

DGS Partnership Council
DGS Print Mail Survey Briefing
July 18, 2012

Marc Grimm, DGS Retired Annuitant (formerly with EDD), told the Council that DGS has been tasked by the Governor's Office and the Legislature to conduct a statewide survey for print mailings that use the US Postal Service or mail-like vendor (Fed Ex, UPS, etc.) for their delivery. The purpose of the survey is to quantify statewide mail operations, document best practices, seek opportunities for improved efficiencies, and to identify barriers to improved efficiencies.

The survey is a five-part Excel Work book consisting of:

1. State Entity Mail Operations Profile
2. Large Mailings Characteristics Report (over 500 pieces)
3. 2011-12 Staffing Cost Report
4. Equipment and Software Inventory Report
5. Budget Funds Management Report

Marc indicated that there will be several focus groups including:

1. The use of non-state, interest and non-interest bearing holding accounts for postage
2. Electronic delivery of information in lieu of traditional mail
3. Acquisition of printing and mail processing equipment and technology
4. Consolidation of mail processing assets

DGS is developing a web site that will have a *Frequently Asked Questions* section and other helpful information.

DGS Director Fred Klass will email a letter to agency secretaries and department directors the week of July 23 requesting their support in the timely completion of the survey. There will be one survey per department. The deadline for the survey is August 24.

If you are interested in participating in a focus group, or if you have questions, please contact Marc Grimm, 322-6277 (office) or (916) 206-3132 (cell).