NYSID
Preferred Source Solutions

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April 1, 2016

Ms. Christine Irvine
Assistant Director, Intergovernmental Affairs
Office of General Services – Procurement Services
38th Floor Corning Tower
Empire State Plaza
Albany, New York 12242

Dear Ms. Irvine:

New York State Industries for the Disabled, Inc. (NYSID) is applying to have Mail Fulfillment Services approved by the NYS Procurement Council as a Preferred Source Offering. Procuring agencies now require a complete turnkey solution for mail fulfillment services. All aspects of the job from letter to label to envelope to mailing must be performed by the contractor. In order to be able to provide mailing services to government agency customers NYSID is requesting that Mail Fulfillment Services be added as an umbrella service, inclusive of all the current offerings. Government agencies no longer only seek to have NYSID strictly process their mail, which includes collating, folding, inserting labeling, packaging, presorting of all classes, distribution, etc., but now also require production of the documents to be mailed. Meeting the requirement of producing the documents to be mailed is vital to the form function and utility of most procuring agencies' Mail Fulfilment Service needs. Should Mail Fulfillment Services be approved for addition to the List of Preferred Source Service Offerings we recommend removal from the List the current approved sub-categories of Cheshire Labeling, Collating, Packaging, Distribution, Folding and Inserting, Inkjet Labeling, Presort, All Classes, as all of those components would now be included within Mail Fulfillment Services. The production component of mailing contracts is a highly-automated process that will require a minimal amount of manual labor; the bulk of the direct labor is contained in the remaining sub-categories already approved for NYSID under the heading of Mail Fulfillment Services. All documents produced for NYSID contracts will be directly related to a mailing task. Once again, in order to continue providing mailing services to meet the form, function, utility requirements of government agency customers and provide employment opportunities to individuals with disabilities within this service offering, NYSID requests that document production be included as a component of Mail Fulfillment Services.

We have provided mailing services to a multitude of government agency customers for the past 25 years, but this application serves as an update of the definition of the service, reflecting the technological changes in mailing services.

Employment of People with Disabilities

New York State has the fourth highest number of residents with disabilities in the US, after California, Texas and Florida. Unfortunately, New York State is below the average rate of employment for people with disabilities; 33.6% of New Yorkers with disabilities are employed. By contrast, 74% of New Yorkers without disabilities are employed. Nationally, 34.4% of adults with disabilities are employed, compared to 75.4% of people without disabilities. (See "Table 2.1 Employment—Civilians with Disabilities Ages 18 to 64 Years Living in the Community for the United States and States: 2014" and "Table 2.2 Employment—Civilians without Disabilities Ages 18 to 64 Years Living in the Community for the United States and States: 2014.")

Over the past 12 years, the Procurement Council has approved four new Preferred Source services for NYSID: Digital Imaging, Industrial Laundry, Secure Document Destruction and Electronics Recycling. In 2015, those four services alone added 315 FTE (Full-Time Equivalent) jobs. In that same time, those services employed workers to perform 616,000 hours of labor. (See attached chart titled "Statewide Approved Services Since 2004".) In 2015, NYSID contracts for Mail Fulfillment provided 104,141 labor hours for New Yorkers with disabilities.

NYSID Members

There are five NYSID members independently offering Mail Fulfillment Services: Center for Disability Services in Albany, Fedcap Rehabilitation Services, Inc. in New York City, Southeast Works in Depew (Erie County), Warren, Washington & Albany Counties Chapter of NYSARC in Albany, and Westchester County ARC in White Plains.

Center for Disability Services (CFDS)
CFDS serves about 15,000 people with disabilities. They employ approximately 165 individuals with disabilities in their mailing division. Their hourly pay rates for Mail Fulfillment employees varies between $9/hour - $21/hour. They have invested between $2 million and $3 million in equipment related to Mail Fulfillment Services plus $250,000-$350,000 in training costs.

CFDS has been providing mailing services for over 30 years. Their customers include:

- Office of Temporary and Disability Assistance
- NYS Insurance Fund
- NYS Unified Court System
- NYS Office of Higher Education
- NYS Education Department
- NYS Department of Health
- NYS Department of Environmental Conservation
- NYS Lottery
- Key Bank
- State Farm
- Golub Corp.
- Trustco Bank

- Empire Blue Cross

Fedcap Rehabilitation Services

Fedcap serves 548 people with disabilities. Fedcap's on-site and off-site contracts employ 46 people, including managers, supervisors and leads. 33 of the employees have disabilities. Their average pay rate for Mail Fulfillment Services is $11.00/hour.

