



MASTER AGREEMENT #070125
CATEGORY: Mailing and Postage Equipment and Technology
SUPPLIER: Quadient, Inc.

This Master Agreement (Agreement) is between Sourcewell, a Minnesota service cooperative located at 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Quadient, Inc., 478 Wheelers Farms Road, Milford, CT 06461 (Supplier).

Sourcewell is a local government and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) offering a Cooperative Purchasing Program to eligible participating government entities.

Under this Master Agreement entered with Sourcewell, Supplier will provide Included Solutions to Participating Entities through Sourcewell's Cooperative Purchasing Program.

Article 1:
General Terms

The General Terms in this Article 1 control the operation of this Master Agreement between Sourcewell and Supplier and apply to all transactions entered by Supplier and Participating Entities. Subsequent Articles to this Master Agreement control the rights and obligations directly between Sourcewell and Supplier (Article 2), and between Supplier and Participating Entity (Article 3), respectively. These Article 1 General Terms control over any conflicting terms. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Purpose.** Pursuant to Minnesota law, the Sourcewell Board of Directors has authorized a Cooperative Purchasing Program designed to provide Participating Entities with access to competitively awarded cooperative purchasing agreements. To facilitate the Program, Sourcewell has awarded Supplier this cooperative purchasing Master Agreement following a competitive procurement process intended to meet compliance standards in accordance with Minnesota law and the requirements contained herein.
- 2) **Intent.** The intent of this Master Agreement is to define the roles of Sourcewell, Supplier, and Participating Entity as it relates to Sourcewell's Cooperative Purchasing Program.
- 3) **Participating Entity Access.** Sourcewell's Cooperative Purchasing Program Master Agreements are available to eligible public agencies (Participating Entities). A Participating Entity's authority to access Sourcewell's Cooperative Purchasing Program is determined through the laws of its respective jurisdiction.
- 4) **Supplier Access.** The Included Solutions offered under this Agreement may be made available to any Participating Entity. Supplier understands that a Participating Entity's use of this Agreement is at the Participating Entity's sole convenience. Supplier will educate its sales and service forces about

Sourcewell eligibility requirements and required documentation. Supplier will be responsible for ensuring sales are with Participating Entities.

- 5) **Term.** This Agreement is effective upon the date of the final signature below. The term of this Agreement is four (4) years from the effective date. The Agreement expires at 11:59 P.M. Central Time on August 5, 2029, unless it is cancelled or extended as defined in this Agreement.
 - a) **Extensions.** Sourcewell and Supplier may agree to up to three (3) additional one-year extensions beyond the original four-year term. The total possible length of this Agreement will be seven (7) years from the effective date.
 - b) **Exceptional Circumstances.** Sourcewell retains the right to consider additional extensions as required under exceptional circumstances.
- 6) **Survival of Terms.** Notwithstanding the termination of this Agreement, the obligations of this Agreement will continue through the performance period of any transaction entered between Supplier and any Participating Entity before the termination date.
- 7) **Scope.** Supplier is awarded a Master Agreement to provide the solutions identified in (Solicitation #070125) to Participating Entities. In-scope solutions include:
 - a) Solutions for receiving, handling, preparation, packaging, tracking, and shipping of mail and parcels, including equipment, technology, hardware, supplies, and accessories;
 - b) Purpose-built mailroom furniture, furnishings, security or storage systems, and equipment with related supplies and accessories;
 - c) Postage systems of all types and postal cost-optimization solutions; and,
 - d) Solutions related to Sections 7) a) – c) above, including installation, maintenance, repair, training, mailing/postage-related software, integration, support, and customization.
- 8) **Included Solutions.** Supplier's Proposal to the above referenced RFP is incorporated into this Master Agreement. Only those Solutions included within Supplier's Proposal and within Scope (Included Solutions) are included within the Agreement and may be offered to Participating Entities.
- 9) **Indefinite Quantity.** This Master Agreement defines an indefinite quantity of sales to eligible Participating Entities.
- 10) **Pricing.** Pricing information (including Pricing and Delivery and Pricing Offered tables) for all Included Solutions within Supplier's Proposal is incorporated into this Master Agreement.
- 11) **Not to Exceed Pricing.** Suppliers may not exceed the prices listed in the current Pricing List on file with Sourcewell when offering Included Solutions to Participating Entities. Participating Entities may request adjustments to pricing directly from Supplier during the negotiation and execution of any transaction.
- 12) **Open Market.** Supplier's open market pricing process is included within its Proposal.
- 13) **Supplier Representations:**

- i) **Compliance.** Supplier represents and warrants it will provide all Included Solutions under this Agreement in full compliance with applicable federal, state, and local laws and regulations.
 - ii) **Licenses.** As applicable, Supplier will maintain a valid status on all required federal, state, and local licenses, bonds, and permits required for the operation of Supplier's business with Participating Entities. Participating Entities may request all relevant documentation directly from Supplier.
 - iii) **Supplier Warrants.** Supplier warrants that all Included Solutions furnished under this Agreement are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Solutions are suitable for and will perform in accordance with the ordinary use for which they are intended.
- 14) **Bankruptcy Notices.** Supplier certifies and warrants it is not currently in a bankruptcy proceeding. Supplier has disclosed all current and completed bankruptcy proceedings within the past seven years within its Proposal. Supplier must provide notice in writing to Sourcwell if it enters a bankruptcy proceeding at any time during the term of this Agreement.
- 15) **Debarment and Suspension.** Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota, the United States federal government, or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Agreement. Supplier further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time during the term of this Agreement.
- 16) **Provisions for non-United States federal entity procurements under United States federal awards or other awards (Appendix II to 2 C.F.R § 200).** Participating Entities that use United States federal grant or other federal funding to purchase solutions from this Agreement may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Section, all references to "federal" should be interpreted to mean the United States federal government. The following list applies when a Participating Entity accesses Supplier's Included Solutions with United States federal funds.
- i) **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all agreements that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. § 60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.
 - ii) **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal

entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must comply with all applicable Davis-Bacon Act provisions.

iii) **CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708).**

Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies, materials, or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Agreement. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

iv) **RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT.** If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all Agreements by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

v) **CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387).** Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Agreement it will comply with applicable requirements as referenced above.

vi) **DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689).** A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. § 180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

vii) **BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352).** Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

viii) **RECORD RETENTION REQUIREMENTS.** To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

ix) **ENERGY POLICY AND CONSERVATION ACT COMPLIANCE.** To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

x) **BUY AMERICAN PROVISIONS COMPLIANCE.** To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

xi) **ACCESS TO RECORDS (2 C.F.R. § 200.336).** Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and

records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Agreement for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

xii) **PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322).** A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

xiii) **FEDERAL SEAL(S), LOGOS, AND FLAGS.** The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

xiv) **NO OBLIGATION BY FEDERAL GOVERNMENT.** The U.S. federal government is not a party to this Agreement or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Agreement or any purchase by an authorized user.

xv) **PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS.** The Contractor acknowledges that 31 U.S.C. § 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Agreement or any purchase by a Participating Entity.

xvi) **FEDERAL DEBT.** The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

xvii) **CONFLICTS OF INTEREST.** The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Agreement or any aspect related to the anticipated work under this Agreement raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

xviii) **U.S. EXECUTIVE ORDER 13224.** The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

xix) **PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** To the extent applicable, Supplier certifies that during the term of this Agreement it will comply with applicable requirements of 2 C.F.R. § 200.216.

xx) **DOMESTIC PREFERENCES FOR PROCUREMENTS.** To the extent applicable, Supplier certifies that during the term of this Agreement, Supplier will comply with applicable requirements of 2 C.F.R. § 200.322.

Article 2: Sourcewell and Supplier Obligations

The Terms in this Article 2 relate specifically to Sourcewell and its administration of this Master Agreement with Supplier and Supplier's obligations thereunder.

- 1) **Authorized Sellers.** Supplier must provide Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers which may complete transactions of Included Solutions offered under this Agreement. Sourcewell may request updated information in its discretion, and Supplier agrees to provide requested information within a reasonable time.
- 2) **Product and Price Changes Requirements.** Supplier may request Included Solutions changes, additions, or deletions at any time. All requests must be made in writing by submitting a Sourcewell Price and Product Change Request Form to Sourcewell. At a minimum, the request must:
 - Identify the applicable Sourcewell Agreement number;
 - Clearly specify the requested change;
 - Provide sufficient detail to justify the requested change;
 - Individually list all Included Solutions affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
 - Include a complete restatement of Pricing List with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Included Solutions offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Agreement and will be incorporated by reference.

- 3) **Authorized Representative.** Supplier will assign an Authorized Representative to Sourcewell for this Agreement and must provide prompt notice to Sourcewell if that person is changed. The Authorized Representative will be responsible for:
 - Maintenance and management of this Agreement;
 - Timely response to all Sourcewell and Participating Entity inquiries; and
 - Participation in reviews with Sourcewell.

Sourcewell's Authorized Representative is its Chief Procurement Officer.

- 4) **Performance Reviews.** Supplier will perform a minimum of one review with Sourcewell per agreement year. The review will cover transactions to Participating Entities, pricing and terms, administrative fees, sales data reports, performance issues, supply chain issues, customer issues, and any other necessary information.

- 5) **Sales Reporting Required.** Supplier is required as a material element to this Master Agreement to report all completed transactions with Participating Entities utilizing this Agreement. Failure to provide complete and accurate reports as defined herein will be a material breach of the Agreement and Sourcewell reserves the right to pursue all remedies available at law including cancellation of this Agreement.
- 6) **Reporting Requirements.** Supplier must provide Sourcewell an activity report of all transactions completed utilizing this Agreement. Reports are due at least once each calendar quarter (Reporting Period). Reports must be received no later than 45 calendar days after the end of each calendar quarter. Supplier may report on a more frequent basis in its discretion. Reports must be provided regardless of the amount of completed transactions during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Sourcewell Participating Entity Account Number;
- Transaction Description;
- Transaction Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Transaction was invoiced/sale was recognized as revenue by Supplier.

