

Modifications to DSF²® License Agreement and supporting documents

August 29, 2021

DSF² License Agreement

- Updated pricing to reflect \$132,000.00 as the annual license fee and \$66,000.00 for additional computer or system platform.

June 4, 2021

- Updated DSF² LPR in accordance to CASS Cycle O requirements. This file is named: **DSF2LPR_v23_CASS CYCLE O.pdf**.
- Renamed existing DSF2 LPR: **DSF2LPR_v22_CASS CYCLE N.pdf**.

January 24, 2021

DSF² License Agreement

- Updated pricing to reflect \$123,000.00 as the annual license fee and \$61,500.00 for additional computer or system platform.

March 6, 2020

DSF² LPR

- In Exhibit I (Additional DSF² Files and Descriptions), added information on the NDD (Non-Delivery Days) tables.

January 26, 2020

DSF² License Agreement

- Updated pricing to reflect \$118,000.00 as the annual license fee and \$59,000.00 for additional computer or system platform.

July 30, 2018

DSF² License Agreement

- The license agreement was updated and current Licensees were required to sign new licenses for the October 1, 2018 – September 30, 2019 license renewal period.

May 30, 2018

DSF² LPR

- In the monthly statistics report file layouts, removed references to COBOL.

March 29, 2018

DSF² LPR

- In Exhibit I, added information on the No-Stat Reason Code Table.

February 22, 2018

DSF² LPR

- Throughout document, removed RIBBS links and references and replaced with PostalPro.
- In Exhibit B (Return Codes), updated the description of Return Code 'S.'

- In Exhibit B (Standard Footnotes), added Footnote Codes 'PB' and 'R7' and their corresponding descriptions.
- In Exhibit C, remove 'in Cycle M' in the heading 'Validate a Secondary of #0'
- In Exhibit D (Return Codes and Footnotes With Suggestions For Mailers), added the DPV Return Codes and Footnote Descriptions for:
 - N – AA M3 R7
 - D – AA N1 R7
 - Y – AA BB R7
 - S – AA CC R7
 - Y – AA BB PB
- Removed references to the DPV False Positive files (https://ribbs.usps.gov/files/dpv/index_dpvknownfalsepositive.cfm) since they have been discontinued.

January 21, 2018

DSF² License

- Updated pricing to reflect \$114,000.00 as the annual license fee and \$57,000.00 for additional computer or system platform.

December 5, 2016

DSF² Certification Procedures

- Updated the Key Personnel Form to allow for the billing contact information.

October 17, 2016

DSF² LPR

- Removed information in Appendix A and Exhibit K concerning DirectDPV, which has been discontinued.

May 20, 2016

DSF² License

- On the signature page, updated James D. Wilson's title to 'Director, Addressing & Geospatial Technology.'

April 10, 2016

DSF² License

- Updated pricing to reflect \$112,000.00 as the annual license fee and \$56,000.00 for additional computer or system platform.

July 10, 2015

DSF² LPR

- Updated Exhibit I with information on the PBSA file.

July 7, 2015

DSF² LPR

- Updated Exhibit I with information on the Door Not Accessible (DNA) file.

June 22, 2015

DSF² License

- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

March 27, 2015**DSF² License**

- Revised the Term of Agreement section to reflect October 1 as the start of the license term.

October 7, 2014**DSF² Certification Procedures**

- Removed references to DVD and media fulfillment.

DSF² LPR

- Updated the Fulfillment section to state the following: DSF² updates will be provided monthly via Electronic Product Fulfillment (EPF). There will be no more than two iterations of the monthly products available via EPF. Thus the two most recent product releases will be available for download.

March 4, 2014**DSF² License**

- Removed the following statement from the Term of License section: The term of the Agreement, as extended on an annual basis, shall not exceed ten (10) years. Upon notification of the intent of the Licensee to extend this Agreement beyond the 10-year limitation, and payment of the required license fee, USPS shall prepare a renewal license extending this Agreement for execution by the parties.

January 27, 2014**DSF² License**

- Updated pricing to reflect \$117,000.00 as the annual license fee and \$58,400.00 for additional computer or system platform.

