

## **Modifications to Mail Processing Equipment (MPE) License Agreements and supporting documents**

**August 7, 2017**

### **MPE Data User LPR**

- Throughout document, changed 'Standard Mail' to 'USPS Marketing Mail'
- Added sections 7.9.1 – 7.9.3 under 7.9 to clarify name order presentation.
- Added section 8.9.5.1 (Mailpiece Facsimile) to add information concerning name order presentation.
- Updated 10.5.1 (formerly 10.1.1) to remove '90%' and renumbered to reflect the correct section.
- In Exhibit C (Other Footnote Descriptions – Optional), added additional DPV footnote codes.

### **MPE Developer SPR**

- Throughout document, changed 'Standard Mail' to 'USPS Marketing Mail'
- Updated 9.5.1 to remove '90%.'
- Under 'Standards of Performance' added sections 11.7 – 11.7.2 regarding name order presentation.
- Added section 12.6.5.1 (Mailpiece Facsimile) to add information concerning name order presentation.
- In Appendix A (Other Footnote Descriptions – Optional), added additional DPV footnote codes.

**January 22, 2017**

### **MPE Developer; Distributor; and Data User Licenses**

- Updated Exhibit A: License Fee Schedule to reflect the new prices.

**May 20, 2016**

### **MPE Developer; Distributor; and Data User Licenses**

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

**May 13, 2016**

### **MPE Developer SPR and Data User LPR**

- Added a new section (Data User LPR 8.8.4 and Dev SPR 12.5.4) stating the following:
  - For mailpieces that are returned to the customer, Licensees may have the option to spray the Intelligent Mail barcode on mailpieces that have updated COA information or suppress the Intelligent Mail barcode from the mailpieces and only spray the new address information.

**April 10, 2016**

### **MPE Developer; Distributor; and Data User Licenses**

- Updated Exhibit A: License Fee Schedule to reflect the new prices.

**January 26, 2016**

### **MPE Data User and Software Distribution RTD**

- Add the following language regarding name presentation: The presentation of name order is established using a pre-process before querying the NCOA<sup>Link</sup> database. However, there are no restrictions on using a process to interchange the name order to yield the best possible results using the NCOA<sup>Link</sup> database. It is ultimately the responsibility of the Mailer Owner working with the Licensee to determine the name order presentation correctly.
- The statistics of new address information in the NCOA<sup>Link</sup> file were updated to the following:
  - 89.68% Forwardable moves containing delivery point confirmed **New** addresses – **New** address provided
  - 1.19% Moves containing unconfirmed **New** addresses – **New** address not provided
  - 7.44% Moved, left no address
  - 1.63% PO Box Closed
  - 0.06% Foreign moves

#### **MPE Data User and Software Distribution LPRs**

- Updated the RTD in Exhibit G (Data User LPR) and Exhibit A (Distribution LPR) with the above language.

#### **August 6, 2015**

##### **MPE Developer SPR**

- Sections 9.10-9.11, revised to state the accuracy of the ZIP + 4 records will follow the current MASS ZIP + 4 requirements.
- In Exhibit A (NCOA<sup>Link</sup> Mail Processing Equipment (MPE) PAF Requirements), removed the following bullets:
  - If using a *FASTforward* PAF, enter six 8s (888888) as the NAICS code until you have transitioned to the MPE PAF.
  - Once you are using the MPE PAF, use the appropriate NAICS code.

##### **MPE Data User LPR**

- Sections 10.10-10.11, revised to state the accuracy of the ZIP + 4 records will follow the current MASS ZIP + 4 requirements.
- Updated section 11.4 to state Licensee shall produce monthly performance reports by MPE platform.
- In Exhibit A (NCOA<sup>Link</sup> Mail Processing Equipment (MPE) PAF Requirements), removed the following bullets:
  - If using a *FASTforward* PAF, enter six 8s (888888) as the NAICS code until you have transitioned to the MPE PAF.
  - Once you are using the MPE PAF, use the appropriate NAICS code.

