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January 16, 2019

Mr. Sean Carroll, Chief Procurement Officer  
NYS Office of General Services  
Procurement Services  
38<sup>th</sup> Floor – Corning Tower  
Empire State Plaza  
Albany, NY 12242

Re: Conditions for Approval of NYSID to provide Mail-Fulfillment Services

Dear Mr. Carroll:

A condition of the November 28, 2018 approval by the NYS Procurement Council granting NYSID Preferred Source designation for the provision of mail-fulfillment services is for NYSID to present at each Council meeting from January 2019 until at least the third meeting of the Council taking place in 2020 a report showing the number of mail-fulfillment service performed for state and local government agencies.

Since the November 28, 2018 meeting NYSID has not been provided with any opportunities for mail-fulfillment services nor have we submitted any applications to OGS for mail-fulfillment services.

We do look forward to meeting the future mail-fulfillment service needs of our government agency customers which will be summarized in future reports.

Sincerely,



Maureen O'Brien  
President and Chief Executive Officer

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