If collected by Supplier, the Report may include the following fields as available:

- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;

- 7) **Administrative Fee.** In consideration for the support and services provided by Sourcewell, Supplier will pay an Administrative Fee to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. Supplier will include its Administrative Fee within its proposed pricing. Supplier may not directly charge Participating Entities to offset the Administrative Fee.
- 8) **Fee Calculation.** Supplier's Administrative Fee payable to Sourcewell will be calculated as a stated percentage (listed in Supplier's Proposal) of all completed transactions utilizing this Master Agreement within the preceding Reporting Period. For certain categories, a flat fee may be proposed. The Administrative Fee will be stated in Supplier's Proposal.
- 9) **Fee Remittance.** Supplier will remit fee to Sourcewell no later than 45 calendar days after the close of the preceding calendar quarter in conjunction with Supplier's Reporting Period obligations defined herein. Payments should note the Supplier's name and Sourcewell-assigned Agreement number in the memo; and must be either mailed to Sourcewell above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions.

- 10) **Noncompliance.** Sourcewell reserves the right to seek all remedies available at law for unpaid or underpaid Administrative Fees due under this Agreement. Failure to remit payment, delinquent payments, underpayments, or other deviations from the requirements of this Agreement may be deemed a material breach and may result in cancellation of this Agreement and disbarment from future Agreements.
- 11) **Audit Requirements.** Pursuant to Minn. Stat. § 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell and the Minnesota State Auditor for a minimum of six years from the end of this Agreement. Supplier agrees to fully cooperate with Sourcewell in auditing transactions under this Agreement to ensure compliance with pricing terms, correct calculation and remittance of Administrative Fees, and verification of transactions as may be requested by a Participating Entity or Sourcewell.
- 12) **Assignment, Transfer, and Administrative Changes.** Supplier may not assign or otherwise transfer its rights or obligations under this Agreement without the prior written consent of Sourcewell. Such consent will not be unreasonably withheld. Sourcewell reserves the right to unilaterally assign all or portions of this Agreement within its sole discretion to address corporate restructurings, mergers, acquisitions, or other changes to the Responsible Party and named in the Agreement. Any prohibited assignment is invalid. Upon request Sourcewell may make administrative changes to agreement documentation such as name changes, address changes, and other non-material updates as determined within its sole discretion.
- 13) **Amendments.** Any material change to this Agreement must be executed in writing through an amendment and will not be effective until it has been duly executed by the parties.
- 14) **Waiver.** Failure by Sourcewell to enforce any right under this Agreement will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right.
- 15) **Complete Agreement.** This Agreement represents the complete agreement between the parties for the scope as defined herein. Supplier and Sourcewell may enter into separate written agreements relating specifically to transactions outside of the scope of this Agreement.
- 16) **Relationship of Sourcewell and Supplier.** This Agreement does not create a partnership, joint venture, or any other relationship such as employee, independent contractor, master-servant, or principal-agent.
- 17) **Indemnification.** Supplier must indemnify, defend, save, and hold Sourcewell, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell, arising out of any act or omission in the performance of this Agreement by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in design, condition, or performance of Included Solutions under this Agreement. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

18) **Data Practices.** Supplier and Sourcewell acknowledge Sourcewell is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13. As it applies to all data created and maintained in performance of this Agreement, Supplier may be subject to the requirements of this chapter.

19) **Grant of License.**

a) **During the term of this Agreement:**

i) **Supplier Promotion.** Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising, promotional materials, and informational sites for the purpose of marketing Sourcewell's Agreement with Supplier.

ii) **Sourcewell Promotion.** Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising, promotional materials, and informational sites for the purpose of marketing Supplier's Agreement with Sourcewell.

b) **Limited Right of Sublicense.** The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, partners, or agents (collectively "Permitted Sublicensees") in advertising, promotional, or informational materials for the purpose of marketing the Parties' relationship. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this section by any of their respective sublicensees.

c) **Use; Quality Control.**

i) Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

ii) Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Each party may make written notice to the other regarding misuse under this section. The offending party will have 30 days of the date of the written notice to cure the issue or the license/sublicense will be terminated.

d) **Termination.** Upon the termination of this Agreement for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

20) **Venue and Governing law between Sourcewell and Supplier Only.** The substantive and procedural laws of the State of Minnesota will govern this Agreement between Sourcewell and Supplier. Venue for all legal proceedings arising out of this Agreement between Sourcewell and Supplier will be in court of competent jurisdiction within the State of Minnesota. This section does not apply to any dispute between Supplier and Participating Entity. This Agreement reserves the right for Supplier and Participating Entity to negotiate this term to within any transaction documents.

- 21) **Severability.** If any provision of this Agreement is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Agreement is capable of being performed, it will not be affected by such determination or finding and must be fully performed.
- 22) **Insurance Coverage.** At its own expense, Supplier must maintain valid insurance policy(ies) during the performance of this Agreement with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:
- a) **Commercial General Liability Insurance.** Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Agreement.
 - \$1,500,000 each occurrence Bodily Injury and Property Damage
 - \$1,500,000 Personal and Advertising Injury
 - \$2,000,000 aggregate for products liability-completed operations
 - \$2,000,000 general aggregate
 - b) **Certificates of Insurance.** Prior to execution of this Agreement, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Agreement. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or provided to in an alternative manner as directed by Sourcewell. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. Failure of Supplier to maintain the required insurance and documentation may constitute a material breach.
 - c) **Additional Insured Endorsement and Primary and Non-contributory Insurance Clause.** Supplier agrees to list Sourcewell, including its officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.
 - d) **Waiver of Subrogation.** Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Agreement or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

- e) **Umbrella/Excess Liability/SELF-INSURED RETENTION.** The limits required by this Agreement can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

23) **Termination for Convenience.** Sourcewell or Supplier may terminate this Agreement upon 60 calendar days' written notice to the other Party. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

24) **Termination for Cause.** Sourcewell may terminate this Agreement upon providing written notice of material breach to Supplier. Notice must describe the breach in reasonable detail and state the intent to terminate the Agreement. Upon receipt of Notice, the Supplier will have 30 calendar days in which it must cure the breach. Termination pursuant to this section will not relieve the Supplier's obligations under this Agreement for any transactions entered with Participating Entities through the date of termination, including reporting and payment of applicable Administrative Fees.

Article 3: Supplier Obligations to Participating Entities

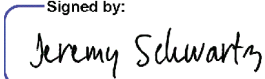
The Terms in this Article 3 relate specifically to Supplier and a Participating Entity when entering transactions utilizing the General Terms established in this Master Agreement. Article 1 General Terms control over any conflict with this Article 3. Where this Master Agreement is silent on any subject, Participating Entity and Supplier retain the ability to negotiate mutually acceptable terms.

- 1) **Quotes to Participating Entities.** Suppliers are encouraged to provide all pricing information regarding the total cost of acquisition when quoting to a Participating Entity. Suppliers and Participating Entities are encouraged to include all cost specifically associated with or included within the Suppliers proposal and Included Solutions within transaction documents.
- 2) **Shipping, Delivery, Acceptance, Rejection, and Warranty.** Supplier's proposal may include proposed terms relating to shipping, delivery, inspection, and acceptance/rejection and other relevant terms of tendered Solutions. Supplier and Participating Entity may negotiate final terms appropriate for the specific transaction relating to non-appropriation, shipping, delivery, inspection, acceptance/rejection of tendered Solutions, and warranty coverage for Included Solutions. Such terms may include, but are not limited to, costs, risk of loss, proper packaging, inspection rights and timelines, acceptance or rejection procedures, and remedies as mutually agreed include notice requirements, replacement, return or exchange procedures, and associated costs.
- 3) **Applicable Taxes.** Participating Entity is responsible for notifying supplier of its tax-exempt status and for providing Supplier with any valid tax-exemption certification(s) or related documentation.
- 4) **Ordering Process and Payment.** Supplier's ordering process and acceptable forms of payment are included within its Proposal. Participating Entities will be solely responsible for payment to Supplier and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.
- 5) **Transaction Documents.** Participating Entity may require the use of its own forms to complete transactions directly with Supplier utilizing the terms established in this Agreement. Supplier's

standard form agreements may be offered as part of its Proposal. Supplier and Participating Entity may complete and document transactions utilizing any type of transaction documents as mutually agreed. In any transaction document entered utilizing this Agreement, Supplier and Participating Entity must include specific reference to this Master Agreement by number and to Participating Entity's unique Sourcewell account number.

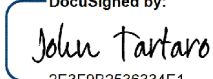
- 6) **Additional Terms and Conditions Permitted.** Participating Entity and Supplier may negotiate and include additional terms and conditions within transaction documentation as mutually agreed. Such terms may supplant or supersede this Master Agreement when necessary and as solely determined by Participating Entity. Sourcewell has expressly reserved the right for Supplier and Participating Entity to address any necessary provisions within transaction documents not expressly included within this Master Agreement, including but not limited to transaction cancellation, dispute resolution, governing law and venue, non-appropriation, insurance, defense and indemnity, force majeure, and other material terms as mutually agreed.
- 7) **Subsequent Agreements and Survival.** Supplier and Participating Entity may enter into a separate agreement to facilitate long-term performance obligations utilizing the terms of this Master Agreement as mutually agreed. Such agreements may provide for a performance period extending beyond the full term of this Master Agreement as determined in the discretion of Participating Entity.
- 8) **Participating Addendums.** Supplier and Participating Entity may enter a Participating Addendum or similar document extending and supplementing the terms of this Master Agreement to facilitate adoption as may be required by a Participating Entity.

Sourcewell

Signed by:

C0FD2A139D06489...

By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
8/4/2025 | 6:47 PM CDT
Date: _____

Quadient, Inc.

DocuSigned by:

2E3F9B2536334E1...

By: _____
John Tartaro
Title: Sr. Director, US Finance Solutions
8/4/2025 | 1:28 PM CDT
Date: _____

RFP 070125 - Mailing and Postage Equipment

Vendor Details

Company Name: Quadient, Inc.
Does your company conduct business under any other name? If yes, please state: Connecticut
Address: 478 Wheelers Farms Rd.
Milford , CT 06461
Contact: NAGA Accounts
Email: us.government@quadient.com
Phone: 203-301-3400 3602
Fax: 203-301-3400
HST#: 942388882

Submission Details

Created On: Wednesday June 11, 2025 13:49:55
Submitted On: Monday June 30, 2025 12:28:17
Submitted By: NAGA Accounts
Email: us.government@quadient.com
Transaction #: fb897a5a-dec1-47bf-83f9-69ed62920670
Submitter's IP Address: 147.243.118.104

Specifications

Table 1: Proposer Identity & Authorized Representatives (Not Scored)

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Table 1 Specific Instructions. Sourcewell requires identification of all parties responsible for providing Solutions under a resulting master agreement(s) (Responsible Supplier). Proposers are strongly encouraged to include all potential Responsible Suppliers including any corporate affiliates, subsidiaries, D.B.A., and any other authorized entities within a singular proposal. All information required under this RFP must be included for each Responsible Supplier as instructed. Proposers with multiple Responsible Supplier options may choose to respond individually as distinct entities, however each response will be evaluated individually and only those proposals recommended for award may result in a master agreement award. Unawarded entities will not be permitted to later be added to an existing master agreement through operation of Proposer's corporate organization affiliation.

