

**AUTHORIZE A NEW AGREEMENT WITH ADMINISTRATIVE RESOURCE OPTIONS INC FOR**

**CENTRAL OFFICE MAIL/RECEIVING ROOM MANAGEMENT SERVICES**

**THE CHIEF EXECUTIVE OFFICER REPORTS THE FOLLOWING DECISION:**

Authorize a new agreement with Administrative Resource Options, Inc. to provide Central Office

**SCOPE OF SERVICES:**

Vendor shall provide mail receiving and delivery services, pick-up, pre-sort, automation and delivery of all United States Postal Service ("USPS") mail for the Central Office, shall maintain the confidentiality of CPS mail, lists and other information related to CPS mail, conference room setup and reset, and reception desk coverage as needed.

**DELIVERABLES:**

Vendor shall provide the Board with mail receiving and delivery services, tracking and delivery reports  
upon request, cost analysis on authorized mail users request, monthly reporting of all inbound and

outbound activities.

**OUTCOMES:**

Vendor's services will result in the implementation of part of all of the following scope of services:  
operating the Board's mail/receiving room; performing daily mail pick-ups and deliveries to the post office;  
fulfilling all United States Postal Services (USPS) requirements for pre-sorted, sleeve ACT tag, and  
dispatch mail processing mail under the USPS Value Added Deferral Program, providing and maintaining

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~~\$15,000, FY20~~

Not to Exceed: \$165,000 for the one year term.

~~Future year funding is contingent upon budget appropriation and approval.~~

CFDA#: Not Applicable

GENERAL CONDITIONS: