

For: State and County Offices

Using Stamps.com for Postage

Approved by: Deputy Administrator, Management



1 Overview

A Background

Stamps.com is a:

- licensed online postage company authorized by USPS and GSA
- web-based program accessible from your office computer.

USDA has approved using Stamps.com for all agencies because many offices have experienced considerable savings by replacing their postage meters with Stamps.com.

B Purpose

This notice informs State and County Office of the following:

- the option to use Stamps.com as another method of processing office mail
- that Stamps.com is approved by USPS to receive GSA discounted rates on Schedule 48.

C Contact

If there are questions about:

- this notice or additional information is needed, State Offices shall contact Kim Deal, FFAS Mail Manager, by either of the following:
 - e-mail to **kim.deal@wdc.usda.gov**
 - telephone at 202-720-2341
- Stamps.com, contact Kim Beamon by either of the following:
 - e-mail to **Kbeamon@stamps.com**
 - telephone at 703-726-9512.

Disposal Date July 1, 2012	Distribution State Offices; State Offices relay to County Offices
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2 Stamps.com Program

A Monthly Rates

The GSA Schedule **monthly** rates for Stamps.com are:

- 5 to 24 units = \$30.21 each
- 25 to 99 units = \$28.20 each
- 100 or more units = \$25.18 each.

Note: A unit is 1 leased program and/or software download.

The USDA Mail Manager has signed a Master Agreement with Stamps.com so that every USDA Agency can receive the highest level GSA pricing (100 or more) regardless of their size.

Example: An office with 5 locations would have a monthly price of \$25.18 versus the 5 to 24 unit price which is \$30.21 per month.

The monthly rate includes 3 licenses per location. This entitles the location to 3 user names and passwords. This information can be shared or additional licenses can be purchased for \$25.18.

B Printing Postage

A box of labels to print stamps is approximately \$4 or postage can be printed directly on the envelope. Postage for packages that cannot run through your printer can be printed on a label or on a regular piece of paper and taped to the package.

Users will need to contact your IT Group Manager to download the Stamps.com software to print postage to your computer. This software has already been approved for use on FSA systems.

C Identifying POC

Each location will need to identify POC. This person will complete the Webinar training and then train all other staff, if required.

D Billing

Each State or County Office can pay for using Stamps.com individually or by using a consolidated payment method. Payments can be made by purchase card, purchase order, or contract executed by a contracting officer or purchase card holder.

State Offices can purchase the postage from Stamps.com and distribute to County Offices or County Offices can purchase postage directly from Stamps.com on their own.

2 Stamps.com Program (Continued)

D Billing (Continued)

Collocated offices have the option to have separate accounts or 1 consolidated account for all agencies.

Note: Collocated offices are encouraged to use 1 account to maximize their savings.

E Cost Codes

Within Stamps.com, there is an option to use cost codes. Cost codes are a code entered into the system to identify individual costs. This option will allow FSA to identify postage funded through our specific funding sources as well as track postage when an office prints postage for other offices or agencies. Offices shall assign a cost code to:

- FLP so that postage funded through the Agriculture Credit Insurance Fund can be tracked
- each office or agency for which postage is printed.

F Terminating Postage Meter Leases

If using Stamps.com as your postage solution, then contact the local Pitney Bowes representative for immediate pick up of postage meters. Work with the State Office, contracting officer, or AMD for terminating the Pitney Bowes lease.