

Cambridge

corporate services



University Proposal

2013



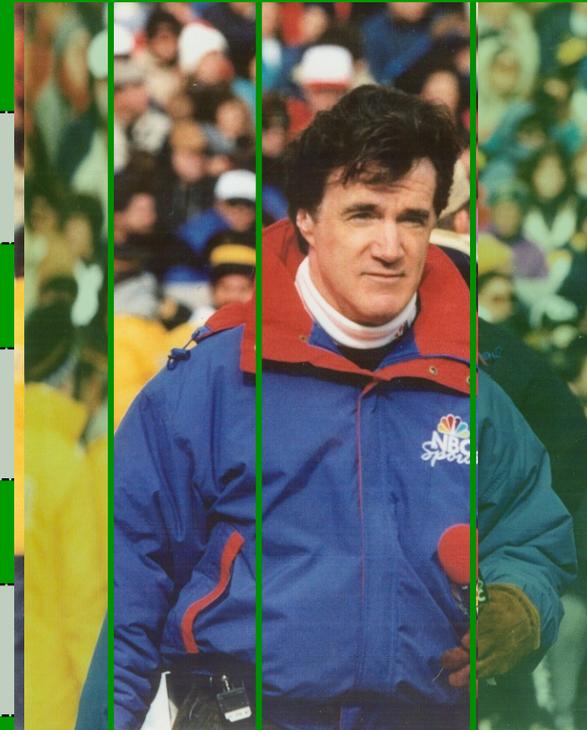
COMPANY HISTORY



Founded By John Dockery in 1988

Over 400 employees in the Tri-state area

Industry leaders in multiple location mail processing



CUSTOMIZED SOLUTION

Cambridge is delighted to propose a customized mail processing solution based on our twenty plus years of industry experience, including the following considerations

- Best practices in multi-location workflow
- Unique needs of University community
- Economical, efficient service solution
- Providing a stable work environment for mail services employees
- Livable wage, full benefit package including health care insurance, vacation, sick days and a free monthly MetroCard
- Best-in-breed technology
- Same day delivery solution

EMPLOYEES



CUSTOMIZED SOLUTION



Proposed Staffing Configuration

- Wages based on industry standards for local area
- Monthly fee includes all employee related charges, including payroll taxes, benefits and a modest profit margin
- Key employees will receive advanced training
- Cambridge will make every attempt to employ interested and available current position holders
- Cambridge treats all employees with respect, and mitigates any fear of job transition



