



New Mexico Human Services Department

Bill Richardson, Governor
Pamela S. Hyde, J.D., Secretary

I was hired by the State of NM Human Services Department in January of 2004 to run the Mail Room and Duplication Room. In my interview I explained what I could do for the department to save them Thousands of \$\$\$\$ in there mailing and duplication costs. I also explained that I would need there support on the equipment I would need so I could save money.

Since I was hired I met with GMSS, together we have come up with several saving ideas.

We first started with a WJ250 high volume mail machine. I choose this machine because it is very user friendly. (easy to train staff on).

I explained that postal saving would come from the department printing, folding, inserting, presorting of all mail for HSD. All this was being done manually (by hand).

Since then I now lease an Auto 5 Inserter. This machine will feed, fold, insert and add postage to any product that will go into a #10 and 6x10 envelope. HJ500P high volume Address Barcode Printer. This equipment will affix an address with a barcode to any size envelope we use. No more printing an address label then affixing it to the envelope by hand. Along with the GMSS contract I lease DCS and Smart mailer equipment with software. This equipment will allow us to create Documents, check for proper addressing. Affix a barcode to the mail piece for better Postal discounts.

The new Business Operation Center is a one stop shopping building. Departments send us any document that needs to be printed. We copy the item, print the address on the envelope (with barcode), insert product into the envelope meter the envelope with discounted postage, then we deliver it to the Post Office.

The Business Operation Center has saved thousands of \$\$\$ by not having to contract out any duplication or high volume mailings. It is all done in house now.

The newest piece of equipment we are leasing is a Flat Mailer Inserter. This piece of equipment will insert product into a Manila Flat Envelope. No more hand inserting.

The service lease contract with the GMSS state "once a service call has been placed, we must receive a phone call from the technician with in one hour and they must be on site with in 4 hours". If the equipment is not up and running with in the 4 hours, GMSS is responsible of taking all daily outgoing checks and they must insert, meter and take check to the Post Office. GMSS has met this requirement as needed.

Johnny I. Marquez, 505-476-8372
Business Operations Manger

A handwritten signature in black ink, appearing to read "Johnny I. Marquez".

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