

NCOA^{Link} Mail Processing Equipment Service Provider Certification Procedures

A certification package must be completed for each site wishing to install the NCOA^{Link} Software on Mail Processing Equipment (MPE).

Full requirements are set forth in the USPS NCOA^{Link} MPE Service Provider License Agreement and related documents. In the event of a conflict between this document and the standard NCOA^{Link} MPE Service Provider License Agreement, the terms of the NCOA^{Link} MPE Service Provider License Agreement shall prevail.

The following material describes the process for an Applicant to qualify for a license and certify an NCOA^{Link} Mail Processing Equipment to update US address information on mailpieces. Information for each step of the certification process is included.

Applicant must submit all materials to USPS at the following address:

LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Step 1. Application and Self-Certification Statement Approval

The following documentation must be completed and submitted by Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Web Access Request Form
- Security Documentation

USPS will notify Applicant if it determines that the potential licensee has completed Step 1 to the satisfaction of USPS.

Step 2. Software Acquisition

Upon satisfaction of Step 1 requirements, USPS will provide applicant with an approval letter which will include an authorization code necessary to obtain NCOA^{Link} MPE software. Applicant may either purchase software certified by USPS (authorization code required) from an NCOA^{Link} software distributor that has entered into a license agreement with USPS, or develop software for use in the Applicant's processing environment.

If Applicant elects to purchase software, Applicant may proceed to Step 3 upon acquisition of software.

If Applicant elects to develop an NCOA^{Link} MPE interface, the applicant must enter into an NCOA^{Link} MPE Software Interface Developer License Agreement with USPS. Under this separate license agreement, Applicant must develop interface software and apply for USPS certification prior to using the software.

After Applicant obtains USPS certified NCOA^{Link} MPE software, through purchase or development, Applicant must notify the USPS to receive the test data via Express Mail (two DVDs) and may proceed to Step 3.

Step 3. NCOA^{Link} Testing

Applicant must submit to USPS a written request to perform an NCOA^{Link} MPE certification test, along with a Hardware & Software Product Information Form for each platform it wishes to have certified. The USPS will notify the Applicant when it has sent a test file. (While testing will usually occur remotely, USPS reserves the right to perform testing on-site.)

The following items are tested in Step 3:

- Ability to print test decks using USPS supplied addresses in accordance with the provided specifications
- Ability to capture mailpiece images
- Ability to properly set-up the system to produce the standard NCOA^{Link} output file with appended flags
- Ability to correctly process test decks
- Ability to spray the new addresses on the mailpieces in accordance with the NCOA^{Link} MPE requirements
- Understanding and performance of administrative requirements which includes processing the certification test and submitting the proper paper work and/or reports.

If USPS determines that Applicant fails the initial platform(s) certification testing, Applicant may submit to USPS a written request for certification re-testing on the failed platform(s). USPS will require a re-testing payment of \$1,000.00 for each platform.

Step 4. USPS MPE Certification

Upon successfully completing Steps 1 - 4, USPS will issue an NCOA^{Link} MPE certification approval notice to Applicant.

Step 5. Execution of License Agreement

NOTE: We recommend submitting a copy of the License Agreement located on our RIBBS site to your legal department for review, prior to completing the process. Please be advised the license agreement SHALL NOT be altered, modified, amended etc.

Upon USPS determining that Applicant has successfully completed Steps 1 – 4, USPS will forward a standard NCOA^{Link} MPE Service Provider License Agreement (“License Agreement”) for signature. **The NCOA^{Link} MPE Service Provider License Agreement must be signed by an officer who possesses the necessary legal authority to sign on behalf of the company, firm, or organization.** Upon receipt of the original signed standard NCOA^{Link} MPE Service Provider License Agreement, the USPS Contracting Officer’s Representative will execute the license agreement and a copy of the executed license agreement will be mailed to the NCOA^{Link} MPE Service Provider Licensee along with a DVD-ROM set containing the Production NCOA^{Link} datasets via Express Mail and will begin NCOA^{Link} Production fulfillment weekly.

Step 1
NCOA^{Link} Mail Processing Equipment
Service Provider Certification Procedures

Application

Please Print:

Company Name: _____

Company Address: _____

City: _____ State: _____ ZIP+4: _____

Contact Name: _____

Telephone No: _____ Fax No: _____

E – Mail address: _____

Parent Company (if applicable): _____

North American Industry Classification System (NAICS): _____

Site Identification: Primary Site Secondary Site

For Secondary Site Applications:

Provide Primary Site Authorization Code: _____

Terms and Conditions of Application for License

USPS is willing to grant applicant a license to use the NCOA^{Link} Product with Mail Processing Equipment in accordance with the Terms and Conditions stated below, solely for the purpose to update US address information on mailpieces for its clients or for its own use once certified and licensed.

