

RDI™ PRODUCT

LICENSE APPLICATION PACKAGE

Part 1 - Overview and Instructions:

The following material describes the necessary steps of the process to qualify for a license to the RDI™ Licensed Product. All of the necessary information and documents to complete the application for license are included. This allows each potential Licensee to develop a complete understanding of the entire process prior to committing any resources.

Before proceeding, potential licensees *must* read and fully understand the requirements contained in the Sample RDI License Agreement included in this package. Potential licensees should also review the following sections of this document *on Acceptable Uses and Licensee Prerequisites* and *System Design and Implementation Considerations* before starting the application process. These sections highlight the authorized uses for this product and technical considerations that should be considered before moving forward. This document does not negate or supersede existing requirements as defined in the RDI License Agreement.

■ Acceptable Uses and Licensee Prerequisites

This section is intended to clarify allowable uses of the RDI Licensed Product. The sole purpose of this data product is to provide a Licensee with access to USPS Licensed Materials that will be used to make determinations on parcel shipping rate information. The information will be used by the Licensee or the Licensee's customer in preparation of parcel mailing or in analysis of parcel shipping patterns and costs. Acceptable uses of this product are:

- Validation of delivery type status for the purpose of choosing parcel shipping suppliers based on rates
- Analysis of parcel shipping patterns and costs for the purpose of improving a mailer's parcel shipping processes
- Providing a rate-shopping service to clients, that will allow them to compare parcel-shipping rates for an input address. Such a service must meet all the security requirements established for the RDI Product.

Prerequisites of Obtaining a RDI License

- Potential Licensees must be in the business of, or planning to be in the business of, shipping parcels, consolidating parcel shipments, analyzing parcel operations, providing parcel rate-shopping software or services, or must have been previously approved with current USPS CASS™ certification as a software provider or as a provider of an address standardization tool for RDI Coding.
- Potential Licensees who are not in the business of shipping parcels or consolidating parcel shipments must publicly offer parcel rate-shopping or shipping analysis services to external customers.
- Potential Licensees applying for a license based upon their status as a previously approved CASS Certified™ software or an address standardization tool provider for the RDI Licensed Product must limit their use of the RDI Licensed Product to purposes of marketing their software product, must in no way re-distribute RDI data or the RDI Licensed Product, and must not release the Licensed Product in any way to end-users.
- Potential Licensees must not be competitors or the parent, subsidiary or affiliate of a competitor of the USPS in the delivery of mailable matter.

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■ **System Design and Implementation Considerations**

The implementation and utilization of RDI to choose parcel shipping carriers either for internal or client processing is a big step in any organization. The following information should be considered in developing your implementation plan:

- An existing CASS Certified address matching software package or an address standardization tool is required to produce the output 11-digit code for comparison with RDI data.
- Your interface system should be designed with appropriate hardware that will meet your business needs in regards to processing speeds, connectivity to other platforms or data streams, and operational controls.
- Determine the impact, if any, this system may have with existing processing.
- In processing any address list data, regardless of origin, it is a good idea for the base file to contain flags/fields that provide the necessary information on origin of the address and when the record was updated. In conjunction with other processes, circumstances may occur in which automated updating of certain base records may need to be prohibited and/or diverted to a different process. The utilization of these flags/fields or other fields will facilitate in the systemic decision making.
- Understand all of the components of the RDI datasets, including the different questions about addresses, to insure the base file is being updated properly. The publications below are recommended for reference material and may be obtained by contacting the National Customer Support Center at 1-800-238-3150.

Postal Addressing Standards USPS Publication 28

Address Information System Products Technical Guide

- Consider a gradual implementation plan to ensure the system is performing as designed.

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Part 2 - Application and Licensing

Once you have reviewed the License agreement and the previous information noted in Part 1, you are ready to begin the application and licensing process.