Fedcap leases their equipment for mail fulfillment; between October 1st 2014 and September 30th 2015, mail fulfillment spend on equipment was $162,000. They anticipate spending 3%-5% more over the next year. Fedcap has been providing mailing services since 2008. Their customers include:

- NYC Housing Preservation & Development
- NYC Environmental Control Board / Office of Administrative Trials and Hearings
- NYC Department of Health and Mental Hygiene
- Fire Department of New York City
- Nassau County
- Orange County
- Z-Card America
- Citi-Forms
- MTA East Side
- Long Island Railroad
- NYC Council

Southeast Works

Southeast Works serves over 500 people with disabilities, and they have been providing mailing services for over 20 years. They employ about 20 individuals with disabilities for Mail Fulfillment Services, and they pay piece-rate derived from Prevailing Wage which is currently $10.20/hour. Their customers include:

- Erie County Surrogate's Court
- Buffalo Harbor Sailing Club
- TBN Direct
- RMF Printing

Warren, Washington & Albany Counties Chapter of NYSARC (WWAARC)

WWAARC serves almost 1,000 people with disabilities. They employ 61 people in mailing services, 58 of whom have disabilities. Their typical pay rate for Mail Fulfillment Services is $9.17/hour. They have been providing mailing services for 39 years. WWAARC has invested over $90,000 in equipment related to Mail Fulfillment Services. Their customers include:

- NYS Department of Health
- NYS Department of Environmental Conservation
- NYS Office of Parks and Recreation and Historic Preservation
- NYS Council on Children and Families
- Leukemia & Lymphoma Society
- Voorheesville Central School District
- Sierra Club
- Planned Parenthood

- Capital Region Living
- Autism Society
- Bethlehem Chamber of Commerce
- NYSID

Westchester County ARC
Westchester ARC serves 5,489 people with disabilities, five of whom are employed in mailing services, all earning minimum wage. Westchester ARC has been providing Mail Fulfillment Services for 22 years, and have invested about $2,000 in equipment for those contracts. They are performing Mail Fulfillment for the NYS Office of Court Administration.

All five of these NYSID member agencies have invested in equipment in anticipation of Mail Fulfillment contracts. The jobs associated with mailing services create opportunities for people with a diversity of disabilities while training workers in marketable skills.

Capabilities

Jobs in Mail Fulfillment Services provide jobs to workers with varying abilities; it is an ideal industry for rehabilitation agencies that employ people with a diversity of functional abilities. The labor steps included in Mail Fulfillment Services are:

1. Production
   - Prepare and process electronic files provided by customers for production.
   - Unwrap reams of paper and load copier paper trays.
   - Load toner into the copier.
   - Clear jammed paper paths of the copier.
   - Unload the final copied product.
   - Validate counts and output quality.
   - Ensure that the paper is not curling.
   - Complete work orders.
   - Deliver copies to the next process.
   - Digital Printing is not an approved preferred source offering, but may be a component of mail fulfillment services only when digital printing accounts for less than 25% of the direct labor cost of the contract.

2. Folding and Inserting
   - Insert paper by hand or by machine.
   - Hand-fold multi-sheet notices that are too large to be folded by machine.
   - Unload the inserted envelopes from the inserting machine into mail trays.

3. Metering
   - Feed envelopes into a postage meter machine.

4. Mail Presort Services
   - Place the envelopes into a sorting machine, which applies a barcode.
   - Sort the envelopes by zip code. Order and co-mingle into mail trays to gain postal discounts.

- Monitor the mail trays, and remove them as they are filled.
- Palletize mail trays.
- Wrap pallets and prepare for the transportation to the post office.
- Unload the sorter bins.

5. Finishing
   - Fold (both by machine and by hand).
   - Saddle stitch or other type of finishing.
   - Insert into envelopes and seal.
   - Seal tabs for certain mailers such as flyers, newspapers, etc.
   - Apply labels or ink jet directly on the piece.
   - Collate and fulfill mail.