1. Prior to consideration for the NCOA^{Link} MPE Service Provider License, **the Applicant must submit the Self-Certification Statement, along with this application and supporting documents** to enable USPS to make this determination. This information should include a description of the applicant's business and mailing-related functions. Refer to the page titled "Self-Certification Statement" for the minimum specific information that must be provided.
2. Prior to consideration for an NCOA^{Link} MPE Service Provider License, potential licensee must demonstrate that the software and hardware systems to be used have obtained USPS certification at manufacturer level and the potential MPE to be NCOA^{Link} enhanced have obtained MASS and/or CASS certification at applicant level and shall maintain this certification throughout the term(s) of the license.
3. No NCOA^{Link} MPE Service Provider License will be granted to the applicant prior to USPS acceptance testing and approval of the applicant's specific NCOA^{Link} MPE system(s).
4. Applicant understands and agrees that: (a) any MPE with NCOA^{Link} Product may only be used by Applicant on equipment that is designed to process and output mailpieces to update existing prepared mailpieces for the purpose of acceptance and delivery by the United States Postal Service; (and/or Delivery Point Barcode Sorters), (b) The use of mail list processing using the MPE Product is prohibited. (c) if it wishes to use a mail list processing system, the standard NCOA^{Link} Certification, License and all fees apply. (d) Applicant is prohibited from obtaining NCOA^{Link} MPE Software prior to receipt of a unique authorization code and Step 1 approval.

5. USPS is not liable for any costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the development or testing of Applicant's proposed software.
6. Applicant is in good standing under all existing Move Update Support Department license agreements with USPS, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.
7. Applicant shall submit written notice to USPS of any change to the information submitted as part of this application and supporting documents within thirty (30) days of the occurrence of such change.
8. Applicant **must not be a competitor** or the parent, subsidiary or affiliate of a competitor of the USPS in the delivery of mailable matter:
 - Delivery-services competitors (including any parent, subsidiary or affiliate of such competitor) of the USPS, which includes but not limited to, any domestic or foreign corporation that provides delivery services, any foreign postal administration or any foreign government agency that provides delivery services, or any domestic subsidiaries of any foreign corporation, foreign postal administration, or foreign government that provides delivery services.
 - If approval is granted, applicant shall not permit any delivery-services competitor (including any parent, subsidiary or affiliate of such competitor) of the USPS, which includes but not limited to, any domestic or foreign corporation, any domestic subsidiaries of any foreign corporation or foreign postal administration, or any foreign government to process their mailpieces through any Mail Processing Equipment under this license.

USPS may elect not to award Applicant an NCOA^{Link} MPE Service Provider License Agreement in the event that USPS determines that Applicant has violated any of the terms and conditions set forth above.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining an NCOA^{Link} Mail Processing Equipment Service Provider License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization. The materials submitted to USPS are true and complete to the best of my knowledge and belief. I understand that submission of false, fictitious or fraudulent statements or representations may be grounds for USPS terminating or suspending any License Agreement and may be punishable by fine or imprisonment (U.S. Code, Title 18, Section 1001).

Company Name: _____

By: _____(Signature)

Name (please print): _____

Title: _____

Date: _____

Company Name: _____

By: _____(Signature)

Name (please print): _____

Title: _____

Date: _____

Step 1
NCOA^{Link} Mail Processing Equipment
Service Provider Certification Procedures

Confidentiality Statement

All material supplied in connection with the application for and use of NCOA^{Link} Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with NCOA^{Link} technology and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose, without the prior express written consent of the United States Postal Service.

I hereby affirm that I have read and fully understand the terms and conditions listed above. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to using the NCOA^{Link} Product. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards an NCOA^{Link} Mail Processing Equipment Service Provider License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into an NCOA^{Link} License or any other agreement with the United States Postal Service, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.

Product Name: _____ NCOA^{Link} _____

Company Name (please print): _____

Name (please print): _____

Title: _____

Signature: _____ Date: _____

Please sign and return to:
LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 201
MEMPHIS TN 38188-0001

Step 1
NCOA^{Link} Mail Processing Equipment
Service Provider Certification Procedures

Self-Certification Statements

The following provides clarification and specifics for Step 1 of the Application process. This must be provided for evaluation along with the Application.