#### **July 1, 2015**

##### **MPE Developer License**

- Updated section 9.2 to the following: In the event Developer cancels this License Agreement, USPS will retain all fees paid to USPS under this License Agreement.

#### **June 2, 2015**

##### **MPE Developer and Distributor Licenses**

- Updated Exhibit A: License Fee Schedule to reflect the new prices.
- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

### **MPE Data User License**

- Updated Exhibit A: License Fee Schedule to reflect the new prices.
- Renumbered the Non-Transferable section.
- On the signature page, changed Audrey K. Conley Contracting Officer's Representative to James D. Wilson Manager, Address Management.

**October 14, 2014**

### **MPE Developer, Distribution and Data User Certification Procedures**

- Removed references to DVD and media product fulfillment.

### **MPE Developer SPR**

- Removed references to DVD and media product fulfillment.

### **MPE Data User LPR**

- Removed references to DVD and media product fulfillment.
- Revised the Product Fulfillment and Description section to state licensees shall the install the currently weekly NCOA<sup>Link</sup> database no later than seven (7) business days after it is made available via EPF.
- Updated section 2.5 to state the following: Weekly updates more than 45 days old shall be destroyed using common practice for disposal of sensitive materials, such as permanent file deletion.

**March 4, 2014**

### **MPE Developer, Distributor and Data User License Agreements**

- Removed the following statement from the Term of License section: The Term of the License Agreement, as extended on an annual basis, shall not exceed ten (10) years.

**January 27, 2014**

### **MPE Developer, Distributor and Data User License Agreements**

- Updated Exhibit A: License Fee Schedule to reflect the new prices.

### **MPE Developer Certification Procedures**

- Updated the retesting fee to \$1,175.00.

### **MPE Software Interface Developer Certification Procedures**

- Added that an invoice (if applicable) in the amount \$6,050.00 will be mailed separately.

**October 8, 2013**

### **MPE Data User LPR (Appendix B) and MPE Developer SPR (Appendix C)**

- Added language on the Alternative PAF Renewal Policy.

**April 24, 2013**

### **MPE Data User Certification Procedures**

- On page 11 regarding Flats processing, added the option 'Spraying Updated COA Information on Mailpieces'
- On page 15 under MPE Options for Flat-Sized Mailpieces, added 'Spraying Updated COA Information on Mailpieces'

### **April 23, 2013**

#### **MPE Data User LPR**

- In section 8.4, added 'Consolidation' as another term for Co-Mingling' and clarified the definition for Enhanced Data Users only.
- In section 8.5, added definition for 'Jackpot' and renumbered subsequent sections.

#### **MPE Developer SPR**

- In section 12.1.3, added 'Consolidation' as another term for Co-Mingling'
- Added section 12.1.4 as definition for 'Jackpot'

### **February 1, 2013**

#### **MPE Data User LPR**

- Section 8.11 (Flats) was updated to allow COA information to be sprayed on flat mailpieces; also stated that flats can be processed in the following modes: Forwardable Mailpiece, Notification via Return Mailpiece, and Mailpiece Facsimile
- In Exhibit B under MPE Processing Modes (field 2815-2817), updated the definition of flats processing.
- In Exhibit G, MPE Data User Required Text Document, updated definition of flats processing.
- In Appendix A, removed references of POSTNET barcode; changed the format of the platform ID in the text and the mailpieces in Example 1 and 2 to reflect the format of the MPE platform ID.
- Added Example 3, which is a flat mailpiece facsimile with IMb with COA information printed.