January 28, 2013**DSF² License**

- Updated pricing to reflect \$109,000.00 as the annual license fee and \$55,000.00 for additional computer or system platform.

October 3, 2012**DSF² License Agreement; Application; and Certification Procedures**

- Updated new address of the National Customer Support Center.

August 30, 2012**DSF² Application and Certification Procedures**

- Added fax number.

January 23, 2012**DSF² License**

- Updated pricing to reflect \$104,000.00 as the annual license fee and \$52,000.00 for additional computer or system platform.

August 17, 2011

DSF² LPR

- In Exhibit B under Standard Footnotes, updated the language to include RR and HC Box records where the exception is PO Box records.

April 18, 2011

DSF² License

- Updated pricing to reflect \$102,000.00 as the annual license fee and \$51,000.00 for an additional computer or system platform.

October 13, 2010

DSF² LPR

- In section 6.3.5, changed '105' to '60.'
- Removed section 6.5, which stated the following: There are minimum volumes of records/addresses that the Licensees will be expected to process. Each year the minimum processing volumes will be established for each Licensee according to USPS requirements.
- Updated language in section 7.4.4 to state the following:
'During the processing of your list, an artificially created address was detected. In accordance with the License Agreement between USPS and <<Licensee>>, this USPS product shall be used to process legitimately obtained addresses only, and shall not be used for the purpose of artificially creating address lists. Continuing use of this product requires compliance with all terms of the License Agreement. If the customer believes this address was identified in error, contact the Licensee.'
- Updated the language in section 7.5 to state that Licensee may return the list(s) to the customer without further notification from USPS.
- Corrected references to the appropriate Exhibits in the following sections: 3.2; 5.8; 6.2.2; 6.2.5; 6.4.1.1; 6.4.5; and 9.1.2.3.
- In Exhibit F, the report file layouts have been updated to clarify and define the specific data and/or data counts to be populated in each field of the report.

September 30, 2009

DSF² Certification Package

- Removed references regarding applicant's finances.

August 25, 2009

DSF² Certification Package

- Change the method of receipt of DVD data fulfillment from 'Express Mail' to 'Priority Mail with Signature Confirmation.'

April 23, 2009

DSF² License

- In section 8.1, changed the last sentence to the following: Yearly payments shall be made to USPS no later than thirty (30) calendar days prior to the expiration of the existing Agreement.

March 30, 2009

DSF² Licensee Performance Requirements

- In sections 9.1.7 and 9.2, changed the reference to the Exhibit to E.
- Updated the RIBBS links.

March 23, 2009

DSF² Certification Package

- The DSF² media fulfillment was changed to DVD.

January 27, 2009

DSF² License Agreement

- The NCSC finance number was changed to 671440.

November 17, 2008

DSF² License Agreement; Application and Certification Package

- In the NCSC mailing address, changed the suite number from '201' to '101.'

August 20, 2008

DSF² License Agreement

- Pertaining to USPS notification of renewals, in section 8.1, changed '60' days to '45' days.

June 26, 2008

DSF² License Agreement; DSF² LPR; DSF² Application and Certification Package

- Updated these documents to reflect the DSF² registration status.

DSF² Certification

- In Step 5 Execution of License, updated the number of CDs received upon execution of license.

April 29, 2008

DSF² License Agreement

- Updated DPV and eLOT trademarks to registered trademarks.
- Updated version number and date
- Changed document watermark from Sample to Display Only

DSF² LPR

- Updated DPV and eLOT trademarks to registered trademarks.
- Updated version number and date

DSF² Application

- Removed the Tax ID field
- Updated ZIP+4 to ZIP + 4 and added the registered trademark
- Included the trademark for DSF²™
- Added the version number and date

DSF² Certification

- Removed the Tax ID field

- Updated ZIP+4 to ZIP + 4 and added the registered trademark
- Included the trademark for DSF²™
- Updated DPV trademark to registered trademark
- Added the version number and date

March 17, 2008

DSF² LPR

- Removed Exhibit E 'DSF² Product CD Media' and renumbered subsequent Exhibits throughout document.

March 12, 2008

DSF² LPR

- Added DSF² filename descriptions as Exhibit J and renumbered the subsequent Exhibit.

