



TO: Mayor Linda Gorton
Honorable Members, Urban County Council

FROM: 
Chris Ford, Commissioner of General Services

DATE: November 23, 2021

SUBJECT: Electronic Return Receipt Software for Government Center Mailroom

Request:

Request Council authorization for the Mayor to execute a lease agreement with Quadient Leasing USA Inc. (through Central Business Systems) for web-based software to be managed by the government center's mailroom.

Purpose of Request:

ConnectSuite e-certify software will provide LFUCG with a more efficient and affordable method to manage delivery of certified mailings. The electronic return receipt (eRR) feature will allow LFUCG staff to view, print or electronically archive recipient's signatures as soon as the information is uploaded by the US Postal Service. Efficiencies to be gained include eliminating the administrative labor-intensive "green-postcard" return receipt process, as well as by reducing traditionally-associated certified postage costs.

Budgetary Implication:

Funds are budgeted at 1101-707101-0001-71303. The lease term will be for a period of 48 months, with annual cost of \$2,538.84. The cost for FY 2022 (6 months) is \$1,269.42.

File Number: 1239-21

Commissioner: Ford