#### **MPE Developer Software Performance Requirements**

- Added section 6.3, which states the following: Licensee shall not enable any technology or system to interface with the NCOA<sup>Link</sup> MPE Product or pass to any manner, the COA information obtained from the NCOA<sup>Link</sup> Product, other than specifically authorized by the USPS.
- Section 12.4 (Flats) was updated to allow COA information to be sprayed on flat mailpieces; also stated that flats can be processed in the following modes: Forwardable Mailpiece, Notification via Return Mailpiece, and Mailpiece Facsimile
- In Exhibit B under MPE Processing Modes (field 2815-2817), the definition of flats processing was updated.
- In Appendix B, removed references of POSTNET barcode; changed the format of the platform ID in the text and the mailpieces in Example 1 and 2 to reflect the format of the MPE platform ID.
- Added Example 3, which is a flat mailpiece facsimile with IMb with COA information printed.
- In Exhibit C, MPE Data User Required Text Document, updated definition of flats processing.

#### **MPE Software Interface Distribution Performance Requirements**

- In Exhibit A, MPE Software Interface Distribution Required Text Document, updated definition of flats processing.

#### **MPE Data User and Software Interface Distribution Required Text Document**

- Updated definition of flats processing.

### **January 28, 2013**

**MPE Developer, Distributor and Data User License Agreements**

- Updated Exhibit A: License Fee Schedule to reflect the new prices.

**MPE Developer Certification Procedures**

- Updated the retesting fee to \$1,100.00.

**MPE Software Interface Developer Certification Procedures**

- Added that an invoice (if applicable) in the amount \$5,600.00 will be mailed separately.

**October 17, 2012**

**MPE Developer, Distributor and Data User Certification Procedures and License Agreements**

- Updated the address of the National Customer Support Center.

**September 5, 2012**

**MPE Data User Certification Procedures**

- Added the flats options to the Hardware & Software Product Information Form and added information for NCOA<sup>Link</sup> MPE Processing for Flats.

**September 4, 2012**

**MPE PAF**

- Changed the time period for the return of mailpieces from 72 hours to seven (7) days.

**August 30, 2012**

**MPE Developer, Distributor and Data User Certification Procedures**

- Added fax number.

**June 22, 2012**

**MPE Data User Certification Procedures**

- Updated Step 1: Self-Certification Statements to include the retrieval of Electronic Product Fulfillment Web Access Request Form to retrieve the NCOA<sup>Link</sup> Daily Delete files.

**MPE Data User License Agreement**

- In Exhibit A: License Fee Schedule, updated the ANK<sup>Link</sup> Added fee to \$3700.00 and updated the prorated pricing. Also updated the fee for ANK<sup>Link</sup> Added Additional Site to \$9800.00.

**June 21, 2012**

**MPE Certification Checklist**

- Updated document to include the policy for existing *FASTforward* licensees transitioning to NCOA<sup>Link</sup> MPE Data User.

**June 19, 2012**

**MPE Certification Checklist**

- Updated document to include the customers obtaining the EPF Web Access Request Form to access the NCOA<sup>Link</sup> Daily Delete files.

**June 13, 2012**

**MPE Certification Checklist**

- Updated page 3 to remove Cloud User certification since it is not required. Vendor certification is required.

**May 3, 2012**

**MPE Certification Checklist**

- This document is an outline of the certification process for each type of MPE certification.

**MPE PAF Requirements**

- This document outlines the PAF requirements for MPE.

**MPE Data User Certification Procedures**

- On page 4, clarified the 'Type of MPE Processing' field

**MPE Developer Software Performance Requirements**

- In section 6.2, changed 'three' to '10'
- In section 6.6, changed 'this Agreement' to 'the USPS'
- In section 8.2, removed the sentence 'Separate Jobs cannot be combined into a single mailing, and therefore cannot be combined onto a single mailing (postage) statement.'
- In section 8.3, removed the sentence 'Multiple customers cannot be combined into a single Run due to insufficient volumes.'
- In section 8.4, removed the sentence 'These mailpieces cannot be shuffled during processing. Also the following phrase from the last sentence was removed: '...each set of mailpieces will be reported separately and...'
- In sections 8.8.1; 8.8.2; 8.10; and 8.11, referred to section 6.6 regarding the return of COA information.
- In section 12.3, removed the last bullet since it is identical to section 12.4.