Line Item	Question	Response *	
1	Provide the legal name of the Proposer authorized to submit this Proposal.	Ryan Mikel	*
2	In the event of award, is this entity the Responsible Supplier that will execute the master agreement with Sourcewell? Y or N.	Y	*
3	Identify all subsidiaries, D.B.A., authorized affiliates, and any other entity that will be responsible for offering and performing delivery of Solutions within this Proposal (i.e. Responsible Supplier(s) that will execute a master agreement with Sourcewell).	Quadient, Inc. will execute the master agreement. Under this agreement, customers may be billed by Quadient Inc or our subsidiaries Quadient Leasing USA, Inc, Quadient Finance, Inc. In addition to direct branches, Quadient operates with an independent authorized dealer network to provide full coverage to the United States. We have included a current list of our dealers - all will be authorized to propose solutions and perform services under this contract as our official authorized dealer.	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	61985	*
5	Provide your NAICS code applicable to Solutions proposed.	532420	
6	Proposer Physical Address:	478 Wheelers Farms Rd Milford, CT 06461	*
7	Proposer website address (or addresses):	www.quadient.com	*
8	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer):	John Tartaro Sr. Director, US Finance Solutions 478 Wheelers Farms Rd. Milford, CT 06461 203-301-3400 j.tartaro@quadient.com	*
9	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Ryan Mikel Government Sales Manager 478 Wheelers Farms Rd. Milford, CT 06461 r.mikel@quadient.com 651-592-1226	*
10	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Ryn Nicol NAGA Presales & Assets Manager 478 Wheelers Farms Rd. Milford, CT 06461 k.nicol@quadient.com	*

Table 2A: Financial Viability and Marketplace Success (50 Points, applies to Table 2A and 2B)

Line Item	Question	Response *	
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11	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested Solutions.	Quadient, formerly known as Neopost, has a long and dynamic history that began in 1924. Originally focused on mailing equipment such as postage meters and folder inserters, the company steadily expanded its technology footprint through strategic acquisitions and technology investments. In 2019, the company rebranded as Quadient to reflect its broader mission of enabling digital transformation, customer communications management, and parcel logistics. Quadient is guided by a set of core values that emphasize customer-centricity, innovation, integrity, and sustainability. The company is committed to delivering personalized, timely, and relevant communications that enhance customer experiences. Innovation is at the heart of its operations, as it continuously evolves to meet the changing needs of businesses in a digital-first world. Trust and long-term relationships with clients and partners are foundational, and Quadient actively promotes responsible business practices and environmental stewardship. The company's business philosophy centers on empowering organizations to streamline operations and improve customer engagement through intelligent communication automation. Quadient offers a wide range of solutions, from mailing and shipping systems to intelligent parcel lockers, all designed to help businesses operate more efficiently and connect more meaningfully with their customers. Its approach is rooted in adaptability, ensuring that it remains relevant as communication channels and customer expectations evolve. With over a century of experience, Quadient has demonstrated remarkable longevity in the mail solutions industry. It has successfully transitioned from traditional mailing systems to hybrid mail, automated document processing, and advanced parcel management technologies. Despite the digital shift, Quadient remains a key player in mailroom automation, serving thousands of businesses across the United States and continuing to innovate in the field of mail-related solutions.	*
12	What are your company's expectations in the event of an award?	Quadient anticipates that receiving an award will revitalize the Sourcewell program, engaging all Quadient sales executives across various channels. The company views this as a fresh contract opportunity that will empower its sales team to expand market penetration. Sourcewell has proven to be a highly valuable contract in driving growth within the government and non-profit sectors. Quadient projects continued growth on the new contract as we've seen year-over-year with our current contract. Sourcewell contract revenue has grown from \$595k in 2022 to \$10.5M in 2024. Furthermore, the company expects consistent growth annually throughout the duration of the contract.	*
13	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response. DO NOT PROVIDE ANY TAX INFORMATION OR PERSONALLY IDENTIFIABLE INFORMATION.	Quadient S.A. revenue was €1.93 billion in 2024. For all other financial information, we refer you to the Quadient 2024 published Registration Document at https://invest.quadient.com/en/financial-results	*
14	Tell us your US market share for your proposed Solutions. OR, provide the number of US Education and Government entities you have served over the past three (3) years, along with the total number of states where you have made sales.	Quadient is ranked #2 in the industry in US with a market share for Mailing Solutions of 20%.	*
15	Tell us your Canadian market share for your proposed Solutions. OR, provide the number of Canadian Education and Government entities you have served over the past three (3) years, along with the total number of provinces where you have made sales.	Quadient is ranked #2 in the industry Canada with a market share for Mailing Solutions of 19%	*
16	Disclose all current and completed bankruptcy proceedings for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a bankruptcy proceeding at any time during the pendency of this RFP evaluation.	Quadient has never been, nor is it currently, involved in any bankruptcy or insolvency proceedings, nor has the company been subject to an assignment for the benefit of creditors.	*

17	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer the question that best applies to your organization, either a) or b). a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Quadient is a manufacturer and service provider for Quadient branded products, both equipment, and software. Quadient has direct sales, marketing, product development, service, and administration teams that are Quadient employees. Additionally, Quadient Leasing USA, Inc., an affiliate of Quadient, Inc. provides the leasing programs for Quadient, Inc. Quadient maintains a direct sales and service organization throughout North America. In addition to Quadient's direct sales organization, Quadient also has a nationwide authorized dealer network that provides sales, service, and administration for Quadient branded products in their authorized territories. The individuals within the Quadient authorized dealer network are employees of those dealers. Quadient requires a dealer agreement that has specific terms and conditions as they relate to Quadient products, service levels, and performance, marketing, and support, as well as ensuring they can meet the requirements of contract vehicles like Sourcewell.	*
18	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	As a company operating in a regulated industry, Quadient is required to adhere to specific guidelines established by the United States Postal Service (USPS). Our processes for managing customer postage meters and official USPS funds are routinely audited by various USPS entities. Quadient remains committed to staying informed and accountable to audits such as SSAE16. Furthermore, we require our independent dealer network, through dealer agreements, to comply with all applicable laws. Our third-party data storage vendors adhere to ISO 27001 security standards, and Quadient holds various certifications to meet government security requirements based on our products and solutions. Most notably, our flagship outbound shipping platform recently achieved full FedRAMP Authorization (please see https://marketplace.fedramp.gov/products/FR2313477206). Additionally, several of our software products, such as those with SOC 2 certifications, ensure we deliver secure solutions to Sourcewell members. Beyond regulatory compliance, Quadient has implemented a rigorous product certification program for both our direct service and sales teams, as well as our independent dealer network. This program ensures comprehensive support for all Quadient products and services nationwide.	*
19	Disclose all current and past debarments or suspensions for Proposer and any included possible Responsible Party within the past seven years. Proposer must provide notice in writing to Sourcewell if it enters a debarment or suspension status any time during the pendency of this RFP evaluation.	N/A, Quadient is currently not under nor has been under any suspension or disbarment during the past seven years.	*

20	Describe any relevant industry awards or recognition that your company has received in the past five years.	2024 Quadient was again placed in the Leader's quadrant by IDC MarketScape for Worldwide Automated Document Generation and Customer Communication Management. Inspire iForms Receives Honorable Mention for Technology of the Year 2023 Quadient Awarded "Innovation of the Year" for Drop Box Locker in 2023 Parcel and Postal Technology International Awards 2022 • Quadient awarded a special prize for its strategic transformation in French HR Leadership Awards from Leaders League • Quadient receives EcoVadis' platinum rating for sustainability performance • Quadient listed among the world's 100 most sustainable companies by Corporate Knights • Quadient receives 'AA' MSCI ESG rating recognizing efforts and achievements over the past years 2021 • Quadient listed among leading French software publishing companies • Quadient's named Technology Leader in SPARK Matrix: Customer Journey Mapping (CJM), 2021 • ESG: Quadient reaches the podium with second place in the 2021 Gaïa research ranking • Quadient among finalists for Parcel and Postal Technology International Awards 2021 • Quadient recognized as a top ten French Software Leader for fourth year in a row Truffle 100 annual ranking • Quadient named Overall Leader in 2020 Aspire Leaderboard for Customer Communications Management and Customer Journey, and leader for Omnichannel Orchestration, Communication Composition and Business Automation • Quadient awarded a Special Prize for its Digital Learning approach at the French Corporate Universities' Spring • Quadient recognized as technology leader in CCM and Customer Journey Mapping in two SPARK Matrix™ research reports 2020 • Quadient ranks sixth in the overall Gaïa Index Rating 2020, and fifth in the category for companies with annual revenues above €500 millions • Quadient obtains "B" score from CDP for its environmental stewardship • Quadient awarded EcoVadis gold medal for its commitment to corporate social responsibility • Quadient obtains ISS ESG's "prime" status for its commitment to corporate social responsibility • Quadient's innovation recognized by 2020 Parcel and Postal Technology International Awards • Quadient wins Sustainability Product of the Year in the 2020 Sustainability Awards program by Business Intelligence Group • Quadient positioned in the top 3 of the "Mechanical Components & Equipment" sector (composed of 53 European companies). • YayPay by Quadient recognized as "Market Leader" in IDC Marketscape Report SaaS and Cloud-Enabled Accounts Receivable Automation Applications • Quadient selected as Inbound Logistics' Green Supply Chain Partner for 2020	*
21	What percentage of your sales are to the governmental sector in the past three years?	25% of Quadient's U.S. sales are to the government sector in the past three years.	*
22	What percentage of your sales are to the education sector in the past three years?	Approximately 7% of Quadient's U.S. sales are to the education sector in the past three years.	*