January 25, 2008

DSF² LPR

- In section 7.4.1, added clarifying language stating that if a Licensee encounters a False Positive record during processing, the Licensee may return the list to the customer without further notification from the USPS.
- Added language in 7.6 specifying a timeframe for the maintenance of False Positive reports.

August 23, 2007

DSF² LPR

- Added sections 8.7 and 8.7.1 regarding test data.

August 20, 2007

DSF² LPR

- The entire document has been reformatted and sections have been renumbered.
- Created a separate appendix (Appendix A) for DirectDPV (currently section 10) and placed the information in section 10.8 in a chart (Exhibit K). Appendix A is located at the end of the document.
- Changed the heading of the charts and information that is labeled as Appendix A, Appendix B, etc. to Exhibit A, Exhibit B, etc.
- In section 1.1 in the second sentence, changed 'valid delivery' to 'known address.' In the fourth sentence, removed 'valid' and in the fifth sentence, change 'validates' to 'identifies.' In the sixth sentence, removed 'coded' and changed 'confirmed' to 'known' and change 'delivery' to 'address record.' In the seventh sentence, removed 'Utilization of' and 'to confirm valid deliverable addresses as well as.'
- In section 1.2 in the second sentence, changed 'or' to 'and.'
- In section 2.1 in the first sentence, changed 'these' to 'the' and in the second bullet, added 'potential' before 'undeliverable.'
- In section 3.1 in the first sentence, deleted '(hash tables).' In the last sentence, changed 'Does' to 'Is', deleted 'validate to' and added 'known' before 'USPS.' Also created a chart for the return codes 'Y, D, S, N and Blank' and added the following statement at the end of the paragraph: 'Refer to Exhibit B for descriptions of these return codes.'
- Reworded section 4.1 to state: 'DSF² updates will be provided via electronic media to Licensee.'
- In section 5.2, changed 'directions' to guidelines.'

- In section 5.3, removed 'Refer to paragraph 7.9 Standalone Users below.'
- In section 5.4, removed 'without prior written approval of USPS.'
- In section 5.6.2, changed two occurrences of 'brochure' to 'fact sheet.'
- In section 5.8 in the second sentence, removed 'electronic media.'
- In section 5.9 after 'updates' added 'as soon as both are available.'
- Removed section 5.9.1. In the newly numbered section 5.9.1, added to the beginning of the statement 'To obtain the best results, USPS recommends' and removed 'incorporating use within three (3) business days of receipt.'
- In section 5.9.2, removed 'monthly.'
- Added section 5.11 regarding the creation of a centralized email address.
- In section 6.1, changed 'X vendor' to 'Licensee' and 'Y customer' to 'customer' and deleted the last sentence since it is stated in section 7.5.
- In section 6.2.2 removed 'in the definitions section of the DSF² License Agreement' because there is no Appendix E in the License Agreement. The attributes are listed in Exhibit E of the LPR.
- In section 6.2.5, changed 'Statistics Report' to 'DSF² Monthly Statistics File Report' and changed '(Figure 1)' to "Exhibit G" and deleted 'dataset.'
- In section 6.3.1 changed 'delivery' to 'known address records.'
- In section 6.3.2, changed 'is expected to' to 'must' and changed 'within' to 'by.'
- In section 6.3.3, removed 'to ensure all license requirements are met.'
- Added section 6.3.5 which states 'Licensees will design a process that will cause the DSF² interface to stop working when the DSF² data has aged more than 105 days from the product date.'
- In section 6.4.1, changed 'Statistics Report layout' to 'DSF² Monthly Statistics Report layout' and changed 'Figure 1' to 'Exhibit B.'
- Combined information in sections 6.4.6 and 6.4.7 and remove section 6.4.7. Added statement which says DSF² monthly reports should be maintained and made available for five years. Also added that reports should be submitted to NCSC within seven calendar days of the month. Deleted the complete mailing address to the NCSC and provided the location of the electronic file layout.
- Created section 6.8 regarding the creation of a centralized email address.
- Removed the following sections: 7.5-7.5.3; 7.6-7.6.3; 7.7-7.7.3; 7.7.5; 7.7.7; 7.8; 7.9-7.10; and 7.11. All subsequent sections were renumbered.
- Removed the last sentence in section 7.4.1.
- In section 7.4.4, changed 'convert' to 'process.'
- In section 8.3, removed 'as well as its statistics capture process and accountability functionality.'
- In section 9.1.3 changed 'may' to 'shall.'
- In section 9.1.4 changed 'prescribed' to 'described' and removed 'above.'
- In section 9.1.6 removed 'offered.'
- In section 9.1.7 stated that the Delivery Sequence Invoice documentation is located in Exhibit F.
- In section 9.2 stated the instructions for completing the Delivery Sequence Invoice are located in Exhibit F.
- In Exhibit D in each row under 'Suggestion' in the last sentence, added 'code' after 'ZIP + 4.'
- In Exhibit I changed Exhibit H 'Determining Record Status (Unknown or Residential)' to Exhibit I and moved Exhibit I to the same page as Exhibit H.
- Added data release schedule as Exhibit J.

