

Request for Proposals

by

Delivery Technology Advocacy Council LLC, DTAC

for

**Professional Services Related to the Management of the Mail.dat
and Mail.XML Specifications**

December 11, 2020

1. Brief Project Overview

DTAC owns and controls the Mail.dat and Mail.XML industry standards for communicating mailing related information among Mailing Service Providers (MSP's), mail owners, transportation companies and the United States Postal Service (USPS). The data that is communicated through these standards is critical to the ongoing operations of all parties concerned and it is, therefore, imperative that the specifications be kept up to date with the changing needs of the industry.

We are seeking to engage with a supplier within the industry with a high level of existing experience with these specifications to provide professional services to manage all aspects of maintaining them for the calendar year of 2021, extendable through the end of calendar year 2023. This Specification management organization will provide services that include:

1. Participating in all committee meetings related to the specifications. Assist with action item identification and follow-up along with contributing to the preparation of meeting minutes.
2. Developing scenarios and solutions that both USPS and industry need with a focus on minimizing costs and increasing efficiencies.
3. Developing Change Requests and scenarios pro-actively with focus on eco system (industry/USPS) impacts for pricing or product or workflow optimization changes.
4. Managing editorial decisions.
5. Managing the execution of approved change requests to the specifications in adherence with DTAC Mail.dat/Mail.XML lead time business rules using previous change control tracking and identification methods.
6. Communicating the reasons and needs of specific solutions to the industry and support the process of answering questions that are received from DTAC community regarding the specifications.
7. Publishing the specifications and all associated errata as needed.

1.1 Key Requirements

Participants in this RFP should be able to demonstrate a high level of existing knowledge about the specifications and should have recent experience in participation on one or both of the committees that control the content of the specifications. It is understood that any such organizations will potentially have some vested interest in the outcome of decisions made about the content of the specifications. It is, therefore, imperative that participants in this RFP declare that they will not allow any such interest to influence their actions regarding the execution of their responsibilities to DTAC related to this contract.

- a) The supplier must demonstrate their expertise and understanding of the industry's business models, workflows, processes, systems, software and hardware needs to be able to devise scenarios, solutions, and change requests that are easily acceptable to DTAC members with an understanding of impacts of the change request to all verticals within the industry.

- b) The organization must demonstrate their knowledge of mail classification, product management, transportation, workshare discounts and other policies, workflows, processes, systems, software, and hardware used by the USPS, to be able to develop scenarios, solutions and change requests that will be easily acceptable by the USPS, minimize USPS costs to keep products affordable for the industry. The scenarios, solutions, change requests should focus on meeting the industry's and USPS's low cost of implementation needs with a goal to improve automation of business processes and transactions.

2. Proposal Guidelines

This Request for Proposal represents the requirements for an open and competitive process. Proposals will be accepted until 5pm EST January 6, 2021. Any proposals received after this date and time will not be considered. All proposals must be signed by an official agent or representative of the company submitting the proposal.

Submit Proposals to: <https://dtac.memberclicks.net/rfp>

Any questions regarding the RFP can be submitted info@delivery-tech.org

If the organization submitting a proposal must outsource or contract any work to meet the requirements contained herein, this must be clearly stated in the proposal. Additionally, all costs included in proposals must be all-inclusive to include any outsourced or contracted work. Any proposals which call for outsourcing or contracting work must include a name and description of the organizations being contracted.

All costs must be itemized to include an explanation of all fees and costs.

Contract terms and conditions will be negotiated upon selection of the winning bidder for this RFP. All contractual terms and conditions will be subject to review by DTAC legal department and will include scope, budget, schedule, and other necessary items pertaining to the project.

3. Scope of Work and Deliverables

- a. Participating in all committee meetings related to the specifications.
 - o The Mail.dat and Mail.XML committees each meet remotely on a monthly basis. More frequent meetings may be necessary when new versions of the specifications are being actively developed. The specification management organization must attend all meetings in order to attain a clear understanding of any proposed changes to the specifications.

- b. Managing the specification change request process.
 - All requests for changes (change requests, or CR's) are submitted through a formal process to the specification management organization and industry chair. The specification management organization must work with the submitter to ensure that the CR is written correctly and complies with the constructs of the specifications.
- c. Managing the specification scenarios and solutions development process
 - At times USPS requires solutions and scenarios to meet its business needs and at times the industry requires scenarios and solutions to meet its business needs. The specification management organization must be able to develop scenarios, knowing the USPS and industry processes, systems, applications and workflows to develop solutions that minimize implementation costs of both entities within the eco system.
- d. Managing editorial decisions.
 - The specification management organization presents the CR's as well as documented scenarios and solutions to the committees for review, assists the submitter in presenting their case and keeps track of any suggested modifications to the CR's in collaboration with the chair of the specification workgroup.
- e. Managing the execution of changes to the specifications in adherence with DTAC Mail.dat/Mail.XML lead time business rules.
 - The committee chairs determine when a consensus has been reached as to whether a CR is accepted or rejected. The specification management organization's is responsible for drafting the changes that need to be made to the specifications described in the CR. All changes must be incorporated into the revised specification and published to the industry with the required lead times for adoption according to DTAC's business rules. Adherence to these schedules is imperative.

4. Technical Proposal

Each submission should include two independent proposal sections - a technical proposal and a pricing proposal – so that they can each be evaluated separately. The technical proposal should contain at least the following information:

- a. Technical Discussion
 - a. Technical Approach Overview
 - b. Description of past USPS policy, products, workflows, and Systems experience as well as past Industry business verticals, workflows, and systems experience

- c. Description of past Mail.dat and Mail.XML and other data specifications experience related to solutioning, scenarios, and change management

5. Pricing Proposal

All proposals must include proposed costs to complete the tasks described in the scope of work and deliverables. The pricing proposal must include a rough statement of work outlining efforts and associated costs. A template is included on the last page reflecting the items in Section 3, but additions (where relevant) are welcome to understand costs and effort. Additions to the SOW reflecting work in Technical section (4A) are also requested if feasible.

a. Pricing Discussion

- a. Detailed Proposal of Fees for Calendar Year 2021-2023
- b. Itemized list of costs and fees
- c. Contingencies and excluded services

6. Bidder Qualifications

Bidders should provide the following items as part of their proposal for consideration:

- Description of experience in supporting specifications
- List of how many full time, part time, and contractor staff in your organization
- Any relevant testimonials from past clients
- Anticipated resources you will assign to this project (number, role, title, experience)
- Project management methodology and quality assurance process

Work Item	Short description of work	Predicted hours	Estimated cost per hour	Total Cost
Meetings and Information Gathering				
Mail.dat meetings				\$0.00
Mail.xml meetings				\$0.00
MTAC Meetings (Industry Monitoring/Participation)				\$0.00
Change request management				
Process Design				\$0.00
Coordination with Industry				\$0.00
Coordination with Chair/Management				\$0.00
Change Request QA				\$0.00
Scenarios and Solutions				
Process Design				\$0.00
Scenario development				\$0.00
Solution development				\$0.00
Editorial / Secretarial management				
CR Change tracking as CR's develop, with versioning				\$0.00
Presentation and feedback collecton				\$0.00
Coordination with Chair/Management				\$0.00
Specification management				
Drafting change language for approved CRs				\$0.00
Integrating with existing specification				\$0.00
Requirement Reconciliation (Search out and resolve conflics a new CR may create)				\$0.00
Publishing at required interval and schedule				\$0.00
				Grand Total
				\$0.00