

Key U.S. Postal Service Statistics for Fiscal Year 2009:

Revenue\$68 billion
Career employees 623,128
Mail volume 177 billion pieces
Delivery points 150 million
Vehicles owned 218,684
Retail locations 36,400
Stamps printed 30 billion
Fortune 500 ranking (U.S.A. only) 28th
Global Fortune 500 ranking 84th
Percentage of world's letter mail 40%

Transactions per year

Address changes43.8 million
U.S. Passport applications 7.3 million
Money Orders 135 million
New delivery points 923,595
Recycled materials200,000 tons

Transactions per day

Website visits1.1 million
Mailpieces delivered 584 million
Retail customers served 7 million
Miles driven4.1 million

Information Technology

Computing infrastructure 3rd largest in world
Desktop computers 127,000
Hand-held scanners 352,000
Data storage available 10 petabytes
Point of sale terminals 54,000

Source: U.S. Postal Service, "Postal Facts 2010"

DID YOU KNOW?

In FY 2009, USPS spent \$12.9 billion on 26,136 contracts.



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David commenced his legal practice as an Honors Attorney in the *Office of Contracts and Property Law* at U.S. Postal Service Headquarters. At USPS, he advised senior officials and contracting officers on procurement and contract administration matters. After entering private practice, he realized how vastly the Postal Service's purchasing rules and policies differed from other federal agencies. To help contractors succeed within this special environment, he developed three popular training courses on U.S. Postal Service contracting.

David has advised hundreds of contractors on a wide variety of government and U.S. Postal Service contracting matters. Recognized as an authority on postal contracting, he is highly sought-after by the media and industry trade journals on procurement topics. David also represents clients before the U.S. Court of Federal Claims, the Postal Service Board of Contract Appeals, and various U.S. District Courts.

About Husch Blackwell

Husch Blackwell LLP is a full-service litigation and business law firm with more than 600 attorneys in locations across the United States and in London. We serve clients with domestic, international and multinational operations in major industries including agribusiness, energy, financial services, healthcare, manufacturing, chemicals and telecommunications.

Through our international practice and London office, we provide clients with comprehensive legal support in connection with their cross-border pursuits. We regularly advise on issues of US law and provide project management services for clients doing business in Europe and beyond.

Our Government Contracts practice represents domestic and international clients involved in all phases of government contracting, including bid protests, contract administration, change orders, audits, claims and disputes, and compliance programs. A special focus of this practice is providing advice to Postal Service contractors. For more information on the firm's postal service contracting practice, visit huschblackwell.com/postal-service-contracting.



Doing Business with the United States Postal Service

What Every Company Should Know

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Doing Business with the U.S. Postal Service: What Every Company Should Know

The U.S. Postal Service spends nearly \$13 billion per year on outside vendors. Most of these purchases are centrally managed through the Supply Management organization's five portfolio teams: Facilities, Mail Equipment, Services, Supplies, and Transportation. Lower-dollar value buys are handled by local Post Offices and through other activities.

1. Supplier Registration

All companies interested in doing business with the U.S. Postal Service must first register their organization in USPS's Supplier Registration e-Sourcing system at this link: <https://uspourcesourcing.emptoris.com/sso/jsp/login.jsp>. Registration, however, does not ensure you will be contacted for future procurement opportunities.

2. Finding procurement opportunities

Postal Service procurements are often publicized on <http://www.fedbizopps.gov>, but not always. To ensure learning about procurement opportunities, you must contact the pertinent USPS purchasing group.

3. Prequalifying

The Postal Service often limits procurements to "prequalified" suppliers. If you see a "sources sought" or "prequalification" notice for the type of goods or services you wish to supply, make sure to respond. If a prequalified list already exists, ask USPS if you can make a prequalification submission.

4. Responding to solicitations

You must respond by the due date and offer to meet all specification requirements. If the requirements are ambiguous or unnecessarily restrictive, notify the contracting officer. If your concerns are not met, you may file a "disagreement."

5. Competition requirements

The Postal Service frequently procures competitively, but it is not legally required to maximize competition. An incumbent contractor's superior performance can justify a noncompetitive extension of the contract.

6. Evaluation of proposals

Solicitations must describe how the Postal Service will evaluate proposals and the relative importance of price versus technical factors in the award decision. The Postal Service must evaluate proposals as stated in the solicitation.

7. Best value

All purchasing decisions are made on a best value basis in accordance with the stated evaluation criteria. Price factors often become decisive among closely ranked technical proposals.

8. Sustainable Supply Chain

In December 2008, the Postal Service issued its national Green Purchasing Plan: <http://www.usps.com/suppliers/supplychain.htm>. Under the Plan, the Postal Service seeks to purchase goods and services that help reduce waste and conserve natural resources. This includes the purchase of environmentally preferable products that pose a reduced threat to human health and the environment when compared with competing products or services that serve the same purpose.

9. Disagreements

Suppliers who have concerns with any aspect of a solicitation or contract award may file a disagreement. A disagreement is filed initially with the contracting officer, and must be received within 10 calendar days of the supplier's awareness of the concern. If the disagreement is not resolved to the supplier's satisfaction, an appeal may be lodged with the Supplier Dispute Resolution Official (SDRO).

10. USPS Purchasing Rules

Because the Postal Service is an independent federal agency, many federal procurement laws and rules are inapplicable. Instead, the Postal Service has its own purchasing policies found in the *Supplying Principles and Practices* manual.

How we help postal contractors succeed

We understand the Postal Service's unique procurement environment and help contractors succeed within it. We have assisted hundreds of contractors on a wide variety of issues, including:

- solicitation review and analysis
- submission of bids and proposals
- selection, evaluation and award process
- protests and disagreements
- contract interpretation and administration
- changes and changed conditions
- payment issues
- contract amendments and modifications
- delays
- subcontracting
- cost and pricing
- requests for equitable adjustment
- claims and disputes
- audits and investigations
- terminations
- suspension and debarment
- compliance programs

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