June 15, 2007

DSF² LPR

- In Appendix C, removed information regarding the no-stat table.

April 27, 2007

DSF² LPR

- For more detailed information on DSF² modifications, go to the following location: http://www.ribbs.usps.gov/files/DSF2/DSF2_LPR_UPDATES/.
- Reformatted and renumbered sections, including the addition of section 4 and the renumbering of subsequent sections.
- Section 1.0 (General)
 - Previous paragraphs 4.1 and 4.11 were merged into 1.2
 - Added: 1.3 (DSF² does not return specific address information)
- Section 3.0 (Product Description and Definition)
 - Modified: 3.1 *Blank* definition (Address not presented to DPV/DSF²)
 - Removed: Previous paragraph 3.3 and moved information to Section 10.0
- Created Section 4.0 (Fulfillment)
 - First sentence of previous paragraph 4.5 moved to 4.1
 - First sentence of previous paragraph 4.10 merged into 4.1
- Section 5.0 (General Requirements)
 - Added: 5.2 (USPS consideration for Standalone Users)
 - Final sentence of previous paragraph 4.5 moved to 5.8
 - Second and remaining sentences of previous paragraph 4.10 moved to 5.9
- Section 6.0 (Specific Requirements)
 - Previous paragraphs 4.2 and 4.3 were merged into 6.3
 - Added: 6.4 (Statistics Capture and Reporting)
- Section 7.0 (False Positive Reporting and Stop Processing)
 - Added: 7.5.3 (USPS right to require Licensee to suspend MASS MLOCR equipment service provider's processing due to multiple artificial address detections)
 - Added: 7.9 (Standalone Users)
 - Changed: 7.11 (49% or greater ZIP+4/DSF² mail processing difference reporting requirement)
 - Added: 7.11.1 (49% Rule not applicable to MASS MLOCR equipment processes for Reject Runs)
- Created: Section 10.0 (DirectDPV™ Product)
- Appendix A (DSF² False Positive File Layout)
 - Removed: Field 9 (% MATCH RATE TO ZIP + 4); Position 165-173 and matching Field Description Definition
 - Changed: Field 9 to (% MATCH RATE TO DSF²) and Field Description Definition
 - Modified: Field 8 (TOTAL POTENTIAL ZIP + 4 RECORDS); Position 156-164 and included Field Description Definition
 - Changed: *Calculating Percentages for the DPV False Positive Header Record*
 - *Formulas* (for % MATCH RATE TO DSF²)
 - *Examples* (for % MATCH RATE TO DSF²)
 - *Notes* (Determining the 49% ZIP+4/DSF² mail processing difference and non-applicability of this requirement for MASS MLOCR equipment service providers)
 - Added: *Optional DSF² False Positive Notification for MASS MLOCR Equipment Process* information
- Appendix B (Standard Footnotes)

- Changed: *No Delivery Type on Match* condition information to reflect clearly the N1 return code did not apply to PO Box records.
- Added: Appendix C (*Additional information*)
- Appendix D (Return Codes and Footnotes with Suggestions for Mailers)
 - Changed: Matrix includes more detailed information for each suggestion
- Created: Appendix E (DSF² Product Electronic Media)
 - Second, third, and fourth sentences of previous paragraph 4.5 moved to Appendix E.
- Figure 3 (Determining a Record's Status – Unknown or Residential)
 - Changed: removed the “**not a business** record” information

January 25, 2007

DSF² LPR

- Section 5.9.2 was combined with section 5.9.1.
- In section 5.9.1, an option to fax an image of the mail piece instead of mailing the mail pieces to the NCSC was added.

