

MAILING SYSTEMS

OBJECTIVE:

To propose upgrades and cost-saving mailing systems for the NWI Healthcare Facilities and satellite clinics (CBOC's) for the period (Specified).

1. Purpose/Intent

The intent of this Proposal is to lease with a **base year and four option years**, for the period (specified), new Mailing System equipment and associated Service contract, including all required hardware, software, maintenance and services necessary to manage mail operations for the NWI Healthcare System that meet all USPS, Federal and VA mail processing requirements. The NWI Healthcare System is seeking a more cost-effective method of managing and processing mail.

1A. The NWI Healthcare System consists of the main VA Medical Center located in Omaha, Nebraska and Community Based Outpatient Clinics (CBOC's) located throughout the state of Nebraska and Western Iowa.

1B. The following are locations of all equipment requirements:

- Omaha VAMC, 4101 Woolworth Street, Omaha, Nebraska 68105
- Lincoln CBOC, 600 South 70th Street, Lincoln, Nebraska 68510
- Grand Island CBOC, 2201 North Broadwell Avenue, Grand Island, Nebraska 68803

2. Background

2.1 General Operations

The Omaha VAMC facility's Mail Room section is responsible for processing all incoming and outgoing letters, parcels, and packages (Mail Room operations do not include "Freight"). In FY 2016, Omaha VAMC section handled 453,456 pieces of outgoing mail items, Lincoln CBOC processed 123,407 pieces, and Grand Island processed 121,876. FY 2016 postage operations included USPS First Class mail and UPS small parcel/package.

3. Technical Specifications -The Contractor shall provide:

3.1 One (1) high-volume mailing system capable of handling the mail current and projected mail volume requirements for the Omaha VAMC:

- Equipment must be from USPS-approved manufacturer via authorized distribution channels (http://www.usps.com/postagesolutions/post_mtr.htm)
- Must be fully compliant with all USPS rules and regulations
- All rate changes/software upgrades must be included in the lease
- Meter must be Shape Based compliant
- All maintenance and parts for repairs will be included in the lease
- Postage must be loaded electronically via "Postage by Phone" or a similar web based setup. Rate changes and software upgrades must be accessible on the same site
- Must provide up to 20 inscriptions
- Weigh in motion and differential weighing (Shape Based)
- Remote Label Dispenser
- Machineable Flats & Letters
- Sealing system with jet spray sealing and no brushes
- 70lb. (or higher) rated parcel scale
- Conveyor/stacker

- Must process 140 pieces per minute in weighing mode and 300 pieces per minute in non – weighing mode
- 15” Color touch screen interface for operational control
- Full QWERTY keyboard with 10-key for system interaction
- USPS – approved Information Based Indicia (IBI) system
- Minimum lifecycle rating of 7,500,000 cycles (annual volume x years of contract/service agreement).
- Must print 30-45 gummed tapes per minute, self-adhesive not permitted, with operator position-able label dispenser
- Meter tapes must permanently adhere to all types of material including Tyvek
- Must be capable of calculating postage for all classes of mail to include overseas
- Meter must have an accounting system capable of keeping track of 25 separate accounts and must have a 30 day accounting period via date range
- Must have a conveyor stacker to keep envelopes and flats sorted

3.2 One (1) high volume inserting system capable of handling the mail current and projected mail volume requirements for the Omaha VAMC (ONLY) with:

- Equipment must be from USPS-approved manufacturer via authorized distribution channels (http://www.usps.com/postagesolutions/post_mtr.htm)
- Multiple feed stations preferably 4 sheet feeders and 2 insert feeders
- Monthly volume of 62,500
- Cycle speed/hour of 4,000
- Nestling capabilities
- At least 20 programmable settings
- Capable of folding
- Capable of sealing
- Ability to handle 300 #10 envelopes
- High capacity sheet/insert feeders at least 300 sheets
- Unit must possess 3 feeders at a minimum
- Unit feeders must be able to accept any size document
- Unit folder must be able to fold up to 10 pages in single fold and 8 pages in tri-fold
- Unit must provide linked feeding capability for continuous feeding of up to 1,750 sheets minimum
- Unit deck must be able to automatically divert miss-reads and oversize documents without stopping
- Unit must have 5.7” Reversible full-color touch screen minimum
- Unit software must be user friendly providing a wizard based job set-up
- Unit must have a full page barcode reading scanner with the ability to read 8.5 inches wide minimum and must be compatible with current document printing application
- Unit must have a high capacity vertical stacker that holds up to 500 finished envelopes minimum
- Unit carrier envelope hopper must be able to hold up to 500 envelopes minimum
- Unit must have a high capacity document feeder that holds up to 725 sheets minimum
- Unit must be capable of a load’n go style automatic job set-up
- Unit must be capable of storing up to 25 programmable jobs minimum
- Unit must be capable of multiple sheet feeding consisting of up to 25 pages minimum from each feeder
- Unit must be capable of manual feed
- Unit must be able to be linked to all feeders
- Unit must possess electro-mechanical double detection on each feeder
- Unit must be capable of performing pack thickness detection at insertion

- Unit must be able to provide bottom and middle address capability minimum
- Unit must be capable of clamshell accessibility
- Unit must accumulate before folding
- Unit must be capable of semi-automatic envelope separation
- Unit must possess a postage meter interface to create a seamless mail piece workflow from printed document to metered envelope in a single process

Software to utilize the Bar Code reading technology must be included.