6. Collating, Packaging, Distribution
   - Assemble by hand, collate, and insert into packages.
   - Retrieve inventoried material for mailing/shipping.
   - Prepare mail for UPS/USPS package distribution.

7. Post-mailing services
   - Perform Data Cleansing Services to comply with USPS regulations and delivery standards.
   - Receive returned postal mail.
   - Scan mail pieces.
   - Track mail electronically.
   - Shred mail pieces once scanning is complete.
   - Insert and unload trays and bins.

8. Deliver mail to post office
   - Messenger/ Courier Services
   - Pick up materials from the customer or deliver to the customer.

9. Onsite Mailroom Services
   - Includes all aforementioned services performed at customers' locations.

10. Offsite Mailroom Services
    - Includes all aforementioned services performed at our service providers' locations.

Mail Fulfillment contracts do not and will not include:

- Calendars
- Offset Printing
- Perfect binding
- Custom-printed carbonless forms
- Typesetting
- Engraved stationary or engraved business cards
- Silk screen reproduction
- Map printing

NYSID contracts for Mail Fulfillment Services will continue to comply with disabled labor ratios for Preferred Source providers, as detailed in the OGS Preferred Source Guidelines in section D6a, http://www.ogs.state.ny.us/procurecounc/pdfdoc/psguide.pdf, and the State Finance Law, Article 11, Section 162(7)(i), http://public.leginfo.state.ny.us/lawssrch.cgi?NVLWO:.

Customers

NYSID has been offering Mail Fulfillment Services for more than two decades. Our customers include:

- NYS Office of General Services
- The County of Nassau
- MTA Long Island Rail Road
- NYS Department of Health
- NYS Department of Motor Vehicles
- NYS Education Department
- NYS Office for People with Developmental Disabilities
- NYS Office of Temporary & Disability Assistance
- NYS Office of Children and Family Services

(See attached spreadsheet titled "NYSID Mail Fulfillment Contracts, 2011-2016" for more information about NYSID contracts.)

Market

Open Book NY listed 12 contracts for Mail Fulfillment Services among NYS agencies. (See chart titled "Open Book NY Contract Search Results: Mail Fulfillment Services.") Two of the contracts are NYSID contracts, and one is held by CFDS. Of the remaining nine contracts, two are held by out-of-state vendors.

Pricing

NYSID Mail Fulfillment contracts have historically been approved individually by OGS. Since we anticipate that future contracts will exceed the $50,000 threshold, and as such, OGS will continue to approve prices for each Mail Fulfillment contract. NYSID's pricing for Mail Fulfillment Services is competitive with other vendors in this industry (see attached OGS price approval letters from 2015). NYSID's pricing for the printing component of mailing contracts are established according to the variables of the customer's request. Factors that affect pricing include:

- Type of document
- Size of document
- One sided versus two sided copies
- Size of document
- Quality of paper stock
- Black & white versus colored printed copies

Summary

NYSID is requesting Procurement Council review and approval of this service to the "List of Preferred Source Offerings" for the following reasons:

1. Successful experience
2. Customer demand
3. Customer satisfaction
4. Market comprehension
5. Supporting NYS-based businesses
6. Proven opportunities for people with disabilities

Should you have any questions or comments, please feel free to contact me at 463-9706, ext. 226 or Joe Messina at ext. 300. As always, we look forward to working with you toward approval of this service.

Sincerely,

Ronald P. Romano
President and Chief Executive Officer

cc w/Encs: C. McCann
J. Messina

Enclosures:

- Table 2.1 Employment—Civilians with Disabilities Ages 18 to 64 Years Living in the Community for the United States and States: 2014
- Table 2.2 Employment—Civilians without Disabilities Ages 18 to 64 Years Living in the Community for the United States and States: 2014
- Statewide Approved Services Since 2004, Hours Worked Since 2010
- NYSID Mail Fulfillment Contracts, 2011-2016
- Open Book NY Contract Search Results: Mail Fulfillment Services
- Two 2015 price approval letters from OGS (Joseph Better) to NYSID

Table 2.1 Employment—Civilians with Disabilities Ages 18 to 64 Years Living in the Community for the United States and States: 2014

