply to Front of Envelope	
STEP 8	Peel Backing Off Perforated Sides of Form 3811 and Apply to Back of Envelope	
STEP 9	Meter the Envelope at \$8.10 and Mail	
OPTIONAL	Take Form 3800 Receipt to Post Office for Official Round Date Stamp	
STEP 10	File or Scan Form 3800 Receipt For Record-Keeping	

e-Certify Proposed Workflow

STEP 1	Enter recipient's address or select it from address book. Address validated for accuracy and proper formatting. Mail piece data uploaded to USPS®.	
STEP 2	Print Certified Mail® barcode. Option A: Print a barcoded cover page and place on top of documents. Option B: Print a barcoded tracking label using a thermal label printer.	
STEP 3	Prepare Certified Mail® piece. Option A: Insert folded cover page and documents into a double-window Certified Mail® envelope. Option B: Apply thermal tracking label onto any type of envelope.	
STEP 4	Meter the envelope for \$1.25 less than the “green card” paper-based method (reflects reduced amount for electronic Return Receipt service).	
STEP 5	Delivery status of all sent items is automatically tracked and displayed in a user-friendly online portal. Download electronic PDF signature files as needed (replaces “green card”). All activity and signature files are stored for the lifetime of your subscription. Run simple or advanced searches and print or export reports.	

Technical Support

Professional & knowledgeable staff who resolve problems quickly

Products

Reliable & user-friendly solutions

Implementation

Timely delivery & effective training

Sales Process

Consultative & focused on your exact needs

Billing

Accurate & easy-to-understand invoices

Customer Service

Accessible, responsive & helpful employees

Customer Portal

Simple & informative online account management



Prior Year Ratings

% Good or Excellent

95.5
Overall

97.5
Service Technicians

91.0
Customer Service

97.3
Project Implementation

Quadient At-a-Glance

quadient



\$1.06BN
REVENUE



~440K
CUSTOMERS
WORLDWIDE



~5,000
PASSIONATE
EMPLOYEES



LEADERS
A CENTURY OF
INNOVATION



96%
SATISFACTION
RATE

#1 GLOBAL
SUPPLIER OF
CUSTOMER
COMMUNICATIONS
SOLUTIONS

#2 GLOBAL
SUPPLIER OF
PARCEL LOCKER
SOLUTIONS

#2 GLOBAL
SUPPLIER
OF MAILING
EQUIPMENT AND
SOFTWARE

Driving Business Results That Matter



CUSTOMER & EMPLOYEE ENGAGEMENT

- ✓ Personalize the communications experience for each customer
- ✓ Remove workflow complexities that discourage employees



REVENUE GROWTH

- ✓ Speed up document delivery and increase on-time payments
- ✓ Turn more customer communications into marketing opportunities



RISK MITIGATION

- ✓ Eliminate mail assembly errors that compromise privacy or compliance
- ✓ Ensure inbound packages are delivered without loss or delay



EXPENSE CONTROL

- ✓ Reduce operational costs by automating physical mail processing
- ✓ Choose the optimal carrier and service for every package you ship