Step 1. The Application Process:

The application section includes the following material:

- Terms and Conditions of Application for License
- Confidentiality Statement
- Declaration of Non-Competitive Status
- Licensee Security Considerations
- Sample copy of RDI License agreement
- Self-Certification Survey
- Company Profile Information
- RDI Application Agreement

The Process itself consists of four steps:

- 1.** Applicant reviews the requested material contained in this package and completes and submits the Self-Certification Survey, Company Profile Information and the RDI Application Agreement to USPS.
- 2.** Applications will be evaluated based upon whether the applicant has indicated an appropriate use of RDI data and upon whether the applicant has met and agreed to all terms and conditions set forth in the application. The Postal Service will make a final determination as to whether an application is approved based on submission of the completed application. The applicant will not be permitted to proceed to the licensing stage without acceptance of applicant's proposal. Potential Licensees are advised not to invest in any RDI software until USPS has approved their application.
- 3.** After review of the provided information, the USPS will notify the applicant in writing of the acceptance or rejection of its license application. If approved, the applicant will be sent an executable RDI License Agreement for signature, which will then be returned within 10 days to USPS along with payment of License fee. Please note that only a company official or officer who possesses legal authority to sign on behalf of the company, firm, or organization may sign the RDI License Agreement. Also note that this Agreement constitutes the entire Agreement between USPS and Licensee concerning the subject matter thereof and supersedes all previous agreements and understandings. This Agreement may not be altered, amended, or modified except by a written instrument signed by authorized representatives of USPS and Licensee.
- 4.** Once the signed license is received it will be forwarded to the MOVE UPDATE SUPPORT DEPT. Subsequently, a copy of the signed license agreement and one (1) CD-ROM containing the live RDI datasets will be sent to the licensee via Express Mail.

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Part 3 - Completing and submitting Your RDI Application

This section contains the documents that must be completed and submitted to apply for an RDI license. Once you have completed the following Self-Certification Survey, Company Profile, and RDI Application Agreement send all of the completed documentation to:

**RDI LICENSING DEPARTMENT
NATIONAL CUSTOMER SUPPORT CENTER
UNITED STATES POSTAL SERVICE
6060 PRIMACY PKWY STE 101
MEMPHIS TN 38188-0001**

If you have any questions regarding either the RDI License agreement or the application package please contact the Move Update Support Department at 1-800-589-5766.

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Self-Certification Survey

1. Indicate the nature of the applicant's business (**check all that apply and provide a narrative describing applicant's business on a separate sheet**)

- Parcel shipper
- Parcel consolidator
- Parcel shipment analysis
- Rate-shopping service provider
- CASS Certified software or an address standardization tool provider for RDI Coding
- Other:

2. Indicate how the applicant plans to utilize RDI technology as part of its business or service offering (**check all that apply and provide an explanation of applicant's intended use of RDI on a separate sheet**)

- Determine parcel shipping rates for mailings generated by the applicant
 - Postal Service rates are being considered
- Analyze parcel shipping activities for others
- Provide standalone rate-shopping services for others
 - Postal Service rates are being considered
- Provide online rate-shopping services for others
 - Postal Service rates are being considered
- Marketing of CASS Certified software (for certified software providers only) or address standardization tool
- Other:

3. Indicate applicant's estimated annual parcel mailing volume that will be processed by RDI technology both for the applicant and its commercial customers, if applicable.

- Total number of parcels: _____
- Estimated number of parcels shipped by USPS: _____
- Estimated number of parcels shipped by another carrier:

Carrier	Number of Parcels
_____	_____
_____	_____
_____	_____
_____	_____

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4. Licensees must have CASS Certified RDI software or an address standardization tool, which must be obtained separately from the license applied for, to interface with the Postal Service licensed RDI data. A list of CASS Certified RDI software vendors can be found at <http://ribbs.usps.gov>. Indicate whether you intend to: **(check one)**

- Purchase and use CASS Certified RDI software

Indicate which software vendor and product name you will use:

