**Comptroller of Public Accounts (CPA)**

**General Mail Equipment Procurement/Lease Questionnaire**

Please submit form to [nicklaus.watson@cpa.texas.gov](mailto:nicklaus.watson@cpa.texas.gov) or call 512-963-8458 for information or assistance with any questions.   
For interagency mail, please send to Nicklaus Watson, CPA Mail Operations, CSB Building. Be sure to complete the form including justification and contact information.

Use the tab key to move from field to field.

04/18

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| AGENCY NAME | | | |  | | | | | | | | | | | | | | | | | DATE SUBMITTED | | | | | | | | | |  | | |
| ADDRESS, CITY, ZIP CODE | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **AGENCY CONTACT INFORMATION:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EMPLOYEE SUBMITTING REQUEST | | | | | |  | | | | | | | | | | | | | | | TITLE | | | |  | | | | | | | | |
| Phone No. | | |  | | | | | | | | | E-Mail | | |  | | | | | | | | | | | | | | | | | | |
| REQUEST TYPE: Is this procurement for: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | ADDITIONAL EQUIPMENT | | | | | | | | | | | | |  | REPLACEMENT | | | | | | | | | | | |  | | | UPGRADE | | | |
|  | LEASE | | | | | | | | | | | | |  | PURCHASE | | | | | | | | | | | |  | | |  | | | |
| PROCUREMENT METHOD: | | | | | |  | | | CPA TERM CONTRACT NO. 985-L1 | | | | | | | | | | Other Method: | | | | | | |  | | | | | | | |
| **EQUIPMENT DETAILS:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| TYPE | | | | | | | | | | | MANUFACTURER | | | | | | | | | | | | MODEL NO. | | | | | | | | | | |
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| Does the proposed equipment have enhanced features over existing models? | | | | | | | | | | | | | | | | | Yes: | | | | | | No: | | | | | | | | |  | |
| Describe Enhancement: | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Please Note:** Examples of justification for enhancement include: Annual cost savings, current equipment requires excessive maintenance or is worn out, unreliable or has insufficient speed based on volume processed or need special features which are absent. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Justification for Enhancement: | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| WHEN IS THE EQUIPMENT REQUIRED? | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |
| On a monthly and annual basis, provide total costs for all components, including maintenance and service plans if applicable. For each item requested, list any other costs associated with use of this equipment in detail by type and dollar amount per month or year, including monthly maintenance fee; if the equipment is not new, any other startup costs such as a one-time reconditioning fee; setup or connection fees; other associated necessary hardware, software, accessories and supplies costs. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **COST FOR:** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| COMPONENT | | | | |  | | | | | | | | MONTHLY | | |  | | | | | | | | | | | | TOTAL | | | | |  |
| MAINTENANCE OR OTHER SERVICE COST | | | | | | | | | | | | | MONTHLY | | |  | | | | | | | | | | | | TOTAL | | | | |  |
| EQUIPMENT PROCESSING VOLUME RATED BY THE MANUFACTURER: | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| How many hours per day do you anticipate to operate each new piece of equipment?  Estimate actual hours of operation rather than standard workday. | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | |
| THIS REQUEST HAS BEEN REVIEWED - RECOMMENDED ACTION: | | | | | | | | | | | | | | | | | |  | | | APPROVED | | | | | | | |  | | DISAPPROVED | | |
| Remarks: | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| SPD STATEWIDE MAIL MANAGER SIGNATURE | | | | | | | | | | | | | | | | | | | | | |  | | REVIEW DATE | | | | | | | | | |

**STATE AGENCY MAIL OPERATIONS ARE GOVERNED BY STATE STATUTES AND ADMINISTRATIVE RULES.**

**All state agencies located in Travis County are required to consult with TPASS prior to purchasing, upgrading, or selling mail equipment.**

**Texas Gov’t Code, Chapter 2176, Subchapter C**

**Outgoing First-Class Mail in Travis County**

Texas Government Code Title 10, Subtitle D, Chapter 2176. MAIL, Texas Administrative Code Title 34, Part 1, Chapter 20, Subchapter E Rule 20.231, Mail and Messenger Services (effective September 1, 2007); *see also* Texas Government Code Title 10, Subtitle C, Chapter 2113.103, POSTAGE AND POSTAL SERVICES (amended September 1, 2007).

**Sec. 2176.101. APPLICABILITY OF SUBCHAPTER.**

This subchapter applies only to outgoing first-class mail practices of a state agency located in Travis County.

**Sec. 2176.102. COMMISSION EVALUATION.**

The commission shall evaluate the outgoing first-class mail practices of state agencies located in Travis County, including the lists, systems, and formats used to create mail.

**Sec. 2176.103. DISCOUNTED POSTAL RATES.**

The commission shall achieve the maximum available discount on postal rates whenever acceptable levels of timeliness, security, and quality of service can be maintained using the discounted rate.

**Sec. 2176.104. REQUIREMENT TO CONSULT WITH COMMISSION.**

A state agency to which this subchapter applies shall consult the commission before the agency may:

1. purchase, upgrade, or sell mail processing equipment;
2. contract with a private entity for mail processing; or
3. take actions that significantly affect the agency's first-class mail practices.

**Sec. 2176.105. GUIDELINES FOR MEASURING AND ANALYZING FIRST-CLASS MAIL PRACTICES.**

1. The commission shall adopt and distribute to each state agency to which this subchapter applies guidelines by which outgoing first-class mail practices may be measured and analyzed. The guidelines must require using the services of the United States Postal Service to the extent possible.
2. The commission shall review and update the guidelines at least once every two years, beginning two years after the date on which the guidelines are adopted.

**Sec. 2176.106. TRAINING.**

1. Not later than the 90th day after the date on which the initial guidelines under Section 2176.105 are distributed, and at least annually beginning one year after the date of distribution, the commission shall provide training to state agency personnel who handle first-class mail.
2. The commission may use to the extent possible free training provided by the United States Postal Service.

**Sec. 2176.107. PREREQUISITE TO UPGRADING OR REPLACING MAIL EQUIPMENT; COMPARISON AND ANALYSIS.**

1. If the commission determines that upgrading existing mail production or processing equipment or purchasing new mail production or processing equipment is required to improve outgoing first-class mail practices of the commission or another state agency located in Travis County, the commission shall prepare a cost-benefit analysis demonstrating that the upgrade or purchase is more cost-effective than contracting with a private entity to provide the equipment or mail service.
2. The commission shall approve the most cost-effective method.

**Sec. 2176.109. FEES FOR COMMISSION SERVICES.**

1. The commission by interagency contract shall charge and collect fees from each state agency to which this subchapter applies for the commission's services under this subchapter.
2. The total amount charged a state agency under this section may not exceed the amount of the agency's appropriated funds for outgoing first-class mail, as determined by the Legislative Budget Board, minus the agency's fixed costs for these services.
3. The commission shall transfer to the general revenue fund the amount of a fee charged a state agency under this section that is greater than the amount of the commission's actual expenses for performing the services for the agency.

**Sec. 2176.110. RULES.** The commission shall adopt rules for state agencies to implement this subchapter.