NCOA^{Link} Mail Processing Equipment
Software Interface
Certification Procedures

A certification package must be completed for each individual site involved in development of interface software.

Full requirements are set forth in the USPS NCOA^{Link} Mail Processing Equipment (MPE) Software Interface Developer License Agreement and related documents. In the event of a conflict between this document and the standard NCOA^{Link} MPE Software Interface Developer License Agreement, the terms of the NCOA^{Link} MPE Software Interface Developer License Agreement shall prevail.

The following material describes the process for an Applicant to qualify for a license and certify an NCOA^{Link} MPE software interface. 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
> 225 N HUMPHREYS BLVD STE 501
> MEMPHIS TN 38188-1001
> FAX: 650-577-5773

Step 1. Application and Self-Certification Statement Approval

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

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- 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 Development

Upon successful completion of Step 1, USPS will forward an approval letter along with an NCOA^{Link} MPE Software Interface Developer License Agreement ("License Agreement") for signature. **The 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 License Agreement, the USPS Contracting Officer's Representative will execute the license agreement and a copy of the executed license agreement along with Software Developer Kit (SDK) will be sent via Priority Mail® with Signature Confirmation™ to the Developer. An invoice (if applicable) will be mailed separately.

The MPE SDK will include a MPE Software Developer Guide (SDG), sample code and sample data to facilitate software development. Developer's software interface must meet the requirements set forth in the SDG and the Software Performance Requirements (SPR). USPS will provide Developer with the NCOA^{Link} MPE SPR.

A Stage I test file will be available for testing through the assigned internet account. This file will contain test questions and the expected answers.

NOTE: All source code designed to access the NCOA^{Link} secure data shall be considered Confidential Information and is subject to the provisions of the Confidentiality Statement.

Step 3. NCOA^{Link} Testing & Certification

Developer 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 Developer when it has sent a test file. (While testing will usually occur remotely, USPS reserves the right to perform testing on-site and/or request a copy of Developer's software interface for testing purposes.)

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 Developer fails the initial platform(s) certification testing, Developer may submit to USPS a written request for certification re-testing on the failed platform(s). USPS will require a re-testing fee for each platform.

Step 4. USPS Interface Certification

Upon successfully completing Steps 1 - 3, USPS will issue an NCOA^{Link} MPE software certification notice to the Developer.

The certified NCOA^{Link} MPE software MAY NOT be used, sold and/or distributed for use unless the party using Developer's software has entered into a separate NCOA^{Link} Mail Processing Equipment Service Provider License Agreement with USPS. In the event Developer desires to sell or distribute its software to third parties, Developer must enter into a Distributor License Agreement with USPS.

Step 1
NCOA^{Link} Mail Processing Equipment
Software Interface Certification Procedures

Application

Please Print:

Company Name:

Company Address:

City: State: ZIP + 4 ®:

North American Industry Classification System (NAICS):

Telephone No.:   Fax No.:

Contact Name:

Parent Company (if applicable):

E-mail Address:

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} Technology in accordance with the Terms and Conditions stated below, solely for the purpose of developing a Mail Processing Equipment (MPE) Software Interface to be distributed to its clients or for its own use once certified and licensed.

1. Prior to consideration for the MPE Software License(s), **the Applicant must submit the Self-Certification Statement, along with this application and supporting documents** to enable USPS to make this determination.

2. 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.

3. Applicant understands and agrees that: (a) any MPE with NCOA^{Link} Product may only be used by Applicant or parties using Applicant's software program(s) ("software") on equipment that is designed to process and output mailpieces to update existing mailpieces that are used to prepare mail 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) Applicant must represent to parties interested in using its software that use of Applicant's software is restricted to MPE Service Providers that have been approved via receipt of a unique authorization code to enter into a MPE Service Provider License Agreement with the United States Postal Service (USPS); and (d) Applicant is prohibited from selling and/or distributing its software to any party that has not received a unique authorization code and/or approved and licensed for use of the MPE by the USPS.