- **Document Mail Management Software: (BCR scan technology) Barcode Reading (BCR) solution, or the like, to enable centralized printing of appointment letters; as well as, multiple letters being inserted into one envelope to help reduce costs and environmental footprint**
- Update current VA Medical Center Document Control Solution to USPS Intelligent Mail Barcode (IMB) compliancy
- Optimization of barcode intelligence
- All software rates, service and updates must be included

3.3 One (1) high volume mailing system capable of handling the mail current and projected mail volume requirements for the Lincoln CBOC with:

- Equipment must be from USPS-approved manufacturer via authorized distribution channels (http://www.usps.com/postagesolutions/post_mtr.htm)
- Must be fully compliant with all USPS rules and regulations
- All rate changes/software upgrades must be included in the lease
- Meter must be Shape Based compliant
- All maintenance and parts for repairs will be included in the lease
- Postage must be loaded electronically via “Postage by Phone” or a similar web based setup. Rate changes and software upgrades must be accessible on the same site
- Must provide up to 20 inscriptions
- Weigh in motion and differential weighing (Shape Based)
- Remote Label Dispenser
- Machinable Flats & Letters
- Sealing system with jet spray sealing and no brushes
- 70lb. (or higher) rated parcel scale
- Conveyor/stacker
- Must process 140 pieces per minute in weighing mode and 300 pieces per minute in non – weighing mode
- 15” Color touch screen interface for operational control
- Full QWERTY keyboard with 10-key for system interaction
- USPS – approved Information Based Indicia (IBI) system
- Ability to track mail
- Minimum lifecycle rating of 7,500,000 cycles (annual volume x years of contract/service agreement).
- Must print 30-45 gummed tapes per minute, self-adhesive not permitted, with operator positionable label dispenser
- Meter tapes must permanently adhere to all types of material including Tyvek
- Must be capable of calculating postage for all classes of mail to include overseas
- Meter must have an accounting system capable of keeping track of 25 separate accounts and must have a 30 day accounting period via date range
- Must have a conveyor stacker to keep envelopes and flats sorted

3.4 One (1) high volume mailing system capable of handling the mail current and projected mail volume requirements for the Grand Island CBOC with:

- Equipment must be from USPS-approved manufacturer via authorized distribution channels (http://www.usps.com/postagesolutions/post_mtr.htm)
- Must be fully compliant with all USPS rules and regulations
- All rate changes/software upgrades must be included in the lease
- Meter must be Shape Based compliant
- All maintenance and parts for repairs will be included in the lease
- Postage must be loaded electronically via “Postage by Phone” or a similar web based setup. Rate changes and software upgrades must be accessible on the same site
- Must provide up to 20 inscriptions
- Weigh in motion and differential weighing (Shape Based)
- Remote Label Dispenser
- Machinable Flats & Letters
- Sealing system with jet spray sealing and no brushes
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3.5 Installation, Training, and On-going Support/Maintenance

- Vendors must provide complete installation, configuration, setup, and testing of all equipment and software, including integration with and configuration for data streams and document types processed at the NWI Healthcare facilities
- Any additional moves of equipment, after initial installation, will be provided by the vendor
- Initial training and any ongoing training determined to be necessary by the contracting officer on the equipment will be provided by the vendor
- Vendor will provide secure website and/or live operator dispatch/ordering where service calls may be placed and supplies ordered

3.6 Other Requirements

Replacement of equipment will be compatible in all aspects:

- Form
- Fit
- Function
- Catch tray on one and Conveyer Stacker on the other mailing machine.
- Ultra high capacity ink tank providing up to 100,000 imprints (or higher) supporting cost savings on ink.

4.0 Information Protection Requirements

- a) The contractor and their personnel shall be subject to the same Federal laws, regulations, standards and VA policies as VA personnel, regarding information and information system security. These include, but are not limited to Federal Information Security Management Act (FISMA), Appendix III of OMB Circular A-130, and guidance and standards, available from the Department of Commerce's National Institute of Standards and Technology (NIST). This also includes the use of common security configurations available from NIST's Web site at: <http://checklists.nist.gov>.
- b) To ensure that appropriate security controls are in place, contractors must follow the procedures set forth in "VA Information and Information System Security/Privacy Requirements for IT Contracts" located at the following Web site: <http://www.iprm.oit.va.gov>.
- c) These provisions shall apply to all contracts in which VA sensitive information is stored, generated, transmitted, or exchanged by VA, a contractor, subcontractor or a third-party, or on behalf of any of these entities regardless of format or whether it resides on a VA system or contractor/subcontractor's electronic information system(s) operating for or on the VA's behalf.
- d) Clauses a) and b) shall apply to current and future contracts and acquisition vehicles including, but not limited to, job orders, task orders, letter contracts, purchase orders, and modifications. Contracts do not include grants and cooperative agreements covered by 31 U.S.C. §6301 et seq.
- e) Hard Drives and other data storage devices remain the property of NWI Healthcare System at the end of the contract, and may not be removed from VA premises for any reason (including warranty work).
- f) Contractor supplied service personnel shall be required to pass a background and fingerprints check.

4.1 NWI Healthcare System (Omaha VAMC & CBOC's) facility provided items:

Unless otherwise indicated, the facility will be responsible for providing:

- OI&T
 - Network connections (from network closet to WLAN/Internet)
 - Security software for servers (Anti-Virus, Firewall, etc.)
 - Ongoing support of OS and all VA- provided software
- Engineering
 - Appropriate electrical connections with power filters
 - Network connections (cable from closet to equipment)

5. PERIOD OF PERFORMANCE AND CONTRACT TYPE

This will be awarded by purchase order on a fixed price basis for rental of equipment, maintenance and support. It consists of a one year base period from 10/1/2017 -10/1/2018, and four (4) one year option periods.