



STATE OF MISSISSIPPI  
HALEY BARBOUR, GOVERNOR

DEPARTMENT OF FINANCE AND ADMINISTRATION

KEVIN J. UPCHURCH  
EXECUTIVE DIRECTOR

**TO:** State Agency Finance Directors  
State Agency Procurement Directors

**FROM:** Cille Litchfield, Deputy Executive Director

**DATE:** June 21, 2010

**RE:** Survey – Mail/Print/Copy/Imaging Services

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During the 2010 Legislative Session, DFA was asked to facilitate a study to determine whether changes to the acquisition and use of certain services are needed and to recommend any changes that might benefit the State in terms of efficiencies and lower operating costs.

This study, at a high level, examines the following areas:

1. Inbound and outbound mail processing (including courier services, express mail, HANDMAIL);
2. Use of USPS discounts;
3. Development, printing/publication and distribution of printed matter for clients and internal usage;
4. Document imaging and repositories;
5. Related matters.

The survey can be found at the following link: <https://www.surveymonkey.com/s/5X8BFQN>. No user ID or password is required. A copy of the survey is attached for your use in the event network restrictions prevent your completing the survey online (our preference).

DFA requests that a single survey per agency be completed and that FY2010 figures be used when costs or other figures are requested.

The survey will close on July 30, 2010. If you are completing the survey manually, it can be returned by email to me at [litchc@dfa.state.ms.us](mailto:litchc@dfa.state.ms.us) or faxed to my attention at (601) 359-6551. Questions should also be sent to my attention at [litchc@dfa.state.ms.us](mailto:litchc@dfa.state.ms.us).

Your attention to this matter is appreciated. We thank you in advance for your cooperation.

Attachment (1)