23	List all state, cooperative purchasing agreements that you hold. What is the annual sales volume for each of these agreement over the past three years?	Sourcewell 2022: \$595,6190.88 2023: \$10,145,247.36 2024: \$10,523,438.96 NASPO 2022: \$25,783,723.79 2023: \$22,699,440.48 2024: \$25,788,475.93 Commonwealth of Pennsylvania 2022: \$844,16.96 2023: \$1,101,344.39 2024: \$1,357,745.48 Commonwealth of Massachusetts 2022: \$489,744.82 2023: \$934,341.01 2024: \$894,365.39 State of New Jersey 2022: \$411,379.10 2023: \$489,462.29 2024: \$730,665.88 New York 2022: \$1,036,489.64 2023: \$1,387,269.50 2024: \$1,194,823.27 Florida 2022: \$1,772,878.24 2023: \$2,251,403.38 2024: \$2,450.343.00 Mississippi 2022: \$28,090.60 2023: 171,809.34 2024: \$44,306.45 Louisiana 2022: \$376,502.84 2023: \$130,613.86 2024: \$198,220.56	*
24	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	GSA 2022: \$1,789,943.16 2023: \$2,008,950.18 2024: \$4,662,342.33	*

Table 2B: References/Testimonials

Line Item 25. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
North Carolina Department of Treasurer	Jessica Hermann	919-814-3913	*
Washington County Board of Elections	Barry Jackson	240-313-2054	*
New York City Board of Elections	Sherwin Suss	212-487-7290	*

Table 3: Ability to Sell and Deliver Solutions (150 Points)

Describe your company’s capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. **Your response should address in detail at least the following areas:** locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
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26	Sales force.	Quadient, Inc. operates through a nationwide network of direct sales professionals and authorized dealers. Our direct sales teams consist of highly trained professionals, each led by a sales manager within their respective marketplaces. These teams are organized into four geographically defined districts. Within these districts, we increasingly deploy sales professionals who specialize in serving public sector customers. These specialists leverage our cooperative contracts daily and possess a deep understanding of the unique needs of public entities. Their sole focus is to help customers identify and implement the ideal solutions to meet their requirements. Beyond our direct sales teams, Quadient employs a dedicated group of inside sales professionals who actively engage with Sourcewell members through email and telephone outreach. At the corporate level, our "National and Government Accounts" team acts as a central liaison, overseeing all public contract vehicles and supporting public sector customers. This team ensures compliance across our direct sales efforts and independent dealer network. Our independent dealer network supplements our geographic coverage by serving areas outside of the districts. These dealers employ fully trained sales professionals who collaborate closely with our corporate National and Government Accounts team, particularly when working with Sourcewell members. Together, our direct sales force, inside sales team, and dealer network work seamlessly to deliver exceptional solutions and service to our customers.	*
27	Describe the network of Authorized Sellers who will deliver Solutions, including dealers, distributors, resellers, and other distribution methods.	Quadient provides comprehensive support for its equipment and software systems through a combination of direct sales and an extensive network of independent dealers. These dealers deliver sales, supplies, and service to Quadient customers across the country. Our national coverage model is both unique and best-in-class, designed to prioritize "local" service and customer satisfaction at the highest level. With over 100 locations nationwide, Quadient is dedicated to supporting and servicing your local member locations. Our longstanding strategy ensures that our structure delivers the most responsive and reliable service support in the industry. This approach fosters close and meaningful local relationships, enabling efficient handling of service and repair requests. Our dealer network sales teams undergo regular training, led by our corporate National and Government Accounts team, on public contract vehicles such as Sourcewell. These training sessions not only teach dealers how to utilize contracts like Sourcewell effectively but also provide updates on how public entities across the country are leveraging Quadient's solutions to meet their needs and bring our tools to market. Quadient is happy to provide a list of our authorized dealers upon request.	*
28	Service force.	Quadient operates throughout the U.S. staffed with certified direct Quadient technicians who are committed to supporting our clients. Additionally, we collaborate with certified technicians employed by authorized Quadient dealers nationwide. Our service professionals are fully dedicated to delivering exceptional customer care, ensuring optimal equipment performance and uptime. To maintain the highest standards of service, all Quadient technicians—including those from our authorized dealer network—undergo regular certifications and training on new products as they are developed and introduced to the market.	*

29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Sourcewell members have a streamlined ordering process by submitting a signed purchase order that references the Sourcewell contract number, along with any other necessary documentation (e.g., Statement of Work) and their Sourcewell member number. This eliminates the need for signing separate lease or purchase agreement, making it more convenient for Sourcewell members. Once completed, signed purchase orders should be sent directly to the local Quadient office or an authorized Quadient dealer. The local office or dealer then handles the paperwork and submits the order to Quadient for processing. All orders go through a quality assurance review to verify that the Sourcewell contract number is included, pricing is accurate, and the purchase order originates from a Sourcewell member entity. With all Sourcewell purchase orders and billing centralized through Quadient (or Quadient Leasing USA, Inc.), transactions are properly recorded and available for Sourcewell's quarterly reporting. For certain solutions, a Statement of Work may be required to outline customer responsibilities and detail the professional services to be provided by Quadient or its authorized dealers. These agreements will be finalized and mutually agreed upon before the order is officially placed. Overview of the Order Entry Process: 1. Order Preparation: District and dealer field administrators prepare the required paperwork. 2. Order Submission: Field administrators send orders to efax@quadient.com. 3. Order Setup: The Customer Information Management team creates an order shell using the Sourcewell price list within Oracle ERP. 4. Credit Review: The order is forwarded to the credit department for review. 5. Order Approval: Once the credit review is approved, the order is released to the Order Entry department. Order Entry Responsibilities: • Confirm that all paperwork includes the Sourcewell member number, Sourcewell contract number, and Sourcewell pricing. • Release the order from the appropriate distribution center. • Ensure the equipment is shipped directly to the customer or to the designated Quadient channel partner. This streamlined process ensures efficiency, accuracy, and compliance for all Sourcewell transactions
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	Quadient maintains a network of over 100 locations nationwide, each staffed with certified technicians dedicated to providing outstanding support to our clients. In addition, we partner with certified technicians employed by authorized Quadient dealers across the country. Our service professionals are fully committed to delivering top-tier customer care, ensuring maximum equipment performance and uptime. To uphold our high standards of service, all Quadient technicians—including those within our authorized dealer network—participate in ongoing certifications and training on new products as they are developed and launched. Quadient Customer Service is made up of the following: a. Pre-sales Support: provided through the Quadient sales organization b. Quadient Maintenance Programs: Quadient and its Partners offer various maintenance programs that are second to none in the industry. Prior to dispatching a Quadient authorized technician, the local office contacts the customer and troubleshoots the issue via the phone. In most cases, the issue can be resolved, and if not, the local office will then dispatch a technician. Additionally, more and more of our products have remote service/diagnostics options, which allow service technicians to see errors and advise customers/perform fixes without the need to dispatch someone on site. • Silver Level Onsite Maintenance: 8 hours onsite response time by a Quadient authorized technician • Quadient maintenance agreement provides zone pricing: Zone 1 – maintenance for equipment located within a 50-mile radius of the local servicing location will be charged at the prices listed with the Sourcewell Contract and will not incur any additional charges Zone 2 – maintenance for equipment located outside of a 50-mile radius but inside of a 150-mile radius of the local service location will incur a 15% uplift to the maintenance prices listed within the Sourcewell contract Zone 3 – maintenance for equipment located outside of a 150-mile radius will incur a 25% uplift to the maintenance prices listed within the Sourcewell contract. In addition to our Silver Level Maintenance Plan, which is available nationwide, we may in some geographical areas offer a Gold Maintenance plan at an additional cost. This plan provides a more comprehensive service offering, with a four-hour onsite response time by a Quadient authorized technician. Depot Repair: Certain products include a depot repair program. If the customer encounters an issue with the equipment and they are unable to resolve themselves, they can call our Dallas Call Center for support • Call Center hours are 7 AM to 7 PM CT Monday-Friday excluding company holidays • The answering agent will try to assist the customer to resolve their issue remotely • If unable to resolve via phone, the agent will authorize a replacement unit to be

		shipped overnight during normal business hours to the customer • Replacement unit is a factory remanufactured machine that will have all the latest updates • Defective unit to be returned with a prepaid shipping label sent to the customer Remote Support: provided during normal working hours and provides software technical support. Quadient's Remote Assistance means a Quadient service engineer can remotely view the screen of a machine and guide the operator. This is very useful for novice operators or temporary staff who may not be familiar with the system. Furthermore, since our online assistance can instantly analyze and provide operators with immediate answers, Quadient's Remote Assistance can significantly maximize the uptime of your system. Preventative Care: Preventative care is provided with all Quadient maintenance programs which provide preventative care on all equipment. This increases uptime and reduces service calls. We arrange these preventative care appointments directly with customers to ensure they fit into the customer's schedule. c. Tier-3 Support: We staff a tier-3 technical support center that uses technology to help us manage our customer experience. Monitoring response and resolution times along with timely solutions create a positive experience from an otherwise unpopular activity – getting support. Our support staff has access to our Software Quality, Integration, and Development groups and is open from 7 am to 7 pm CST. d. 24x7 Data Center Support: We have staff on call every hour of every day. This is a commitment to supporting our customers who rely on our hosted systems for their critical shipping activity. e. Software Quality Assurance: We provide our partners access to our defect tracking systems. This allows us to address trouble 'tickets' in a cooperative and transparent way. Additionally, we employ escalation processes that provide additional visibility and response. f. Software Care and Support: Quadient and its partners provide software care and support which includes software updates, and software technical support. g. Integration Support: We support the integration activities generated through our sales channels. Our support group works to ensure that the integration developer's needs are being addressed by our integration tools. h. Post Sales Support: Quadient's National and Government Accounts Team will provide Sourcewell members with a level of service and support that is unmatched in the industry. The Government Contract Team manages questions around items such as terms and conditions, insurance, eligibility, compliance, and contract updates. The Government Strategic Relationship Team is responsible for ensuring timely and accurate billing, order coordination and implementation, postage inquiries, and any other post-sales questions or concerns. There is a dedicated email address for our government customers to submit their inquiries, us.government@quadient.com. Requests to this email address are responded to within 24 hours. This team utilizes a case management system to track more complex inquiries. The National Government Account Manager is the direct contract relationship manager for Sourcewell, as well as the main individual driving the use of Sourcewell by Quadient and its authorized dealers.	*
31	If proposing to serve participating entities in the US, describe how your organization's abilities and capabilities will ensure effective delivery of the proposed products and services.	Quadient, along with its authorized dealer network, is fully equipped and committed to delivering our products and services to all regions across the United States. Please note that service level agreements for on-site support and/or standard delivery timelines may be adjusted as necessary to accommodate specific geographic requirements.	*
32	If proposing to serve participating entities in Canada, describe how your organization's abilities and capabilities will ensure effective delivery of the proposed products and services.	Quadient has expanded our outreach to serve our Canadian customers through the Canoe contract. The following list of Provinces actively utilize the contract: BC AB SK MB ON NB PE NS NL NT NU	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed agreement.	Quadient intends to provide services to customers in all 50 states and the US territories of Guam, Virgin Islands, and Puerto Rico, and Canada.	*
34	Identify any account type of Participating Entity which will not have full access to your Solutions if awarded an agreement, and the reasoning for this.	Quadient intends to offer our products to all current and future Sourcewell members with no limits.	*
35	Define any specific requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Quadient standard terms and conditions outline consistent requirements for all customers in all 50 states and the US territories of Guam, Virgin Islands, and Puerto Rico. It should be noted that service level agreements and/or standard delivery windows may be adjusted as geographically required. We ship via major carriers and freight companies. Offshore delivery is available and would be addressed on a case-by-case basis.	*