State	Total	Employed	
		Count	% [1]
U.S.	20,460,136	7,030,317	34.4
AL	422,549	114,928	27.2
AK	44,674	18,210	40.8
AZ	411,109	134,816	32.8
AR	264,645	77,360	29.2
CA	2,010,783	669,206	33.3
CO	300,186	125,014	41.6
CT	191,185	76,791	40.2
DE	55,633	19,823	35.6
DC	44,504	13,478	30.3
FL	1,192,633	359,305	30.1
GA	678,219	200,764	29.6
HI	69,846	29,593	42.4
ID	99,623	38,629	38.8
IL	674,067	240,777	35.7
IN	482,228	174,676	36.2
IA	176,576	82,111	46.5
KS	192,334	76,562	39.8

State	Total	Employed	
		Count	% [1]
KY	432,038	117,959	27.3
LA	366,981	117,943	32.1
ME	116,208	37,766	32.5
MD	314,928	123,117	39.1
MA	399,206	141,899	35.5
MI	765,102	226,575	29.6
MN	289,747	128,605	44.4
MS	267,593	73,264	27.4
MO	478,963	157,220	32.8
MT	68,927	27,890	40.5
NE	102,762	47,291	46.0
NV	201,717	82,484	40.9
NH	81,485	32,622	40.0
NJ	434,368	170,279	39.2
NM	158,816	48,261	30.4
NY	1,106,507	371,883	33.6
NC	715,508	224,009	31.3
ND	38,037	18,996	49.9

State	Total	Employed	
		Count	% [1]
OH	840,550	290,618	34.6
OK	331,028	120,597	36.4
OR	316,222	114,997	36.4
PA	876,854	302,598	34.5
RI	78,439	26,599	33.9
SC	375,543	109,012	29.0
SD	52,007	26,080	50.1
TN	563,863	168,683	29.9
TX	1,616,223	613,660	38.0
UT	148,038	65,100	44.0
VT	48,856	17,704	36.2
VA	482,793	181,398	37.6
WA	488,620	184,137	37.7
WV	199,707	51,074	25.6
WI	353,031	140,488	39.8
WY	38,675	17,466	45.2
PR	386,255	85,974	22.3

Source: U.S. Census Bureau, 2014 American Community Survey, 1-Year Estimates, American FactFinder, Table B18120; factfinder.census.gov (accessed 1 October 2015). Based on a sample and subject to sampling variability.
[1] The percentage of people employed with disabilities.

Table 2.2 Employment—Civilians without Disabilities Ages 18 to 64 Years Living in the Community for the United States and States: 2014

State	Total	Employed	
		Count	% [1]
U.S.	175,077,077	131,940,323	75.4
AL	2,512,818	1,791,279	71.3
AK	411,604	312,944	76.0
AZ	3,533,383	2,562,918	72.5
AR	1,497,590	1,105,602	73.8
CA	22,253,726	16,063,918	72.2
CO	3,056,124	2,416,850	79.1
CT	2,042,551	1,590,993	77.9
DE	512,157	390,939	76.3
DC	416,648	314,545	75.5
FL	10,621,075	7,793,990	73.4
GA	5,522,426	4,037,399	73.1
HI	766,223	586,811	76.6
ID	851,271	644,653	75.7
IL	7,324,302	5,546,305	75.7
IN	3,530,269	2,717,004	77.0
IA	1,695,565	1,393,306	82.2
KS	1,532,830	1,222,393	79.7

State	Total	Employed	
		Count	% [1]
KY	2,252,632	1,676,468	74.4
LA	2,457,671	1,780,193	72.4
ME	706,621	564,431	79.9
MD	3,422,506	2,676,880	78.2
MA	3,904,715	3,086,555	79.0
MI	5,322,164	3,970,878	74.6
MN	3,080,265	2,554,187	82.9
MS	1,514,551	1,066,946	70.4
MO	3,190,476	2,463,983	77.2
MT	549,624	427,221	77.7
NE	1,025,041	859,992	83.9
NV	1,546,166	1,149,198	74.3
NH	762,059	619,658	81.3
NJ	5,117,130	3,913,966	76.5
NM	1,079,710	769,057	71.2
NY	11,379,163	8,424,658	74.0
NC	5,329,700	3,962,362	74.3
ND	420,331	344,719	82.0