4. Prior to consideration for a MPE Software Developer license, Applicant must demonstrate its capability of software development, support and maintenance to the sole satisfaction of USPS. **Applicant must submit the Self-Certification Statement, along with this Application** to enable USPS to make this determination.

5. Applicant is not eligible to receive MPE Software certification prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is

successful, and (c) certifying the Applicant's software on the specified operating systems and hardware outlined on pages 10 and 11.

6. Applicant is prohibited from representing to third parties that USPS has certified Applicant's software until such time as Applicant receives a software certification notice from USPS. Prior to receiving the software certification notice from USPS, Applicant may only represent that it has "applied" to receive software certification, and is prohibited from making any representations or warranties as to the availability of its software and/or the ability of its software to support the NCOA^{Link} Product on Mail Processing Equipment.

7. Applicant understands and agrees that the License is limited to development of the interfaces and potential redistributing of the data as a component of Applicant's Products to NCOA^{Link} MPE Service Providers for use of the MPE in the field of use in accordance with the License Agreement.

8. 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.

9. Applicant is in good standing under all existing Licensing 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.

10. Applicant shall submit written notice to USPS of any material change to the information submitted as part of this application and supporting documents within thirty (30) days of the occurrence of such change.

11. 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(s).

USPS may elect not to award Applicant a MPE Software Developer 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 a NCOA^{Link} Mail Processing Equipment Software Interface Developer 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: _____

Step 1
NCOA^{Link} Mail Processing Equipment
Software Interface 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.

The NCOA^{Link} Technology shall be disclosed only to employees of the Developers DIRECTLY involved in the development process. Developer shall notify each employee to whom any such disclosure is made that such disclosure is made in confidence and shall be kept in confidence by the employee. Developer shall take the necessary steps to assure that each employee is contractually bound to keep such confidence.

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 Software Interface Developer 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} Mail Processing Equipment

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
225 N HUMPHREYS BLVD STE 501
MEMPHIS TN 38188-1001
FAX: 650-577-5773

Step 1
NCOA^{Link} Mail Processing Equipment
Software Interface 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 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.

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: _____

FULFILLMENT CONTACT: (Primary contacts for test data 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
Software Interface 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 PostalPro 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:

BILLING CONTACT: (Primary contacts for billing 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:

Step 1
NCOA^Link Mail Processing Equipment
Software Interface Certification Procedures

Security Documentation

Once the software is loaded onto a production MPE, please provide a narrative on how the NCOA^Link data/technology will be secure. A diagram and/or flowchart describing the specific measures may be provided. (Attach separate documents if necessary.)

The NCOA^Link MPE software must be developed and distributed as a Closed System – Defined as **NOT** having the ability to modify, adjust, or tweak the application in a manner that will affect the applications ZIP + 4 matching selection or decisions.

The Address Matching and NCOA^Link MPE software must be integrated into a single software package.

Step 3
NCOA^{Link} Mail Processing Equipment
Software Interface Certification Procedures

Hardware & Software Product Information Form

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:

☐ NCOA^{Link} HASH   ☐ NCOA^{Link} with ANK^{Link} HASH
☐ NCOA^{Link} FLAT   ☐ NCOA^{Link} with ANK^{Link} FLAT
☐ BOTH   ☐ 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 License to the applicant.**

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

Step 3
NCOA^{Link} Mail Processing Equipment
Software Interface Certification Procedures

Hardware & Software Information

NOTE: This page may be copied for multiple systems. A <u>completed form</u> 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™ Certified Software and Version Number	

Step 4
NCOA^{Link} Mail Processing Equipment
Software Interface Certification Procedures

Execution of License

Upon USPS determining that Developer has successfully completed Steps 1 - 3, USPS will issue a software certification notice to Developer. **Developer's MPE interface software MAY NOT be sold and/or distributed for use unless the Developer has entered into a standard NCOA^{Link} MPE Distributor License Agreement with USPS.**