36	Will Proposer extend terms of any awarded master agreement to nonprofit entities?	Yes, Quadient has and will continue to extend usage of the Sourcewell contract to nonprofit entities.	*
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Table 4: Marketing Plan (100 Points)

Line Item	Question	Response *
37	Describe your marketing strategy for promoting this opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Quadient employs a comprehensive suite of marketing strategies to promote and communicate the value of the Sourcewell contract. With over 24 years of experience as a Sourcewell vendor, we have developed deep expertise and robust programs to effectively bring the contract to market. Under the leadership of our National Government Accounts Manager, Quadient ensures that all sales executives are fully equipped to leverage Sourcewell resources. This includes participation in regional and local Sourcewell meetings, utilization of the Sourcewell website, access to new member notifications, and engagement in vendor-provided training. These resources are regularly distributed via email to both our direct and dealer sales teams. Additionally, the Government Accounts Manager oversees the internal Sourcewell “Playbook”—a strategic guide that outlines the value proposition and operational process for utilizing the Sourcewell contract across the organization. To further support our public sector sales professionals, the National Government Accounts Manager conducts monthly internal training sessions. These sessions focus on sharing best practices, success stories, and real-world examples of how Sourcewell has delivered value to customers. This knowledge empowers our sales teams to effectively communicate the benefits of Sourcewell within their respective markets. We have include a copy of our current Sourcewell Contract Marketing Flyer. This serves as a single page marketing piece to provide to our customers that includes all our contract information as well as product and solution details. This is provided to all sales and internal marketing teams as well as our independent dealer network. Quadient as has a Sorcewell page on the Quadient website. (https://mail.quadient.com/en/government-accounts/sourcewell). Quadient will also make available to Sourcewell this link to place on the Sourcewell website or other affiliates of Sourcewell. The newly updated website will include pricing, contract, and contact information. Quadient will also be updating the Quadient website to include links to Sourcewell’s website. Following are the Sourcewell topics that we will post direct links to: • Sourcewell website • Become a Sourcewell Member • Sourcewell History and Authority • Sourcewell FAQ’s • Quadient information on Sourcewell website • Links to case studies that are relevant to Sourcewell members Quadient sales professionals are all trained to take a tailored approach when engaging with potential customers. Our sales process involves having in-depth discovery meetings with key stakeholders to identify, quantify, and measure the challenges faced by our customers. Our team of sales professionals works in conjunction with product specialists and engineers to design a solution with measurable business impact. Our teams then deliver a Business Case, showing cost justification and the results of our solution. In addition to the Sourcewell specific efforts detailed above, Quadient maintains a strong generalized marketing plan that is consistently communicating the value of our products: • Quadient Direct Lead Factory Team - perform outbound phone calls to potential customers to generate appointments for our field sales organization • Quadient Direct Value Proposition and Online Marketing Team - perform e-mail/social media/website marketing to generate appointments for the field sales organization • Inbound Lead Distribution – any prospect leads that come into Quadient are distributed to all offices (District and Dealer) that can market in the given zip code territory. • Outbound Database Collection -- database development work consists of list cleansing as well as data verification and gathering. Our database collection reps (DCRs) call on records identified as having existing competitive meters to verify account information and gather pertinent data regarding meter model, lease/meter expiration, and monthly postage volume where available. This work allows more targeted segmentation of telemarketing campaigns.

38	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Quadient utilizes a variety of technology tools to effectively bring our solutions to market. Our direct marketing team and sales professionals actively leverage email campaigns and social media platforms to promote contract vehicles like Sourcewell, while highlighting the value Quadient's products offer to the public sector. Our marketing team manages a robust database of over 500,000 records, enabling the creation of targeted campaigns that directly address the needs of Sourcewell members and potential members. All of our online marketing initiatives strictly adhere to privacy policies, including honoring unsubscribe requests to respect customer preferences. In addition to campaigns, our marketing team regularly conducts educational webinars tailored to specific audiences. These webinars cover key topics such as industry changes (e.g., carrier rate and regulation updates), demonstrations of Quadient's latest technologies, and customer success stories. For example, in 2021, Quadient hosted a webinar series showcasing how our solutions are used by State and County Elections Administrators to support Vote by Mail initiatives. Internally, Quadient employs Salesforce.com to enhance our ability to identify opportunities within government accounts, prospects, and Sourcewell members. This platform enables our sales teams to efficiently analyze data and focus on high-potential opportunities for Sourcewell members. To maintain consistency and professionalism, Quadient provides standardized product and proposal templates to our sales teams. These templates ensure a uniform look, feel, and messaging, while allowing proposals to be customized to meet specific customer needs. All content is standardized and pre-approved to reflect the Quadient value proposition. Quadient also maintains a strong social media presence across platforms such as our website (quadient.com), YouTube, and LinkedIn. This presence reinforces our position as industry leaders and expert advisors in the mailing and shipping space. We use these channels to highlight our partnerships with organizations like USPS, UPS, FedEx, and our affiliate companies, including: • Inspire: A global leader in customer communications and customer experience management software. • Parcel Pending: Providers of intelligent parcel locker solutions. Additionally, Quadient's social media strategy features insights from our leadership team, product and customer-focused webinars, participation in industry tradeshow, and employee recognition, further establishing our reputation as innovators and trusted partners in the industry.
39	In your view, what is Sourcewell's role in promoting agreements arising out of this RFP? How will you integrate a Sourcewell-awarded agreement into your sales process?	Quadient is excited to continue its partnership with Sourcewell to maximize awareness and utilization of the Sourcewell/Quadient contract among Sourcewell members. A collaborative and impactful co-marketing strategy will be key to ensuring the success of this partnership. This approach will support Quadient in designing and implementing targeted sales campaigns through our extensive sales channels. Quadient is eager to participate in Sourcewell marketing initiatives, including webinars, seminars, conference calls, and other Sourcewell-hosted events. Additionally, Quadient respectfully requests Sourcewell's support in the following areas to further strengthen our joint efforts: • Promote the Quadient award in the Membership Information section of the Sourcewell website. • Highlight the Quadient award in the Sourcewell newsletter, allowing Quadient the opportunity to present its value proposition to members. • Collaborate with Quadient and other successful Sourcewell partners to develop affiliated marketing campaigns. • Provide Quadient with an updated database of new Sourcewell members on a regular basis. • Continue offering training programs to enhance the knowledge of both Quadient sales executives and Sourcewell members. • Share updates regarding changes and processes within various government entities to help Quadient better serve members. • Deliver regular feedback on member perceptions to drive continuous improvement. With over 24 years of experience, Quadient's sales channels are well-versed in marketing the Sourcewell contract vehicle. Promoting this contract remains a priority and is deeply integrated into our existing sales processes. The Sourcewell contract provides the competitive pricing and flexibility that members frequently seek, offering them a seamless and reliable solution to meet their unique needs and requirements. Quadient remains committed to delivering exceptional value and service to Sourcewell members as part of this longstanding and successful partnership.

40	Are your Solutions available through an e-Procurement or e-Commerce ordering process? If so, describe your system(s) and provide one (1) example of how governmental and educational entities have successfully utilized them.	Sourcewell members can conveniently order supplies through www.myquadiant.com, which also provides a variety of additional features to enhance the customer experience, including: • Ordering supplies • Viewing real-time postage balances • Viewing and exporting postage spending activity • Viewing, printing, and paying Quadiant postage funding and leasing invoices • Accessing product operating guides and tutorial videos • Processing and tracking USPS® shipments and Certified Mail™ (with a subscription) • Viewing and exporting postage spending by department and postal class (with a subscription) • Accessing online subscription services for shipping and multi-channel document delivery Given the customized nature of Quadiant's products, we do not offer an e-procurement ordering process. Instead, we take a personalized approach with every customer, beginning with a consultation with one of our sales professionals to identify the best solution for their needs. Sourcewell members can contact Quadiant's dedicated Sourcewell Account Manager, and a sales professional will follow up within 24 hours to provide tailored assistance.	*
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Table 5A: Value-Added Attributes (100 Points, applies to Table 5A and 5B)

Line Item	Question	Response *	
41	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Quadiant offers a comprehensive range of training programs to ensure customers are well-equipped to operate and maximize the value of their Quadiant products and solutions. At the time of installation, Quadiant provides hands-on training to all relevant personnel, covering product operation and usage. Ongoing training is also available as needed, at no additional cost, for customers who maintain an active Quadiant lease, maintenance agreement, or software care support program. Quadiant extends additional training and support resources via its website, free of charge. These resources include: • FAQs: Answers to common questions about billing, postage, customer service, and more. • Knowledge Base: Technical information, user guides, operator manuals, machine specifications, and troubleshooting support. • Training Videos: Available on the Quadiant website and YouTube for convenient, on-demand learning. For details on ongoing maintenance, please refer to our response to Question 30. While installation training is complimentary, some advanced solutions may require the expertise of Quadiant's professional services team for programming, configuration, and integration. For such projects, Quadiant collaborates with the customer to develop a detailed Statement of Work. These professional services are subject to additional charges based on the scope of the project. In addition to standard on-site training, Quadiant offers Sourcewell customers unique opportunities for advanced training on new and innovative solutions. As the industry evolves, Quadiant remains at the forefront of research and development, providing customers who embrace change and new technologies with access to specialized training. These opportunities include "Power User & Complex Solution Implementers" training sessions at Quadiant's advanced Competency Centers, located in Milford, CT; Atlanta, GA; Indianapolis, IN; and Dallas, TX. Quadiant also offers advanced technical training through a "Train the Trainer" program for high-end products and solutions. These advanced training programs, typically hosted at the Competency Centers, may involve additional costs. Self-Installation Program: For select entry-level products, Quadiant offers a self-installation program to make the setup process simple and convenient for customers. The Quadiant Call Center team in Dallas is available to assist customers with inquiries and ensure their products are operational. Many customers are pleasantly surprised by how easy it is to complete the setup independently. To support self-installation, Quadiant provides 24/7 access to detailed support materials, ensuring help is always readily available: • Quick and Easy Instructions: The included operation instructions simplify unpacking, installation, and setup without external assistance. • Knowledge Base: Clear, step-by-step web materials are available to guide customers through the installation process and address any potential issues. A troubleshooting section is also provided for common challenges. Quadiant's commitment to customer training and support ensures that all users, whether utilizing basic or advanced solutions, have the resources and guidance needed to succeed.	*