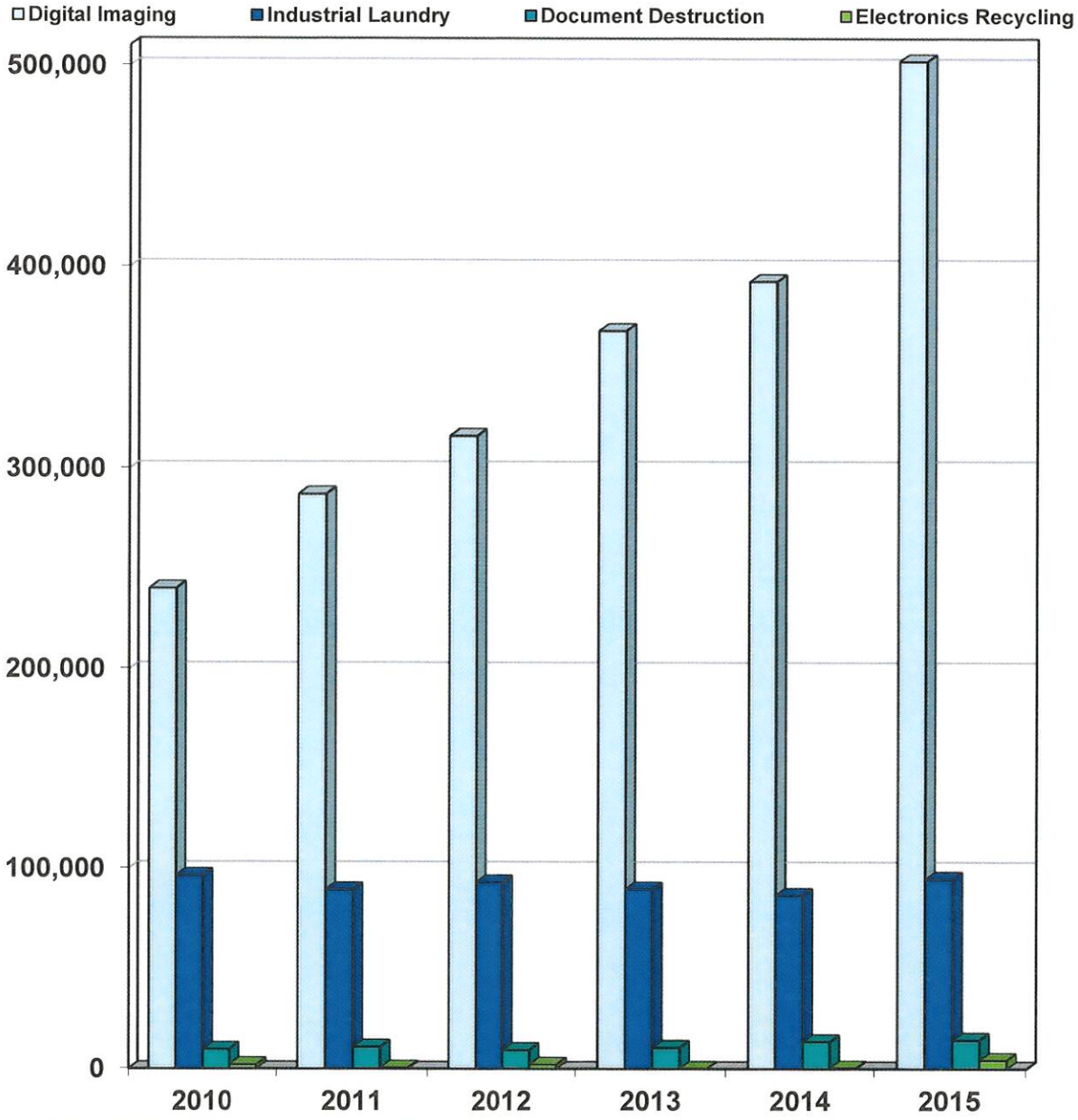
State	Total	Employed	
		Count	% [1]
OH	6,220,587	4,791,851	77.0
OK	1,974,016	1,492,128	75.6
OR	2,133,405	1,597,093	74.9
PA	6,957,005	5,324,239	76.5
RI	589,116	457,699	77.7
SC	2,533,093	1,875,518	74.0
SD	451,155	377,810	83.7
TN	3,437,174	2,557,629	74.4
TX	14,750,771	11,106,300	75.3
UT	1,574,777	1,219,488	77.4
VT	346,994	279,130	80.4
VA	4,646,855	3,604,746	77.6
WA	3,893,843	2,959,067	76.0
WV	918,971	647,970	70.5
WI	3,187,441	2,586,501	81.1
WY	320,787	259,953	81.0
PR	1,752,629	918,158	52.4

