

SWC# 419 Digital Mailroom
Equipment, Supplies and Maintenance
Contract Information and Usage Instructions

******The contact information and processes detailed in this document are subject to change at any time. Please go to <https://www.tn.gov/generalservices/procurement/central-procurement-office--cpo-/state-agencies-/statewide-contract-instruction--swc.html> for the most up-to-date version of statewide contract usage instructions.***

Contract Period: This contract has a total five-year term, with the initial term being three years and the remaining two years consisting of optional one-year renewals.

Current Contract Expiry Date: 5/14/2025

REMEMBER: This is a confidential SWC - Please remember to keep vendor names confidential when speaking publicly about this SWC and be sure to mention this a confidential SWC when speaking with internal end users to ensure confidentiality of vendor names.

This SWC is considered **CONFIDENTIAL** under Tenn. Code Ann. § 10-7-504(i)(3)(B) where the “identity of a vendor that provides to the state goods and services used to protect electronic information processing systems, telecommunication and other systems, data storage systems, government employee information, or citizen information shall be confidential.” Usage instructions will be provided to end users internally through our Intranet and through me as the contract administrator. All other interested parties must sign a non-disclosure agreement (NDA) to receive information regarding this SWC.

State Contract Administrator:

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