42	Describe any technological advances that your proposed Solutions offer.	Quadient provides innovative technology solutions that empower organizations to optimize the way they send and receive communications and goods. Through a combination of hardware, software, and services, our products enable customers to seamlessly connect with their business environments. Backed by hundreds of patents, Quadient is committed to investing substantial resources in research and development to drive innovation and deliver cutting-edge solutions. Our offerings focus on four key areas: 1. Mail-Related Solutions: Quadient provides hardware and software designed to streamline and secure the sending and receiving of mail and parcels. Quadient has achieved the latest USPS mandate of developing an Intelligent Mail Indicia (IMI) to align with the USPS' new postal requirements. 2. Business Process Automation: Quadient's software solutions automate communication workflows and document creation and delivery, enabling efficiency and accuracy. Our Impress software is an intuitive outbound document automation platform tailored for small and medium-sized businesses (SMBs). This cloud-based solution allows users to prepare and send transactional documents in single or batch form through a combination of channels—whether print, digital, or outsourced—offering flexibility and scalability. 3. Parcel Locker Solutions: Our intelligent parcel lockers ensure a secure, end-to-end chain of custody for inbound parcels. Featuring an intuitive interface, the lockers enable real-time parcel tracking and recipient notifications. Package pick-up is quick and easy, taking just seconds, and lockers are accessible 24/7, providing a convenient self-service solution for users. 4. Customer Experience Management: Quadient's customer experience management software helps organizations enhance engagement and interaction with their customers and prospects. Our award-winning Inspire platform enables businesses to build a unified, agile customer communications infrastructure. This platform delivers an omnichannel customer experience that spans the entire customer journey, ensuring effective and meaningful interactions at every touchpoint. Through these innovative solutions, Quadient continues to help organizations improve efficiency, enhance customer engagement, and stay ahead in a rapidly evolving business landscape.
43	Describe any "green" initiatives that relate to your company (e.g., recycling, LED lighting, LEED) or to your Solutions, and include a list of the certifying agency for each.	Quadient, Inc. has implemented a comprehensive range of "green" initiatives aimed at reducing its environmental footprint and promoting sustainability across its operations and product lifecycle. These efforts are deeply embedded in the company's environmental policy and corporate social responsibility strategy. One of Quadient's core environmental commitments is to combat climate change by reducing greenhouse gas emissions. The company set ambitious targets to cut its Scope 1 and 2 emissions (related to energy use and company vehicles) by 50% by 2030, using 2018 as a baseline. Impressively, it surpassed this goal ahead of schedule, achieving a 55% reduction by 2023. Building on this success, Quadient has now committed to a 64% reduction in Scope 1 and 2 emissions and a 30% reduction in Scope 3 emissions (which include supply chain and product use) by 2030, with a long-term goal of reaching net-zero emissions by 2050. Quadient's environmental strategy also includes eco-design principles in its hardware products. This involves designing for energy efficiency, longevity, recyclability, modularity, and upgradability. The company maximizes the reuse of parts and modules and promotes a circular economy by remanufacturing and recycling products at the end of their life cycle. In terms of facilities and operations, Quadient is transitioning to high-efficiency buildings, increasing the use of LED lighting, and sourcing low-carbon energy. It also encourages remote work and low-carbon travel options to reduce emissions from commuting and business travel.
44	Identify any third-party issued eco-labels, ratings or certifications that your company and/or equipment holds (e.g. ENERGY STAR, NEBB, United States Postal Service (USPS) certified) for the Solutions included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Quadient's sustainability efforts are recognized and certified by several independent agencies. These include: • EcoVadis: Quadient has received a Gold certification, placing it in the top 1% of evaluated companies for sustainability • Carbon Disclosure Project (CDP): Recognized for its climate change management since 2009 • ISO 14001: Quadient requires its Tier 1 and Tier 2 suppliers to be certified under this international standard for environmental management systems • United Nations Global Compact: Quadient is a signatory, aligning its operations with global principles on sustainability and corporate responsibility Please visit https://mail.quadient.com/en/about-us/sustainable-design-and-manufacturing for more information.

45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	As a trusted vendor partner with Sourcewell for over 24 years, Quadient deeply understands the value the program brings to both its members and its vendors. We are fully integrated into the Sourcewell culture and remain dedicated to delivering solutions that meet the unique needs of its members. Quadient stands out as the only vendor in the industry offering complete end-to-end solutions tailored to public entities of all sizes. Our comprehensive solutions enable Sourcewell members to cost-effectively manage physical mail, digital communications, and traceable packages directly from their existing work locations. Our approach to working with Sourcewell members is uniquely tailored and begins with a thorough needs assessment. This process identifies the specific communication challenges faced by members, allowing us to recommend precise, customized solutions. Additionally, we provide a detailed business justification outlining the measurable results our solutions will deliver. Unlike vendors that simply offer a catalog of products, Quadient focuses on delivering tangible outcomes, including improved customer satisfaction, reduced operational costs, risk mitigation, and enhanced operational efficiency. Quadient also offers a nationwide network of local offices, providing Sourcewell members with access to highly trained partners who understand their specific business needs. These offices ensure immediate access to locally-based field service technicians and sales professionals who are well-versed in the unique challenges of the public sector. To simplify procurement, Quadient provides various leasing and financing options through our affiliate, Quadient Leasing USA, Inc. Sourcewell members can streamline the ordering process by submitting a signed purchase order that includes the Sourcewell contract number and their Sourcewell member number, eliminating the need for separate lease documentation. Cloud-Based Solutions: Quadient offers innovative cloud-based solutions, often referred to as "Software as a Service" (SaaS). These solutions provide the following benefits to government entities: • Cost Savings: Cloud technology is incremental, helping entities reduce costs. • Expanded Storage: Increased storage capacity to meet growing data needs. • Automation: Eliminates the need for IT personnel to manage updates and computing issues, allowing organizations to focus on innovation. • Flexibility: Offers greater adaptability compared to traditional computing methods. • Mobility: Users can access information from anywhere, rather than being tied to a specific location. Quadient e-Solutions: In addition to mail center solutions, Quadient offers a suite of tools to help government entities manage, track, and control communications. These include: • Output Management Solutions • Integrated Address Management • Integrated Data Services • Electronic Document Delivery • Enterprise Desktop Shipping • Document Storage & Retrieval • Disaster Recovery • Hybrid Mail Business Continuity and Compliance: Quadient follows a robust Business Continuity Plan alongside a standardized audit protocol established by the United States Postal Service® (USPS). Contingency plans are in place to address natural disasters and other adverse events that could impact facilities, employees, customers, infrastructure, or the environment. To ensure compliance and operational excellence, Quadient undergoes annual internal audits conducted by entities such as the USPS, Internal Revenue Service, International Standardization Organization (ISO), and state and local governments. These audits reinforce our commitment to industry compliance and reliability. Quadient's enduring partnership with Sourcewell, combined with our innovative solutions and unwavering commitment to compliance, ensures that we continue to deliver exceptional value to Sourcewell members while meeting their evolving needs.
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Table 5B: Value-Added Attributes

Line Item	Question	Certification	Offered	Comment	
46	Select any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation and a listing of dealerships, HUB partners or re-sellers if available. Select all that apply.		☒ Yes ☐ No	Quadient, Inc. Is a Large business C-Corporation	*
47		Minority Business Enterprise (MBE)	☐ Yes ☒ No	Not applicable.	*
48		Women Business Enterprise (WBE)	☒ Yes ☐ No	Through our dealer Southern Business Machines, Inc.	*
49		Disabled-Owned Business Enterprise (DOBE)	☐ Yes ☒ No	Not applicable.	*
50		Veteran-Owned Business Enterprise (VBE)	☐ Yes ☒ No	Not applicable.	*
51		Service-Disabled Veteran-Owned Business (SDVOB)	☒ Yes ☐ No	Through our dealer DMS Mail Management	*
52		Small Business Enterprise (SBE)	☒ Yes ☐ No	Through our dealer International Mailing Equipment Inc.	*
53		Small Disadvantaged Business (SDB)	☐ Yes ☒ No	Not applicable.	*
54		Women-Owned Small Business (WOSB)	☒ Yes ☐ No	Through our dealer Midwest Mailing & Shipping Systems, Inc.	*

Table 6A: Pricing (400 Points, applies to Table 6A and 6B)

Provide detailed pricing information in the questions that follow below.