CUSTOMIZED SOLUTION

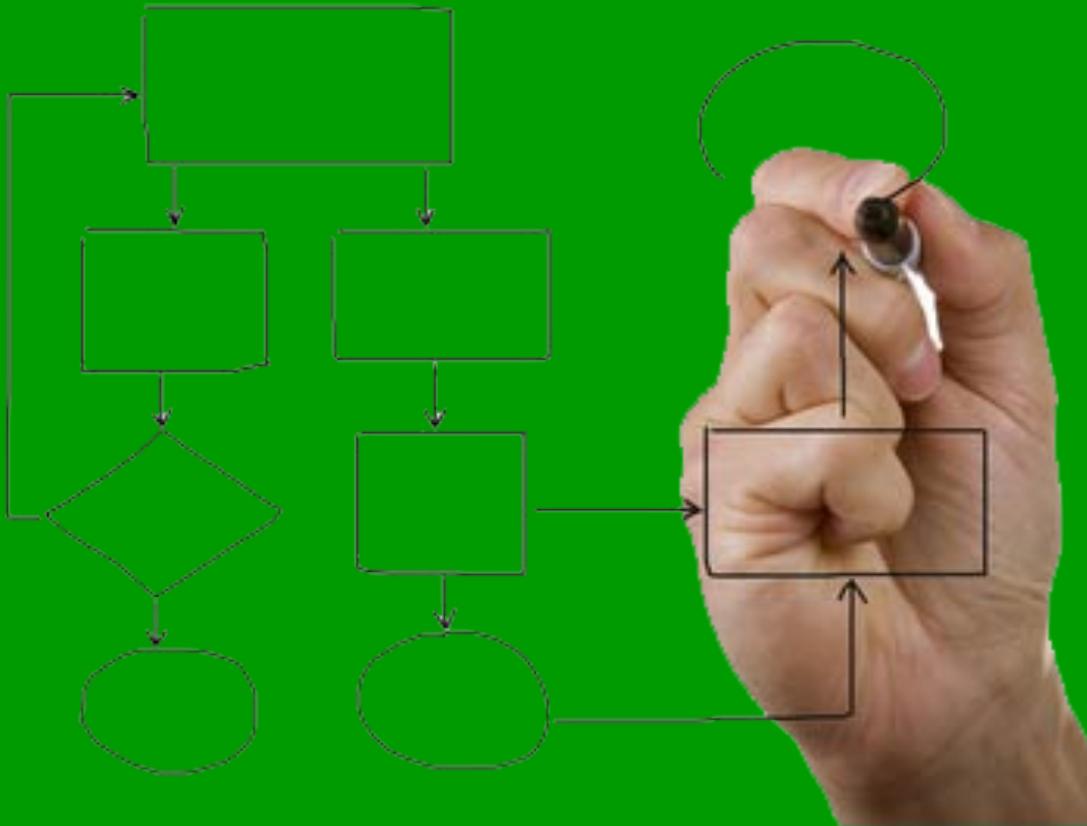


- Monthly Fee Detail

Job Title	Monthly Charge	No.	Total
Ops Manager	sample	1	sample
Ass't Manager	sample	1	sample
Supervisor	sample	1	sample
Admin	sample	1	sample
CS Coord	sample	1	sample
OB Mail Prod	sample	1	sample
Law Schl Coord	sample	1	sample
Driver*	sample	3	sample
Mail Production	sample	5	sample
Total		15	sample

Assumes drivers will own/operate vehicles –
Cambridge can assist with transition

CUSTOMIZED SOLUTION - SAMPLE

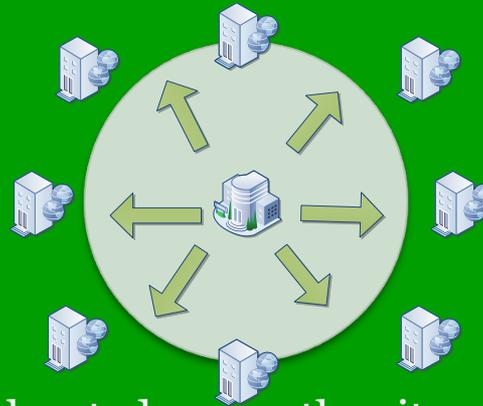


Staffing Recommendation

Highlights:

- Reduction of messenger routes from 6 to 4
- Reduced motor routes from 3 to 2
- 5 mail production assistants - eliminate 3 current positions
- Reduce drivers from 4 to 3
- Coordinators cover Mail Processing Ass't Functions
- Earlier start time, staggered lunches and cross-utilization
- Consolidate multiple mail stops to reduce run time
- Consider inbound automation technology to further shorten sort time

Clients with Campus/Multiple Locations



Most Cambridge clients are located across the city, occupying multiple locations

- Mail and Accountable pickup service
 - Secured vehicles utilizing dedicated, long term drivers
- Trucking and intra-campus shuttles
- Large volumes, safely transported
 - Complete chain-of-custody control, using proprietary data management and tracking application
- Centralized sorting and processing





Cambridge has partnered with Tritek Technologies, bringing inbound sort and encode automation to several of our clients

Tritek Sorters provide customizable inbound and outbound automation

High end OCR engines and a unique data management system fine sorts incoming mail, counts pieces by person/department or business unit and provides report and image files

Seamlessly manages changing client base over multiple locations

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TECHNOLOGY

Inbound Solutions



Why Cambridge?

Superior Management. Account managers average over 15 years facilities management experience

Loyal Employees. All personnel, including external messengers, are full time, long term employees receiving full benefits, assuring competence, stability, dedication and loyalty

Advanced Technology. Cambridge provides our employees and clients with proven technology solutions, including inbound automation, live reporting systems, package tracking applications and digital content and extraction modules

RATIONALE (Cont.)



Cambridge Spirit. Cambridge serves a select group of highly prestigious clients. We do not seek to be all things to all people, but rather to remain humble enough to maintain the familiarity, fidelity and 'Cambridge Spirit' which have been the cornerstones of our success.

Our can-do attitude makes service happen

Track Record. Cambridge is responsive to clients needs, always staying informed of current trends, best practices and cost efficient innovations

Quality, Cost Effective Service. Cambridge is constantly looking for a better way to service clients while driving value and reducing costs