Source: U.S. Census Bureau, 2014 American Community Survey, 1-Year Estimates, American FactFinder, Table B18120; factfinder.census.gov (accessed 1 October 2015). Based on a sample and subject to sampling variability.
[1] The percentage of people employed without disabilities.

NYSID
Preferred Source Solutions

Statewide Approved Services Since 2004

Hours Worked Since 2010



Digital Imaging:	Industrial Laundry:	Document Destruction:	Electronics Recycling:
• 2010: 240,193	• 2010: 96,464	• 2010: 9,767	• 2010: 1,963
• 2011: 281,429	• 2011: 89,422	• 2011: 10,988	• 2011: 473
• 2012: 316,195	• 2012: 93,117	• 2012: 9,417	• 2012: 2,081
• 2013: 368,201	• 2013: 89,734	• 2013: 10,639	• 2013: 45
• 2014: 392,561	• 2014: 86,666	• 2014: 13,613	• 2014: 388
• 2015: 502,292	• 2015: 94,927	• 2015: 14,488	• 2015: 4,381

NYSID Mail Fulfillment Contracts, 2011-2016

"Active" and "Inactive" since 2011

Member	Customer	Date Service Began	Contract Term Expires	Expiration Date	Contract Status	Authorized Amount (12-month)	Contract Amount	Location
Center for Disability Services	All State Agencies	5/1/1994	6/30/2016		Active			Work Center
Center for Disability Services	NYS Department of Agriculture & Markets	5/1/1994	6/30/2016		Active	$ 21,750.00	$ 21,750.00	Work Center
Center for Disability Services	NYS Department of Civil Service	5/1/1994	6/30/2016		Active			Work Center
Center for Disability Services	NYS Department of Environmental Conservation	4/1/2008	3/31/2012	6/4/2015	Active	$ 10,827.84	$ 10,827.84	Center for Disability Services
Center for Disability Services	NYS Department of Health	7/1/1996	3/31/2015		Active	$ 200,000.00	$ 804,469.50	Work Center
Center for Disability Services	NYS Department of Motor Vehicles	5/1/1994	6/30/2016		Active			Work Center
Center for Disability Services	NYS Department of State	11/1/1988	6/30/2014		Active			Work Center
Center for Disability Services	NYS Department of State	9/18/1990	9/30/2014	6/4/2015	Active			Center for Disability Services - Division of Corporations
Center for Disability Services	NYS Department of State	1/1/2010	12/31/2014	6/4/2015	Active	$ 12,500.00	$ 12,500.00	Center for Disability Services - Annual License Renewal Notice
Center for Disability Services	NYS Division of Housing and Community Renewal	4/1/2014	3/31/2015		Active	$ 4,000.00	$ 4,000.00	
Center for Disability Services	NYS Education Department	5/1/1994	6/30/2017		Active	$ 75,000.00	$ 75,000.00	
Center for Disability Services	NYS Gaming Commission	4/1/1988	3/31/2016		Active	$ 5,000.00	$ 5,000.00	Work Center
Center for Disability Services	NYS Higher Education Services Corp.	5/1/1994	12/30/2015		Active	$ 30,000.00	$ 30,000.00	Work Center
Center for Disability Services	NYS Insurance Fund	1/1/2006	12/31/2016		Active	$ 750,000.00	$ 3,750,000.00	Work Center
Center for Disability Services	NYS Office for People with Developmental Disabilities	5/1/1994	6/30/2016		Active			Work Center
Center for Disability Services	NYS Office of Court Administration	10/1/1996	9/30/2015		Active	$ 219,870.00	$ 1,099,350.00	Work Center
Center for Disability Services	NYS Office of Court Administration	7/1/2015			Active	$ 593,911.00	$ 1,781,733.00	CDS
Center for Disability Services	NYS Office of General Services	5/1/1997	6/30/2017		Active	$ 110,860.86	$ 554,304.28	Work Center
Center for Disability Services	NYS Office of Temporary & Disability Assistance	9/1/2011	8/31/2016		Active		$ 18,807,978.58	Albany, NY
Center for Disability Services	Town of Colonie	8/1/2015	5/31/2016		Active	$ 165.00	$ 165.00	63 Karner Road