**April 11, 2012**

**MPE Software Interface Developer Certification Procedures**

- In Step 2, updated to state that the executed license agreement and SDK will be mailed via Priority Mail with Signature Confirmation.
- Added that an invoice (if applicable) in the amount \$5,350.00 will be mailed separately.

**MPE Software Interface Distributor Certification Procedures**

- In Step 2, updated to state that the executed license agreement will be mailed via Priority Mail with Signature Confirmation.
- Updated to state the prorated invoice (if applicable) will be mailed separately.

**March 29, 2012**

**MPE Data User Certification Procedures**

- On page 6, added a question regarding intended use of the NCOA<sup>Link</sup> MPE process.

**MPE Developer SPR**

- In section 5.5, updated the location of the daily delete files.
- In section 8.4, added the inclusion of Processing Summary Report.
- In section 10, updated link to certification documents.
- In section 14.2, referenced Exhibit A regarding PAF IDs.
- In section 14.3, defined the performance reports.

- Added the MPE PAF Requirements as Exhibit A. Renumbered subsequent Exhibits.
- In Exhibit B, updated the MPE PAF to remove electronic return for mailpiece correction service.

#### **MPE Data User LPR**

- In section 3.3, updated the location of the daily delete files.
- In section 9.4, added the inclusion of Processing Summary Report.
- In section 11.3, added the inclusion of the Broker/Agent/List Administrator Log.
- In section 11.4.3, added and defined the Broker/Agent/List Administrator Log.
- Added information on the MPE 00 Table in section 12.
- Added the MPE PAF Requirements as Exhibit A. Renumbered subsequent Exhibits.
- In Exhibit F, updated the MPE PAF to remove electronic return for mailpiece correction.

#### **MPE PAF**

- Updated the MPE PAF to remove electronic return for mailpiece correction.

#### **February 23, 2012**

##### **MPE Developer Certification Procedures**

- Updated the retesting fee to \$1050.00.
- Updated the Key Personnel Form to include marketing and billing contact information.

#### **February 21, 2012**

##### **MPE Data User Certification Procedures**

- Updated page 3 to include the type of MPE processing.

#### **January 23, 2012**

##### **MPE Developer, Distributor and Data User License Agreements**

- Updated Exhibit A: License Fee Schedule to reflect the new prices that went into effect January 22, 2012.
- In the Data User License Agreement, updated the License Fee Schedule to reflect the fees to licensees electing to the return an electronic COA file to the mail owner.

##### **MPE Developer and Data User Certification Procedures**

- Updated the certification retesting fee to reflect \$1,050.00, which is the new price that went into effect January 22, 2012.

#### **October 18, 2011**

##### **MPE Developer and Data User Certification Procedures**

- Updated the certification retesting fee to reflect \$1,025.00, which is the new price that went into effect April 17, 2011.

#### **August 11, 2011**

##### **MPE Developer, Distributor and Data User License Agreements**

- Updated Exhibit A: License Fee Schedule to reflect the new prices that went into effect April 17, 2011.

#### **January 12, 2011**

### **MPE Developer, Software Distributor and Data User Certification Applications**

- Removed Web Access Request Form from all certification documents as a form of submittal for the certification documents.

**February 25, 2010**

### **MPE Data User LPR**

- Updated section 11.4 to state the following:  
The reports must be submitted within seven (7) calendar days of the end of the month via electronic submission to [ncoastat@usps.gov](mailto:ncoastat@usps.gov). The subject line must include the following: Licensed Company Name and Month/Year of the report, i.e. ABC Company March 2010. All reports must be zipped into a single file with the naming convention AXXXXMYZ.zip (Type of Report, Platform ID, Month, Year) using a WinZIP version 9.0 compatible format.

**December 28, 2009**

### **MPE Data User LPR**

- Updated section 2.4 to state that NCOA<sup>Link</sup> updates shall be installed no later than five (5) business days after receipt.