Line Item	Question	Response *	
55	Describe your payment terms and accepted payment methods.	Quadient payment terms are net 30 days.	*
56	Describe any leasing, financing, or as-a-service options available for use by participating entities. Describe how these options account for upgrading to newer models to mitigate the risk of equipment obsolescence.	Quadient provides a range of flexible leasing and financing options through Quadient Leasing USA, Inc., an affiliate of Quadient Inc. To simplify the procurement process for Sourcwell members, a signed purchase order referencing the Sourcwell contract number and the member's Sourcwell member number can be submitted in place of signing traditional lease documents. This streamlined approach makes the ordering process faster and more convenient for Sourcwell members. Quadient Leasing USA, Inc. offers both Fair Market Value (FMV) and Lease to Own Purchase (LTOP) programs, allowing members to bundle hardware, software, software support, maintenance services, and meter rental into one convenient payment. As a leasing company exclusively dedicated to the mailing, shipping, and document handling industry, Quadient Leasing USA, Inc. provides the flexibility to access the latest advanced equipment and systems. Additionally, our leasing solutions ensure that members remain fully compliant with USPS regulations while benefiting from cutting-edge technology.	*

57	Describe any standard transaction documents that you propose to use in connection with an awarded agreement (order forms, terms and conditions, service level agreements, etc.). Upload all template agreements or transaction documents which may be proposed to Participating Entities.	Signed purchase orders can be sent directly to the local Quadient office or an authorized Quadient dealer. The local office or dealer will complete the necessary paperwork and submit all orders to Quadient for processing. Each order undergoes a quality assurance review to confirm that the Sourcwell contract number is included, pricing is accurate, and the purchase order originates from a Sourcwell member entity. For certain products, additional documentation, such as a Statement of Work or Application Pack, may be required. These requirements vary by product and are agreed upon in writing as part of the sales process before the order is placed. All Sourcwell purchase orders and billing are centralized and processed through Quadient (and/or Quadient Leasing USA, Inc.), ensuring that every transaction is recorded and available for Sourcwell's quarterly reporting. Detailed Order Entry Process: 1. Order Preparation: District and dealer field administrators prepare the order paperwork. 2. Order Submission: Field administrators send the paperwork to efax@quadient.com. 3. Order Setup: The Customer Information Management team creates an order shell using the Sourcwell price list in Oracle ERP. 4. Credit Review: The order is sent to the credit department for review. Once approved, it is released to the Order Entry Department. 5. Order Verification: The Order Entry team ensures that all paperwork includes the Sourcwell member number, Sourcwell contract number, and Sourcwell pricing. 6. Order Fulfillment: The order is released from Quadient's warehouse in Byhalia, and the equipment is shipped directly to the customer or to the designated Quadient channel partner. This streamlined process ensures accuracy, compliance, and efficiency in fulfilling Sourcwell member orders.
58	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process?	Quadient accepts p-card payments from Sourcwell members at no additional cost. However, it is important to note that p-cards cannot be used for postage payments. For recurring p-card payments, customers simply need to complete a setup form, after which their payment information is added to our system. Once invoices are generated, payments are automatically processed from the p-card on file. For one-time payments (monthly or quarterly), customers can contact Quadient's Customer Service Department, where a representative will assist with processing the payment over the phone. If immediate assistance is not possible, a case and form will be submitted to our Cash Applications department for further processing.

59	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Quadient is proposing pricing based on a "Product Category Percentage Discount from Commercial Suggested List" concept. This percentage discount from list "MSRP" is applied to the various product categories. This discount percentage will apply to all items within that specific category. When Quadient launches or replaces products on the commercial price list, they will immediately be available to Sourcewell members at the submitted discounted % off commercial price based on their category. In addition to the % discount off commercial price, Quadient is offering free standard shipping, standard installation, and training. Attached is the Quadient price list for all Quadient products. Upon award, Quadient will provide a catalog showing the Sourcewell discount for each category on the price page. This will be available to Sourcewell members on the Quadient and the Sourcewell website. Quadient offers products for purchase or lease. Most products have an annual maintenance/software support/renewal. Some of our products are based on monthly subscriptions. As an authorized USPS vendor, we also provide USPS postage meter rental for applicable equipment. Please see below for the lease rates offered to Sourcewell members based on member type. Leasing provides value to Sourcewell members by allowing them to bundle service and renewal costs with the purchase cost into a consistent payment over a set period of time. State & Local Government Entities Lease Types: Fair Market Value (FMV or LTOP) Lease Terms: 12, 24, 36, 48, 60, 63 months Lease Rates: 12 months = 0.0907 24 months = 0.0490 36 months = 0.0352 48 months = 0.0283 60 months = 0.0243 63 months = 0.0236 All Other SOURCEWELL Members Lease Type: Fair Market Value (FMV) Lease Terms: 12, 24, 36, 48, 60, 63 mo Lease Rates: 12 months = 0.0888 24 months = 0.0471 36 months = 0.0332 48 months = 0.0263 60 months = 0.0222 63 months = 0.0215 Please see the included terms and conditions for lease and purchase options. For an example of the current catalog, which is similar to what would be established upon a new award, can be found at https://mail.quadient.com/en/government-accounts/sourcewell.
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60	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Product Category - MSRP Discount USPS Postage Meter Rentals and Additional Services 25%-55% Low, Mid, High Volume Tabletop Inserters 30% Outbound Shipping & Tracking (SMART Standalone + Packages) 30% Low, Mid, High Volume Mailing Systems and Accessories 30% Addressing Systems 20% Production Inserters 20% Letter Openers and Folders 5% Inbound Parcel/Asset/Mail Tracking Software 5% Document Output Mgmt Software 0% Customer Communication Mgmt Software 0% Financial Automation Software 0% Data Quality Software 0% Parcel Lockers 0% Production Mail Meter Systems 0% Production Mail Sorters 0% Professional Services 0% Supplies 0%	*
61	Describe any quantity or volume discounts or rebate programs that you offer.	Quadient offers additional discounts beyond the established Sourcewell contract pricing under the following circumstances: 1. Quadient Product Promotions: When Quadient launches a promotional pricing program that offers lower rates than the published Sourcewell Pricing Agreement, the promotion will be extended to all Sourcewell members. Due to the short-term nature of these promotions (typically one to three months), it is not feasible to re-publish the Sourcewell pricing catalog for each promotion. Instead, Quadient has established this as a pricing policy, which will be documented in the Sourcewell Playbook. This Playbook is available to all Quadient Authorized Dealers and Direct Sales Operations. 2. Quadient Package Pricing: When Quadient offers bundled pricing (e.g., equipment paired with accessories) that is lower than the standard Sourcewell contract pricing for individual items, the package pricing will be made available to all Sourcewell members. This approach is also a pricing policy outlined in the Sourcewell Playbook, ensuring consistency across all Quadient Authorized Dealers and Direct Sales Operations. 3. Spot Pricing Reductions: Quadient will provide spot pricing discounts to Sourcewell members based on specific factors, such as competitive pressures, the member's purchase volume, volume commitments, unique needs, or special requirements that justify a price adjustment. The key advantage for Sourcewell members is that they can continue to reference the Sourcewell contract number even when benefiting from Product Promotions, Package Pricing, or Spot Pricing Reductions. This ensures that members can take full advantage of the Sourcewell agreement while accessing additional savings tailored to their needs.	*
62	Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "non-contracted items". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request. Define the costs/fees associated with "sourcing/quoting" products and related services.	Quadient is able to provide sourced products as open market items. These items must be clearly identified as "Open Market" on the purchase order. Upon request, a quote for these items will be provided by Quadient Direct or an Authorized Dealer to the Sourcewell member. Quadient will provide these products at discounts in-line with our awarded categories.	*
63	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Quadient/Quadient Leasing has a \$125 document fee for leases only. This fee is included in the lease payment.	*
64	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Standard Shipping, delivery, and installation are included at no additional cost to a Sourcewell member. If the Sourcewell member requests expedited shipping (i.e. next day air), Quadient will provide a quote at the time of order.	*
65	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Quadient contracts with the major shipping providers in both the US and Canada. Offshore delivery would be available on a case-by-case basis.	*

66	Describe any unique distribution, delivery, or deployment methods or options for the goods and services offered in your proposal.	The following delivery methods are available: - Special Handling: Options such as next-day shipment and air shipment. - Software Delivery: Software can be delivered via email or internet download. - Website Distribution: Products and resources can be delivered and accessed through the Quadient website.	*
67	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed agreement with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing.	All purchase orders and billing for Sourcewell transactions are centralized and processed by Quadient (and/or Quadient Leasing), ensuring that every transaction is properly recorded and available for Sourcewell's quarterly reporting. For details on how Sourcewell members are guaranteed accurate pricing, please refer to Quadient's response under the "order process" section. Self-Audit Process: 1. The Quadient Government Operations team receives a monthly sales file during the first week of each new month. 2. The Government Operations Reporting Specialist reviews the monthly sales report to identify all transactions utilizing the Sourcewell price list. 3. The Government Operations Reporting Specialist compiles the Sourcewell sales report and submits it to the Quadient Accounts Payable Team for the applicable three-month reporting period. 4. The Government Operations Reporting Specialist submits the finalized report to Sourcewell, and the corresponding check is physically mailed. This process ensures accurate reporting and compliance with Sourcewell requirements.	*
68	If you are awarded an agreement, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the agreement.	The Government Accounts Manager will conduct a quarterly review of the transaction volume and dollar amounts associated with the contract. These figures will be compared against previous quarters and fiscal years, and appropriate actions will be taken to drive business growth under the contract. Success will be evaluated based on historical performance trends. Additionally, the Government Accounts Manager will analyze the specific products sold under the Sourcewell contract each quarter. With Quadient's extensive product portfolio, our goal is to ensure that customers are fully aware of the wide range of value-added solutions we offer through targeted sales and marketing efforts. Success in this area will be measured by the diversity and adoption of products sold under the contract.	*
69	Provide a proposed Administration Fee payable to Sourcewell. The Fee is in consideration for the support and services provided by Sourcewell. The propose an Administrative Fee will be payable to Sourcewell on all completed transactions to Participating Entities utilizing this Agreement. The Administrative Fee will be calculated as a stated percentage, or flat fee as may be applicable, of all completed transactions utilizing this Master Agreement within the preceding Reporting Period defined in the agreement.	Quadient will provide a 2% administrative fee for all Quadient products and solutions, for purchase and lease. The administrative fee is not applicable for the following items: United States postal meter rental, maintenance, software care, and software support. This is the current policy on the existing Quadient/Sourcewell contract, Quadient GSA federal contract, and other Quadient cooperative contracts.	*

Table 6B: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments	
70	The pricing offered is as good as or better than pricing typically offered through existing cooperative contracts, state contracts, or agencies.	The pricing offered is similar to what Quadient provides through other public sector cooperative contracts, such as NASPO ValuePoint.	*

Table 7A: Depth and Breadth of Offered Solutions (200 Points, applies to Table 7A and 7B)