January 12, 2007

DSF² LPR

- In section 5.9, the title of the email subject was added relating to false positive records.
- In section 5.9.2, added the fax number for MLOCR transmissions of false positive records.

November 15, 2006

DSF² LPR

- Added information on DirectDPV in sections 3.3; 4.5; and 5.10.
- In Section 1.1, updated the number of confirmed delivery points in U.S.
- In Section 5.6, clarified language regarding the customer number for reporting.
- In Section 5.10, clarified language regarding Stop Processing.
- In Section 6.6, modified language regarding the accuracy of CASS assignments.

September 1, 2006

DSF² LPR

- Removed reference to SnappCheck Address Management Technologies tools.

August 31, 2006

DSF² LPR

- Below is a brief description of the document changes.
 - Added trademarks.
 - Formatted document for a more professional style.
 - Combined Product Description and Definitions.
 - Combined sections to remove duplicate information.
 - Added all DSF² footnote codes.

- On the Stats Report Layout, changed Customer Standard Industry Code (SIC) to North American Industry Classification System (NAICS).
 - Removed references to the DSF² PAF.
 - Listed all tables sent to Licensees on CD-ROM.
 - Added information on length to maintain the False Positive file after reporting to NCSC.
- Please note these changes do not require any program code changes to Licensees' software.

August 30, 2006

DSF² LPR

- Removed references to the DSF² PAF throughout the document.

August 25, 2006

DSF² LPR

- Due to numerous revisions in this document, it is suggested this document be reviewed in its entirety.

April 17, 2006

DSF² License Agreement

- Section 5.2 was removed.
- Corrected trademarks throughout license agreement.

July 1, 2005

DSF² LPR

- In Section 3.3, the number of tables on CD2 was changed to 13 and the Month.dat file was added.
- Section 6.1.1 was added and subsequent Sections were renumbered 6.1.2 through 6.1.8.

DSF² PAF

- The updated DSF² PAF was added to the RIBBS site under DSF².

January 7, 2005

DSF² LPR

- In Figure 2 in the Footnote Code N1, the word "highrise" was removed. In Footnote Code P1, the word "PO" was removed. In the note No Delivery Type on Match, the word "highrise" was removed. In the second paragraph, the following sentence was added: This will also be done on street records with secondary information but no default record is in the database.
- In Figure 4, the sections "How to know if a record is not a business (unknown or residential)" and "For further clarification" were added.

June 30, 2004

DSF² LPR

- The Seasonal/Educational table was added.

March 10, 2004

DSF² LPR

- In the DSF² False Positive Record layout, the field reference number 10, NUMBER OF ZIP CODES ON FILE, was increased to 5 and the position from 174-178. The field reference number 11, NUMBER OF FALSE POSITIVES, changed the position from 179-180.

February 10, 2004

DSF² LPR

- In the Footnote section, the following footnotes were changed:
 - **Added Footnote Code:** P3 – Input Address PO, RR, or HC Box Number Invalid
 - **Reworded Footnote Code:** RR – Input Address Matched to CMRA and PMB designator present (PMB 123 or #123)
 - **Reworded Footnote Code:** R1 – Input Address Matched to CMRA but PMB designator not present (PMB 123 or #123)
 - **Added the following paragraphs:**
 - ****No Delivery Type on Match -
If you get a DPV confirm (BB) or (CC) Input Address Matched to DPV (all components) and no delivery type, you need to move (N1) Input Address Primary Number Matched to DPV but Highrise Address Missing Secondary Number to the footnote code, replacing BB or CC with N1.

DPV validates the address when there is a Highrise record missing from the database. If there are only records with secondary information and no Highrise default, DPV will make a Highrise default record with no delivery type and validate that record.