**October 19, 2009**

### **MPE Integrator Certification Procedures**

- The MPE Integrator Certification Procedures application was removed from RIBBS April 14, 2009.

**August 20, 2009**

### **MPE Data User Certification Procedures**

- On pages 1 and 2, changed 'Express Mail' to 'Priority Mail with Signature Confirmation.'

**March 9, 2009**

### **MPE Data User LPR and MPE Developer SPR**

- Updated the Customer Service Log.
- Updated RIBBS links throughout document.
- In the Reports section, updated the Processing Category for Marketing Test to state no PAF is required; however the company name for which processing was performed must be captured in position 1423-1452 in the Customer Service Log. Also stated that the COA data must be discarded as sensitive data. **(section 11.6 of the MPE Data User LPR and section 14.4 of the MPE DEV SPR)**
- Also in the Reports section, the Move Activity Summary by Return Codes to the requirements of the Processing Summary Report. **(section 11.7 of the MPE Data User LPR and section 14.6 of the MPE DEV SPR).**

### **MPE Data User LPR**

- In section 11.8, added information regarding remote audits.

### **MPE PAF**

- In the Mail Owner section, the following fields are optional: USPS Mailer ID and Email Address. Added Company Website as an optional field.

**January 27, 2009**

### **MPE Developer, Distribution and Data User Licenses**

- The NCSC finance number was changed to 671440.

**December 18, 2008**

### **MPE Data User Certification Procedures**

- On pages 10-11, corrected the inability to enter information in the Software & Hardware Information tables, inserted a row for the Serial Number.

**November 18, 2008**

### **MPE Data User Certification Procedures**

- On page 11 in the Software Hardware Information table, added a field for the Serial Number in the first row.

**November 5, 2008**

### **MPE Developer, Distribution and Data User Licenses**

- Throughout documents, changed 'Service Provider' to 'Data User.'

### **MPE Data User License**

- In sections 11.2 and 11.2.2, added the following new language regarding the alternate PAF method:

#### **11.2, fifth sentence**

The USPS does not at this time endorse any particular electronic alternate methods for verification of client identity. Any electronic system that meets these requirements is sufficient. The Licensee will decide what methods best suit their business needs and address their business risk, while still maintaining the appropriate PAF information. Licensee may implement multiple methods for verification based on the Licensee's business needs.

#### **11.2.2, added new section and renumbered subsequent sections**

In the event the USPS, at its sole discretion, determines a Licensee is not diligently verifying the identity and role all parties involved in the transaction (including, but not limited to, brokers and list owners) when using equivalent electronic methods, the USPS reserves the right to require the Licensee revert to the traditional paper method of PAF completion. Any method used by a Licensee for verification under this new ruling applies ONLY to PAF collection under the NCOA<sup>Link</sup> Full Service License Agreement. There is no implied or implicit application of this ruling to ANY relationship, practice or agreement between the USPS and the Licensee. The USPS offers a wide range of services to its customers, and separately sets the appropriate requirements for each of these services, including electronic processes.

- In section 11.1 in the next to last sentence, removed the term 'hardcopy.'

### **NCOA<sup>Link</sup> MPE PAF**

- Concerning the alternate PAF method, in Exhibit E and the NCOA<sup>Link</sup> MPE PAF document, the language in the last sentence of the top section of the PAF has been reworded to the following: 'Any signature upon this PAF shall

be considered valid for all purposes and have the same effect whether it is an ink-signed hardcopy document or equivalent alternative.'

- Also in the Exhibit E and the MPE PAF document, added the 'USPS Mailer ID' field.

#### **October 16, 2008**

##### **MPE Developer, Distributor and Data User Licenses**

- Changed the suite number of the USPS address from '201' to '101' in the top sections of the licenses.

#### **September 26, 2008**

##### **MPE Data User LPR**

- Regarding the format of the MPE customer ID, revised section 11.3, fifth sentence.