-
- Develop own RDI software and submit for CASS certification
 Purchase and use an address standardization tool

Indicate which vendor and product name you will use:

-
- Develop own address standardization tool

5. Indicate how you intend to access the RDI data? **(check all that apply)**

- Internet
 Intranet
 Standalone (non-networked) system(s) or PC(s)
 Local Area Network (LAN)
 Wide Area Network (WAN)

6. Indicate how you intend to use the RDI data? **(check all that apply)**

- Internal
 Service Provider

USPS Use Only
Date Submitted: ___/___/___
Received by: _____
Check one: ___Approved ___Not Approved

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**Company Profile Information
Key Personnel**

LICENSING CONTACT: (Primary contact for licensing issues)

Contact Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____ - _____

Phone: (____) _____ - _____ Ext: _____ Fax: (____) _____ - _____

Email address: _____

Alternate Contact Name: _____ Email: _____

Parent Company (If Applicable): _____

TECHNICAL CONTACT: (Primary contact for technical issues)

Contact Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____ - _____

Phone: (____) _____ - _____ Ext: _____ Fax: (____) _____ - _____

Email address: _____

Alternate Contact Name: _____ Email: _____

Alternate Contact Name: _____ Email: _____

BILLING CONTACT: (Primary contact for billing issues)

Contact Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____ - _____

Phone: (____) _____ - _____ Ext: _____ Fax: (____) _____ - _____

Email address: _____

Alternate Contact Name: _____ Email: _____

Alternate Contact Name: _____ Email: _____

MEDIA CONTACT: (Primary contact for media fulfillment)

Contact Name: _____

Address: _____

City: _____ State: _____ ZIP+4: _____ - _____

Phone: (____) _____ - _____ Ext: _____ Fax: (____) _____ - _____

Email address: _____

Alternate Contact Name: _____ Email: _____

Alternate Contact Name: _____ Email: _____

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RDI Application Agreement Statements and Declarations

This section contains the statements and declarations that the potential licensee must attest to when completing the RDI Application Agreement form.

1. Terms and Conditions of Application for License

- The RDI technology, as stated in the License Agreement, may only be used to select shippers for parcels based upon published rates, provide such a selection process to a client, or to analyze parcel shipping patterns, procedures, and costs for a client.
- By submitting an application for an RDI license, the potential licensee is attesting that it both has the capability and is in the business performance of either shipping parcels or providing services as defined by the RDI license agreement to the parcel shipping industry, or, if a CASS Certified software or address standardization tool provider, will limit use of the RDI Licensed Product for approved marketing purposes, will in no way re-distribute RDI data or the RDI Licensed Product, nor will release the Licensed Product in any way to end-users. In all cases it must be the opinion of the USPS that licensing of the RDI technology to the applicant is in the best interest of the USPS. To apply for an RDI License the applicant must submit the Self-Certification Statement, along with this application to enable USPS to make this determination.
- The RDI technology by itself cannot be used to validate the existence of a delivery address.
- The RDI technology, as stated in the License Agreement, may only be used in conjunction with USPS certified RDI matching software, regardless of whether such software is purchased, leased, or created by the Licensee.

2. Confidentiality Statement

All material supplied in connection with the application for and use of RDI Licensed Product contains trade secrets and/or confidential technical, commercial, or other information not generally available to the public. This document, and all other material provided in connection with RDI Licensed Product technology, and the data and information contained therein shall not be used, duplicated or disclosed to third parties, in whole or in part, for any purpose other than for evaluation by the recipient, without the prior express written consent of the United States Postal Service. For the purposes of evaluation, the recipient is authorized to disclose the data or information provided in connection with RDI Licensed Product technology only to those persons within the recipient's organization who have a reasonable need to know the same. Those persons must be informed of and agree in writing to abide by the restrictions on duplication, disclosure, and use of all material, data, or information described herein.

