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To: All State and Local Purchasing Professionals

You are invited to attend the following webinar:

**Webinar:** Mail Services – 99999-SPD-00006328  
**Date:** January 23, 2019  
**Time:** 10:00 a.m. to 12:00 p.m.  
**Registration:** <https://register.gotowebinar.com/register/5109025210526778627>

This webinar will present information on statewide contact for Mail Services. The Georgia Department of Administrative Services, State Purchasing Division, announced a new Statewide Contract for Mail Equipment Services. Effective January 1, 2019 the new Mail Services Contract was available for use.

The purpose of this SWC is to provide Mailing Equipment, Supplies and Maintenance, in all applicable volume ranges from ultra-low volume through production environment equipment, to include a wide scope of products to meet the mailing needs for authorized users. This contract will be Mandatory Contract for state entities with the following suppliers:

1. Pitney Bowes, Inc. – 99999 -SPD-00006328-0001  
James (Chris) Bradley Government Accounts Manager  
Email: james.bradley@pb.com  
Phone: (678) 629-4618
2. Neopost - 99999-SPD-00006328-0002  
Stuart Lancaster  
Email: s.lancaster@neopost.com  
Phone: (770) 699-8786
3. Stamps.com - 99999-SPD-00006328-0003  
Al McMichael  
amcmichael@stamps.com  
Phone: 310.482.5864

**This contract replaces the following statewide contract, which expired on December 31, 2018:**

- Pitney Bowes (SWC90791 – 1)
- Neopost (SWC90791 – 3)

General guidelines for purchasing Mail Services will be discussed during this webinar.



This invitation contains all the information you will need to participate in the webinar online.

### About the webinar technology:

The webinar has both a visual and an auditory component, and you will need to log in to a website to view the presentation. You will need access to a computer with a sound card and speakers to hear the audio. Alternatively, you may dial into the webinar audio at a number specified upon registration with a PIN provided during login. ***You may incur long-distance charges using the dial-in option.***

### Preparing for the webinar:

To participate in the webinar, you will need to download the GoToMeeting software.

- To do this, select the link below and follow the prompts to download the webinar program.
- It may take 5-10 minutes to complete this, so please log into the conference at least 15 minutes before the start time of the webinar or perform the download in advance.
- If the webinar software was successfully downloaded, you will see an orange flower in the tool tray located in the bottom right corner of your screen.

### Attending the webinar:

The day of the webinar, you will be able to enter a session 15 minutes before the start time.

- Register **in advance** at the link provided below. Once you register, you will receive an email confirmation with instructions about how to log on to the meeting.
- Please enter your first and last name when prompted.
- An attendee quick reference guide is provided for your convenience and the speaker will provide more instructions at the beginning of each session.

### Registration information:

Please register in advance to attend the webinar at:

<https://register.gotowebinar.com/register/5109025210526778627>

If you have technical difficulties logging into the webinar, please contact technical support at 1-866-962-6492 or <http://support.citrixonline.com/GoToMeeting/> for instructions.

Sincerely,

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State Purchasing  
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Email: [Alicia.Pope@doas.ga.gov](mailto:Alicia.Pope@doas.ga.gov)