

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

The following material describes the process for an Applicant to qualify for a license to distribute NCOA^{Link} Mail Processing Equipment (MPE) software. Information for each step of the certification process is included.

Full requirements are set forth in the USPS NCOA^{Link} MPE Software Interface Distributor License Agreement and related documents. In the event of a conflict between this document and the NCOA^{Link} MPE Software Interface Distributor License Agreement, the terms of the NCOA^{Link} MPE Licensee Agreement prevail.

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 Applicant and approved by the USPS:

- Application
- Confidentiality Statement
- Self-Certification Statement
- Key Personnel Listing
- Security Documentation

USPS will notify Applicant if it determines that Applicant has completed Step 1 to the satisfaction of USPS.

Step 2. Execution of License

Upon successful completion of Step 1 and notification from USPS of certification under a separate NCOA^{Link} MPE Software Developer License, USPS will forward an NCOA^{Link} MPE Software Interface Distributor 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 will be mailed to the NCOA^{Link} MPE Software Interface Distributor via Priority Mail[®] with Signature Confirmation[™]. A prorated invoice (if applicable) will be mailed separately.

If License fee apply, please be advised payment must be received within ten (10) calendar days from receipt of the executed license agreement. Once payment is received USPS will list the Licensee as a Licensed NCOA^{Link} MPE Software Interface Distributor.

The Software Interface to be distributed under the NCOA^{Link} MPE Software Interface Distributor License Agreement must be developed, certified and maintained by Applicant under a separate NCOA^{Link} MPE Software Interface Developer License Agreement.

Step 1
NCOA^{Link}® Mail Processing Equipment
Software Interface Distributor 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: _____

Terms and Conditions of Application for License

Submission of this application allows the USPS to review the applicant's request to distribute its certified NCOA^{Link} MPE Interface Product to Service Providers. The certified NCOA^{Link} MPE Interface Product shall solely be distributed for use on equipment that is designed to process, output and update existing prepared mailpieces for the purpose of acceptance and delivery by the United States Postal Service in accordance with the Terms and Conditions stated below:

1. Applicant understands and agrees that License is limited to distributing and marketing its certified NCOA^{Link} MPE Interface Software Interface(s) as a component of Applicant's Product(s) to (a) Service Providers that have obtained, from USPS, a unique authorization code, for use on Mail Processing Equipment in the Field of Use in accordance with the NCOA^{Link} MPE Service Provider License Agreement and (b) Integrators that have obtained a USPS unique authorization code and received USPS NCOA^{Link} Mail Processing Integrator Application approval.
2. Prior to consideration for an NCOA^{Link} MPE Software Interface Distributor 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.
3. Applicant is not eligible to receive an NCOA^{Link} MPE Software Interface Distributor License prior to USPS: (a) completing its acceptance testing of the software, (b) determining, in its sole discretion, that the testing is successful, and (3) certifying the Applicant's specific NCOA^{Link} MPE Interface Product.
4. Applicant is prohibited from representing to third parties that USPS[®] has licensed applicant to distribute its interface until such time applicant executes a NCOA^{Link} Mail Processing Equipment (MPE) Software Interface Distributor License Agreement with USPS, Applicant may only represent that it has "applied" to receive an NCOA^{Link} MPE Software Interface Distributor License, 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 system(s).
5. USPS is not liable for any and all costs incurred by the Applicant, its affiliates, agents or employees for the submission of this Application and related materials, or the distribution or testing of Applicant's proposed NCOA^{Link} MPE Software.
6. Applicant is in good standing under all existing license agreements with the Move Update Support Department, if any, and has received no notice of warning, suspension or termination from USPS relating either to a current or expired USPS license agreement.

7. Applicant shall submit written notice to USPS of any change to the information submitted as part of this application and supporting documents within thirty (30) days of the occurrence of such change.
8. 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 distribute to 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 the NCOA^{Link} MPE Product to process their mailpieces through any Mail Processing Equipment under this license.

USPS may elect not to award Applicant an NCOA^{Link} MPE Service Provider 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 USPS NCOA^{Link} MPE Software Interface Distributor 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 (US Code, Title 18, Section 1001.)

Applicant Name: _____

By: _____ (Signature)

Name (please print): _____

Title: _____

Date: _____

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

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} MPE Software Interface Distributor License to me, my company, and/or firm. This Confidentiality Statement shall not be superseded by the award or entry into of an NCOA^{Link} MPE Software Interface Distributor 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} Product _____

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 Distributor Certification Procedures

Self-Certification Statements

The following provides clarification and specifics for Item 2 of the Application. This must be provided for evaluation along with the Application.

1. A narrative describing the nature of the applicant's business, with emphasis on its experience in software/ hardware distribution, support and maintenance.
2. A description of how the applicant plans to utilize the certified NCOA^{Link} Mail Processing Equipment technology as part of its business or service offering.
3. Key Personnel list (attached)
4. Implement a centralized distribution email address with the prefix as ncscinfo@

5. Please provide a narrative on how the NCOA^{Link} technology will be secure. A diagram and/or flowchart describing the specific measures may be provided. (Attach separate documents if necessary.)

After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application.

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

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: _____

Step 1
NCOA^{Link}® Mail Processing Equipment
Software Interface Distributor 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: _____
Company Web site: _____
Customer Service Email: _____
Customer Service Phone: _____

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 2
NCOA^{Link®} Mail Processing Equipment
Software Interface Distributor Certification Procedures

Execution of License

Upon USPS determining that Applicant has successfully completed Step 1 and USPS issuance of a software certification notice under separate License Agreement, USPS will forward an approval letter a pro-rated license fee invoice (if applicable) and an NCOA^{Link} MPE Software Interface Distributor License Agreement to Applicant. **The License Agreement must be signed by an officer who possesses all necessary legal authority to sign on behalf of the company, firm, or organization.** The signed, original agreement and fee payment must then be returned to the 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**

Upon USPS review and approval of the signed License Agreement, USPS shall execute the License Agreement and return a copy to Applicant.