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3. Declaration of Non-Competitive Status

This declaration is in accordance with paragraph 24.1 of the RDI License Agreement.

Applicant licensees must herein declare that they are not a delivery-service competitor (or the parent, subsidiary or affiliate of a competitor) of the USPS.

Declaration of Non-Competitive Status

My organization does not now, nor does it have plans to engage in any activity that affects the delivery of mailable matter outside of the U.S. Mail. I certify that neither my organization nor its parent or any of its subsidiary or affiliate organizations engage in or plan to engage in the business of delivering mailable matter outside of the U.S. Mail. I further certify that neither my organization nor its parent or any of its subsidiary or affiliate organizations will provide RDI data or software to any organization, which engages in or plans to engage in the business of delivering mailable matter outside of the U.S. Mail.

4. Licensee Security Considerations

Successful applicants will be required to provide a secure environment that ensures authorized usage and access to the RDI interface system and data as defined in Sections 11, 21, and 27 of the License agreement. All potential licensees should recognize that if, at any time, USPS determines that the RDI information or interface system does not meet acceptable security requirements, their RDI license can be terminated or suspended immediately.

All RDI licensees must implement RDI in a manner that ensures that access to Postal Service RDI data and its usage is restricted to the purposes defined in the License agreement to authorized users.

The following considerations must be taken into account when examining the security of the RDI data:

- If you plan to attach your interface system to a network to which individuals (inside and/or outside your company) have access, those individuals are not authorized to use RDI; electronic security must be implemented. Standard operating system/network security software only is not acceptable.
- The interface system must be physically secured. No access shall be granted to individuals other than those authorized to use RDI.
- All access to and files processed through the interface system must be monitored and secure.
- Internet-based rate-shopping RDI services must be available only to established and authorized clients of the Licensee and must not be available to the general public. The licensee is responsible to implement secure access procedures to limit and control how the data will be used.

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RDI Application Agreement

Review each statement below and initial on the right to acknowledge your agreement and understanding for each statement.	
<p>Review of RDI License Agreement</p> <p>I hereby affirm that I have read the RDI License agreement provided and fully understand the requirements that must be adhered to as an RDI Licensee.</p>	
<p>Terms and Conditions of Application for License</p> <p>I hereby affirm that I have read and fully understand the terms and conditions listed in the Terms and Conditions of Application for License stated in this application. I, my company, and/or firm agree to meet these terms and conditions as a prerequisite to applying for or obtaining a USPS RDI License Agreement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.</p>	
<p>Confidentiality Statement</p> <p>I hereby affirm that I have read and fully understand the terms and conditions listed in the Confidentiality Statement of this application. I, my company, and/or firm agree to meet these terms and conditions. I, my company, and/or firm further agree to continue to abide by this Confidentiality Statement whether or not the USPS awards an RDI License to me, my company, and/or firm. The award of, or entry into, an RDI License or any other agreement with the United States Postal Service shall not supersede this Confidentiality Statement, unless such agreement specifically refers to this Confidentiality Statement. I affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.</p>	
<p>Declaration of Non-Competitive Status</p> <p>I hereby affirm that I have read and fully understand the Declaration of Non-Competitive Status requirement stated in this application and I affirm that neither my organization nor any of its subsidiary or affiliate organizations engage in the business of delivering mailable matter outside of the U.S. Mail. I also affirm that I am an officer of the company, firm or organization and that I possess all necessary legal authority to sign on behalf of the company, firm, or organization.</p>	
<p>Licensee Security Statement</p> <p>I hereby affirm that I have read and fully understand the security requirements set forth in the RDI license. I, my company, and/or firm further affirm that, if licensed, will abide by the security requirements set forth in the License and this document and ensure that the RDI is utilized only for the purposes authorized within the license agreement.</p>	

I have read each of the statements above and initialed them to the right to acknowledge my understanding and agreement to the requirements stated in this application.

Company Name _____

Name _____

Title _____

Signature _____

Date _____

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