1. Include a narrative describing the nature of the applicant's business, with emphasis on its experience in software development, support and maintenance.
2. Include a description of how the applicant plans to utilize the NCOA^{Link} Mail Processing Equipment technology as part of its business and/or service offering.
3. Key Personnel list (attached)
4. Implement a centralized distribution email address with the prefix as ncscinfo@_____
5. Complete the PS Form 1357-W; Web Access Request Form located at http://www.usps.com/forms/_pdf/ps1357w.pdf
6. Complete the attached Security Documentation

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

Step 1
NCOA^{Link} Mail Processing Equipment
Service Provider Certification Procedures

Key Personnel

LICENSING CONTACT: (Primary contacts for licensing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

SITE CONTACT: (Primary contacts for operational issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

MEDIA CONTACT: (Primary contacts for DVD fulfillment)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - _____ Ext: _____ FAX: () - _____
Primary Contact: _____
Phone: () - _____ Email: _____
Alternate Contact 1: _____
Phone: () - _____ Email: _____
Alternate Contact 2: _____
Phone: () - _____ Email: _____

Step 1
NCOA^{Link} Mail Processing Equipment
Service Provider Certification Procedures

Key Personnel

TECHNICAL CONTACT: (Primary contacts for technical issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - Ext: _____ FAX: () -
Primary Contact: _____
Phone: () - Email: _____
Alternate Contact 1: _____
Phone: () - Email: _____
Alternate Contact 2: _____
Phone: () - Email: _____

MARKETING CONTACT: (Information to be posted on USPS RIBBS Website YES NO)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - Ext: _____ FAX: () -
Primary Contact: _____
Phone: () - Email: _____
Alternate Contact 1: _____
Phone: () - Email: _____
Alternate Contact 2: _____
Phone: () - Email: _____
Company Web site: _____
Customer Service Email: _____
Customer Service Phone: _____

BILLING CONTACT: (Primary contacts for billing issues)

Company Name: _____
Address: _____
City: _____ State: _____ ZIP+4: _____ -
Phone: () - Ext: _____ FAX: () -
Primary Contact: _____
Phone: () - Email: _____
Alternate Contact _____
Phone: () - Email: _____
Alternate Contact _____
Phone: () - Email: _____

Step 1
NCOA^{Link} Mail Processing Equipment
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Security Documentation

Provide a narrative on how the physical and electronic environments of the NCOA^{Link} data/technology will be secure. This includes storage of the NCOA^{Link} weekly updates. A diagram and/or flowchart describing the specific measures may be provided. (Attach separate documents if necessary.)

Step 3
NCOA^{Link} Mail Processing Equipment
Service Provider Certification Procedures

Hardware & Software Product Information Form

Applicant must complete this document for each platform/operating systems it wishes to have certified:

Platform or Operating System	:	_____
NCOA ^{Link} MPE Software Vendor	:	_____
NCOA ^{Link} MPE Software Product Name	:	_____
NCOA ^{Link} MPE Software Product Version	:	_____
LACS ^{Link} Software Product Name	:	_____
LACS ^{Link} Software Product Version	:	_____
Suite ^{Link} Software Product Name	:	_____
Suite ^{Link} Software Product Version	:	_____
DPV Software Product Name	:	_____
DPV Software Product Version	:	_____

NCOA^{Link} Software Fulfillment options:

- | | |
|--|---|
| <input type="checkbox"/> NCOA ^{Link} HASH | <input type="checkbox"/> NCOA ^{Link} with ANK ^{Link} HASH |
| <input type="checkbox"/> NCOA ^{Link} FLAT | <input type="checkbox"/> NCOA ^{Link} with ANK ^{Link} FLAT |
| <input type="checkbox"/> BOTH | <input type="checkbox"/> BOTH |

NOTE: Checklists for all supporting documents will be available at time of testing. The USPS shall not be obligated to pay any costs incurred in preparing any technical proposal, software development costs, or testing costs regardless of whether or not the USPS awards an NCOA^{Link} MPE Service Provider License to the applicant.

Note: Please mark any item as N/A if it is not applicable.

Step 3
NCOA^{Link} Mail Processing Equipment
Service Provider Certification Procedures

Hardware & Software Information

NOTE: This page may be copied for multiple systems. A completed form must be submitted for each system.

Mail Processing Equipment Manufacturer Information	
Company Name	
Contact Name	
Vendor Name	
Mailing Address	
Telephone Number	

Hardware Information	
Model #	
Transport and Belt Speed	
Inkjet Printer and Model #	
Optics (list all cameras)	

MASS TM Certified Software and Version Number	
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