Line Item	Question	Response *	
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71	Provide a detailed description of all the Solutions offered, including used Solutions if applicable, offered in the proposal.	Quadient offers Sourcewell members access to the full range of Quadient-branded products and solutions marketed in the United States and Canada, where applicable. As a global leader in communication and mailing solutions, Quadient provides innovative tools to help organizations enhance how they connect and communicate. Formerly known as Neopost, Quadient has evolved beyond traditional mailing solutions to encompass a broader suite of offerings. To better reflect our expanded capabilities and strategic direction, we rebranded as Quadient in 2020. Quadient Hardware and Software Solutions: Quadient's solutions are centered around four key areas: 1. Mail-Related Solutions: For organizations seeking to simplify mail operations, Quadient provides hardware, software, and expert support to ensure accurate and timely physical communications. 2. Business Process Automation: For businesses aiming to streamline document production and departmental workflows, Quadient offers digital solutions that automate communication processes and accelerate cash flow. 3. Customer/Taxpayer Experience Management: For enterprises and government organizations striving to deliver exceptional customer experiences, Quadient provides omnichannel software solutions that enable compliant, meaningful, and impactful interactions. 4. Parcel Locker Solutions: For organizations and individuals managing an increasing volume of deliveries and returns, Quadient provides smart, secure parcel lockers that offer convenient, self-service pick-up and drop-off options. Flexible Procurement Options: Quadient offers a variety of procurement methods, including purchase, rental, and flexible leasing programs, to meet the unique needs of Sourcewell members. These procurement options are available for both hardware and software solutions across all product categories. Product Categories: Quadient provides an extensive range of products and solutions, including: • Mailing solutions • USPS postage meter rentals • Folder/Inserter systems and solutions • Addressing systems and solutions • Document composition and output management solutions • Postage and shipping accounting solutions • Inbound parcel and mail tracking solutions • Outbound parcel and mail tracking solutions • Intelligent parcel lockers • Associated furniture for all equipment • Tabbers • Letter openers • Professional services for software implementation and integration • Training programs • Various maintenance and service programs • Supplies Quadient's hardware and software solutions are designed to address the diverse needs of Sourcewell members, ensuring seamless communication, enhanced workflows, and better customer experiences.
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72	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Below are the main product categories and their respective subcategories. Please note that within each category and subcategory, additional offerings such as maintenance, software care and support, professional services, and applicable software may be available. Product Categories and Subcategories: • Mailing Solutions - o Low Volume - o Medium Volume - o High Volume • Mailing Meter Rentals • Folder/Inserters Systems and Solutions - o Low Volume - o Medium Volume - o High Volume - o Production Volume • Software - o Addressing Systems and Solutions - o Document Management Solutions • Accounting Solutions - o Software • Inbound Solutions - o Hardware - o Software • Outbound Mail/Parcel Tracking Solutions - o Hardware - o Software • Intelligent Parcel Lockers • Associated Furniture • Tabbers • Letter Openers • Professional Services • Training Programs • Maintenance and Service Programs - o Standard Maintenance - o On-Site Maintenance - o Remote Maintenance - o Software Care and Software Support • Supplies This comprehensive list highlights the wide range of products and services available, ensuring that customers have access to tailored solutions to meet their specific needs.	*
73	Describe how your solution(s) can be tailored to meet the unique operational, compliance, and integration requirements of public sector agencies. Include one (1) example of previous work with public sector agencies where your solution(s) was customized.	Quadient solutions help maintain and achieve certain compliance requirements, specifically within the Public Sector. Our solutions provide visibility into the business critical communications that agencies and customers alike send to their constituents. Compliance is a large reason why agencies choose Quadient as a preferred partner to achieve and maintain compliance. Specific recent examples include Washington County, Stearns County, Ramsey County, and Wright County. All of which procured Quadient's Impress Software which helps automate and securely process case documents and other communications to the residents within those counties.	*
74	Describe your mail tracking capabilities. Specifically, how your technology ensures secure, accurate, and real-time tracking for sensitive or compliance-driven mailings (e.g., ballots, legal documents). Include details on audit trails, reporting functions, visibility tools provided, and how your solution addresses security, chain-of-custody, and compliance requirements.	Quadient provides several unique solutions that provide real-time visibility to the mail pieces as they are processed internally and through the mail-stream. Both our AIMS and Impress Automate solutions provide detailed audit trails of the mail-piece including operator, time/date stamp, number of pages inserted into the envelope, and when it exited the folder/inserters. Quadient's Track N' Trace solution provides further visibility once those mail pieces enter the USPS postal stream. Users can easily view in real-time where those mail pieces are physically located up until the final scanning point of the USPS. This is all achieved through with Quadient generating unique barcodes and placing them on documents for our software to securely validate and track mail communications including ballots, legal documents, tax notices, and other business communications.	*

Table 7B: Depth and Breadth of Offered Solutions

Indicate below if the listed categories of Solutions are offered within your proposal. **Provide additional comments in the text box provided describing how your proposed solution(s) meet or exceed the category and/or sub-category.**

Line Item	Category	Sub-Category	Offered *	Comments *	
75	Mail and Parcel Handling	Receiving and inbound processing	☒ Yes ☐ No	Quadient meets this category by providing inbound tracking software/hardware that empowers organizations to track the receipt and internal delivery of parcels and mail. Additionally, Quadient provides intelligent parcel lockers, allowing organizations to securely deliver and store packages and mail.	*
76		Mail sorting equipment	☒ Yes ☐ No	Through our partner Tritek Technologies, Quadient provides inbound and outbound mail sorters.	*
77		Packaging, preparation solutions	☒ Yes ☐ No	Quadient provides parcel shipping software that empowers organizations to rate and service level shop across ALL the major shipping carriers. Quadient also provides folding and inserting solutions to assist with intelligent mail assembly - reducing human involvement and producing an audit trail.	*
78		Shipping integration	☒ Yes ☐ No	Quadient's shipping software integrates to all the major shipping carriers, allowing organizations to utilize their pre-negotiated carrier contracts. Our software also can use Real Time Integration to organization's host systems, allowing them to import shipping data and automate tracking and reporting.	*
79	Tracking and Software	Mail/parcel tracking software	☒ Yes ☐ No	Quadient provides inbound and outbound software/hardware solutions that can track the process of trackable mail pieces through the USPS mailstream out to customers and within your organization. Our USPS pre-sorting software also gives organizations to track their outbound letter mail by applying USPS automation.	*
80		Integration with ERP/CRM systems	☒ Yes ☐ No	Quadient meets this requirement - our software platforms have various levels of integration to host systems	*
81		API availability for custom integration	☒ Yes ☐ No	Quadient's shipping software has APIs available for custom integration.	*
82	Postage and Optimization	Postage meters/systems	☒ Yes ☐ No	Quadient is one of 4 USPS authorized postage meter service providers, providing a scalable range of machines for organizations of all shapes and sizes.	*
83		Postal cost optimization	☒ Yes ☐ No	Quadient's mailing systems, shipping software, an postal pre-sort software all contain the ability to empower organizations to optimize postal costs. Additionally, our folder/inserters systems and software assist with cost optimization by consolidating mailings and making the mail USPS automatic compatible.	*
84	Mailroom Infrastructure	Purpose-built furniture/systems	☒ Yes ☐ No	Quadient provides furniture specifically built for our equipment, such as mail machines and folder/inserters.	*
85		Secure storage/locker systems	☒ Yes ☐ No	Quadient provides intelligent parcel locker systems.	*
86	Support Services	Installation and configuration	☒ Yes ☐ No	All support and installation services can be provided on this contract. Some complex solutions require professional services, which are also included in this contract.	*
87		Maintenance and repair	☒ Yes ☐ No	Full maintenance and repair service is included in this contract for all solutions provided.	*
88		User training	☒ Yes ☐ No	User training is provided as part of our installation process.	*
89		Technical support and helpdesk	☒ Yes ☐ No	Quadient provides a nationwide call center coverage, self-help service knowledgebase, and remote support capabilities in addition to our field service organization.	*
90		Customization and configuration	☒ Yes ☐ No	Through our professional services team, Quadient provides tailored installation, configuration, and customization for all our solutions.	*

Table 8: Exceptions to Terms, Conditions, or Specifications Form

Line Item 91. NOTICE: To identify any exception, or to request any modification, to Sourcewell standard Master Agreement terms, conditions, or specifications, a Proposer must submit the proposed exception(s) or requested modification(s) **via redline in the Master Agreement Template provided** in the "Bid Documents" section. Proposer must upload the redline **Master Agreement Template (Word format)** in the "Requested Exceptions" upload field. All exceptions and/or proposed modifications are subject to review and approval by Sourcewell and will not automatically be included in the Master Agreement.

Do you have exceptions or modifications to propose?	Acknowledgement *
	☐ Yes ☒ No

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
 2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
 3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
 4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
- [Pricing](#) - Quadient Pricing Information.pdf - Monday June 30, 2025 09:08:14
 - [Financial Strength and Stability](#) - Quadient Inc FY2024 Financial Report.pdf - Monday June 30, 2025 10:58:10
 - [Marketing Plan/Samples](#) - Quadient Sourcewell Marketing Plan.pdf - Monday June 30, 2025 09:46:39
 - [WMBE/MBE/SBE or Related Certificates](#) - Quadient Inc WMBE MBE SBE Certs.pdf - Monday June 30, 2025 10:48:52
 - [Standard Transaction Document Samples](#) - Quadient Inc Standard Transaction Document Samples.pdf - Monday June 30, 2025 10:53:41
 - Requested Exceptions (optional)
 - [Upload Additional Document](#) - Sourcewell Cover Letter (002).pdf - Monday June 30, 2025 10:40:21

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT OF COMPLIANCE

I certify that I am an authorized representative of Proposer and have authority to submit the foregoing Proposal:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for award.
3. The Proposer certifies that:
 - (1) The prices in this Proposal have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other Proposer or competitor relating to-
 - (i) Those prices;
 - (ii) The intention to submit an offer; or
 - (iii) The methods or factors used to calculate the prices offered.
 - (2) The prices in this Proposal have not been and will not be knowingly disclosed by the Proposer, directly or indirectly, to any other Proposer or competitor before award unless otherwise required by law; and
 - (3) No attempt has been made or will be made by Proposer to induce any other concern to submit or not to submit a Proposal for the purpose of restricting competition.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest is created when a current or prospective supplier is unable to render impartial service to Sourcewell due to the supplier's: a. creation of evaluation criteria during performance of a prior agreement which potentially influences future competitive opportunities to its favor; b. access to nonpublic and material information that may provide for a competitive advantage in a later procurement competition; c. impaired objectivity in providing advice to Sourcewell.
5. Proposer will provide to Sourcewell Participating Entities Solutions in accordance with the terms, conditions, and scope of a resulting master agreement.
6. The Proposer possesses, or will possess all applicable licenses or certifications necessary to deliver Solutions under any resulting master agreement.
7. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
8. Proposer its employees, agents, and subcontractors are not:
 1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 2. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://sam.gov/SAM/>; or
 3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☒ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - John Tartaro, Sr. Director, U.S. Finance Solutions, Quadient, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the obligations contemplated in the solicitation proposal.

☐ Yes ☐ No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum**" below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
There have not been any addenda issued for this bid.		