



**Department of General Services
Procurement Division**

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Broadcast Date: August 7, 2013

Bulletin #: K-36-13

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

RE: Department Survey for Presort Mail Services

The Department of General Services, Procurement Division (DGS/PD) is establishing a Presort Mail Master Service Agreement (MSA). The attached survey is to elicit information to help DGS/PD determine the needs for this service.

DGS/PD requests that PACs and PCOs distribute this brief survey to the appropriate departmental subject matter experts who will provide comments and/or suggestions towards this effort. Please click on the link below to access the survey.

<http://www.documents.dgs.ca.gov/pd/masters/presortsurvey.docx>

Please e-mail your completed survey by close of business on August 30, 2013 to Stacy.Jarvis@dgs.ca.gov

If you have any questions regarding this notification, please contact:

Stacy Jarvis
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