



State Mail Services



Commonwealth Postal Roundtable

September 13, 2007

Patrick Henry Building, Room 1009



DEPARTMENT OF
GENERAL SERVICES

State Mail Services

Serving Government. Serving Virginians.

Postal Roundtable

Agenda

- SMS/Consolidation Update
- Operational Review
- Next Steps for Operational Review
- Presort Update
- Questions and Feedback



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Postal Roundtable *Accomplishments*

- SMS now meters the mail for 34 agencies, an increase from 3 in September 2006.
- Over the past year the number of meter machines has dropped from 53 to 28, saving \$105,000/year.
- Issued two comprehensive guides that cover postal services and mail security.
- Created a website to serve as a central location for disseminating information.
- Inter-agency piece count has increased from 11,467 in October 2006 to 42,330 in July 2007. Each piece of inter-agency mail represents a minimum cost avoidance of \$0.80.





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Accomplishments (continue)

- The number of mail stops have increased and courier routes are now covering 102 miles daily, going south to Chester (VITA), east to the Virginia Distribution Center, and west to the Perimeter Center.
- Outgoing mail metered by SMS has increased from 1,245 pieces in September 2006 to 172,344 pieces in July 2007. During this time SMS has metered more than 1.2 million pieces of mail.
- Introduced new services (*covered later*) such as: drop-boxes, business reply envelopes, electronic processing of certified mail, new inter-agency envelopes, and methods for reducing junk mail.



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August Performance Measures

See Handouts

- E-Certified has now reached 300 per month, at a savings of \$0.50 each.
- UPS-MI, which handles flat presort, has reached 8,500 pieces per month for an annual savings of \$30,000.
- SMS now has a full service annex operation at the perimeter center, serving six state agencies.



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SMS Drop Boxes

- Accepted Items:
 - Inter-Agency Mail
 - Mail to be Metered by SMS
- Locations:
 - 9th Street Office Building Lobby
 - Monroe Building Lobby
- Pick-Up Time:
 - After 4:30pm each work day





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Mail Forum

Agenda

- ❖ Mail Consolidation Update & New Services
- ❖ Purpose of Mail Security Training
- ❖ Why Mail Centers are Targeted
- ❖ Current Environment
- ❖ Types of Threats
- ❖ Proper Procedure for Responding to Threats
- ❖ Remarks by SGT Robinson, VCP
- ❖ Closing Remarks

- On June 28th the fourth Mail Forum was conducted.
- Topics included mail security and how state agencies can prepare for an incident.
- Forty-five attendees learned security tips from SMS and Virginia Capitol Police.
- The presentation is available on SMS website.



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Online Metered Mail Card

- Ability to dynamically create metered mail cards via the SMS website
- Online form generates a unique barcode that automates the processing of mail
- Allows for more accurate billing
- The same form can be printed multiple times and stored for easy future use

State Mail Services (SMS) Metered Mail Card
Attach to each bundle of outgoing mail

Mail Stop: **194 - 02**
Agency Budget or Cost Code: **100**

Senders Name: **Gerald Henson**
Phone: **236-3592**

<input checked="" type="checkbox"/> First Class	<input type="checkbox"/> Certified Mail
<input type="checkbox"/> Priority Mail	<input type="checkbox"/> Delivery Confirmation Mail
<input type="checkbox"/> Presort Standard/Bulk Mail	<input type="checkbox"/> Signature Confirmation Mail
<input type="checkbox"/> Overnight Mail	<input type="checkbox"/> Return Receipt
<input type="checkbox"/> International Mail	<input type="checkbox"/> Restricted Delivery
	<input type="checkbox"/> Insured Mail
	<input type="checkbox"/> Registered Mail

Value of Contents: **Not Specified**


194 100

BarCode Image

Get SMS if you have any questions: (804) 236-3592 • <http://sms.das.virginia.gov> • StateMail



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Business Reply

See Handout



SMS has implemented services to assist agencies with Business Reply:

- Maintains an advance account with the USPS for business reply mail and handles all the associated fees and accounting.
- Can design envelopes to USPS standards for agencies to be printed by VCE.
- Has inventory of generic business reply envelopes that can be used for small or last minute projects.



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SMS Newsletter



Department of General Services

Postal Insider

An information paper by State Mail Services

- SMS One Year Anniversary
- Receive discounts for properly prepared mail
- New e-Return Software Saves You Time and Money
- New SMS drop boxes - full back page advertisement

Web: http://sms.dgs.virginia.gov/forms_publications.aspx



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Mail Operational Review

See Handout

- The Mail Operational Review (MOR) is the product of five months of hard work by a dedicated committee.
- The MOR Committee met bi-weekly beginning in late February until the report's completion in June.
- The MOR builds upon past studies of mail operations at the seat of government and SMS consolidation efforts to date.
- It gives direction for the future of mail service at the seat of government.



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Next Steps for Operational Review

- How should recommendations be selected for implementation?
- How should plans for implementation be developed?
- What role will the Roundtable play?



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Presort Study Group

- Established to review the current mail presorting services utilized by the Commonwealth
- Almost 20 agencies have participated
- Has met 4 times to discuss the subject and hear from experts in the field
- An objective of the Study Group was to “verify mail volumes”
- Gerald is developing data collection plan.
- Meetings have been suspended until data collection effort is complete



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Questions or Feedback?