

The Department of Administrative Services, General Services Division, operates a statewide mail service available to state agencies. Services include but are not limited to the following:

Presort Mail Services

Presorting mail is a process in which the mail is separated according to zip code and prepared for the United States Postal Service (USPS) for immediate distribution, thereby eliminating USPS' sorting process. The State Mail Service coordinates mail pick-up for state agencies in the central Ohio area which are eligible for USPS presort discounts. The number of state agencies participating in the program has expanded to 110. That number now includes full participation of all agencies in the central Ohio region. In FY 2011 by presorting over 68 million letters and 1,358,765 flats, the presort program had a net savings of **\$5,540,520**.

Centralized Metering Program

The State Mail Service provides a full service metering program that includes processing of all classes of mail and parcels, certified, presort standard, and first class presort. By utilizing this program, agencies can take advantage of immediate savings by eliminating the cost of equipment, service contracts, meter leases, supplies and even square footage expenses where current mail operations are located. Agencies are billed quarterly for the amount of postage they have used only. There is no other fee. The expenses of the metering program are funded by the State Mail Service. All state agencies are encouraged to utilize the metering program offered by the State Mail Service. During the past year, the metering program has recruited three new customer agencies. We currently maintain accounts for 80 state agencies, boards and commissions. In FY 2011, the State Mail Service metered over 3 million pieces of mail and conservative agency savings were estimated at **\$784,000**.

Flat Sorting Program

The State Mail Service maintains a flat sorting program designed specifically for bound printed matter. Agencies with outgoing mail such as calendars, annual reports, informational books etc, can utilize this program. Savings are quite significant versus first class U.S. mail. The mail is sorted by the current contracted vendor DHL Global Mail and taken to a Sectional Center Facility or a Delivery Destination Unit of the U.S. Postal Service and entered into the mail stream. In FY 2011, this program processed 337,693 pieces for a net savings of **\$104,610**.

Interoffice Mail Delivery

Interoffice mail delivery is offered to agencies located in the central Ohio area and to most institutional facilities of the Departments of Rehabilitation and Correction, Youth Services, Mental Health, and Mental Retardation and Developmental Disabilities. Interoffice mail delivery is also provided to state agencies located at 615 West Superior Avenue in Cleveland. Interoffice mail delivery is provided at no cost to state agencies on current delivery routes. The State Mail Service processes approximately 1,970 pieces of interoffice mail per day (507,000 annually). Interoffice mail averages 3.4 ounces and would currently cost \$1.48 if U.S. Postage were necessary. In FY 2011, savings for state agencies utilizing interoffice mail totaled an estimated **\$722,301**.

Electronic Return Receipt Program

Electronic Return Receipt (ERR) is an alternative for standard Return Receipt Mail offered by the USPS. With this alternative the sender is notified of delivery via an electronic signature file. Due increased efficiency with this process, the USPS offers a \$1.20 discount. State Mail Service offers ERR as an option to all customers. IN FY 2011 by processing 10,957 mail pieces, the ERR program saved the state **\$13,148**.

COMBINED SAVINGS FOR THE ABOVE PROGRAMS IN FY 2011
\$7,164,579