Member	Customer	Date Service Began	Contract Term Expires	Expiration Date	Contract Status	Authorized Amount (12-month)	Contract Amount	Location
Fedcap Rehabilitation Services, Inc.	County of Nassau	12/8/2011	12/30/2014		Active	$ 48,390.76	$ 48,390.76	New York, NY
Fedcap Rehabilitation Services, Inc.	Environmental Control Board/Office of Administration Trials and Hearings	9/9/2002	11/30/2015		Active	$ 499,462.63	$ 499,462.63	Work Center
Fedcap Rehabilitation Services, Inc.	Gov't Agencies in Downstate Region(Metro-NYC Area)		4/18/2015	7/17/2018	Active			Gov't Agencies in Downstate Region(Metro-NYC)
Fedcap Rehabilitation Services, Inc.	MTA Long Island Rail Road	1/1/2010	3/31/2016		Active	$ 40,000.00	$ 40,000.00	Work Center
Fedcap Rehabilitation Services, Inc.	NYC Council	1/1/2010	12/31/2016		Active	$ 80,000.00	$ 80,000.00	
Fedcap Rehabilitation Services, Inc.	NYC Department of Health	12/1/2013	11/30/2016		Active	$ 99,965.25	$ 299,895.75	Work Center location @ 119 W. 19th Street, NY, NY 10011
Fedcap Rehabilitation Services, Inc.	NYC Department of Housing Preservation and Development	6/1/1996	6/30/2018		Active		$ 3,500,000.00	Work Center
Fedcap Rehabilitation Services, Inc.	NYC Human Resources Administration (HRA)/Management Information Systems (MIS)	10/1/2009	6/30/2016		Active	$ 79,200.00	$ 79,200.00	Work Center
Fedcap Rehabilitation Services, Inc.	NYC Transit Authority	11/1/1994	7/28/2019		Active	$ 355,485.52	$ 1,711,075.40	Central Mail Room Facilities @ Jay & Livingston St.
Fedcap Rehabilitation Services, Inc.	Orange County	8/1/2013	7/31/2016		Active	$ -	$ -	Workcenter - FEDCAP
Warren, Washington & Albany Counties Chapter of NYSARC, Inc.	NYS Department of Health	5/1/2002	3/31/2016		Active	$ 480,600.00	$ 1,644,984.00	Work Center
Westchester County ARC	NYS Office of Court Administration	9/1/1990	8/31/2015		Active	$ 12,000.00	$ 36,000.00	

Open Book New York
Office of the State Comptroller
Thomas P. DiNapoli, State Comptroller
Open Book NY Contract Search Results: Mail Fulfillment Services

February 10, 2016 - 11:01 AM

Vendor Name	Department/ Facility	Contract Number	Current Contract Amount	Spending to Date	Contract Start Date	Contract End Date	Contract Description	Contract Type	Original Contract Approved/ Filed Date
APPLIED BUSINESS SYSTEMS INC, BATAVIA, NY	SUNY at Buffalo	T000372	$136,117.50	$94,494.00	7/1/2010	6/30/2015	DOMESTIC MAILINGS AND LITERATU	Contracts Not Subject to OSC Pre-Audit	8/26/2010
APPLIED BUSINESS SYSTEMS INC, BATAVIA, NY	SUNY at Buffalo	T000598	$91,938.31	$12,798.61	7/1/2015	6/30/2020	DOMESTIC MAILING AND LITERATUR	Contracts Not Subject to OSC Pre-Audit	7/18/2015
CENTER FOR DISABILITY SERVICES, ALBANY, NY	Department of Health	C030578	$8,280,994.00	$249,600.00	10/1/2015	9/30/2016	Mass mailing for 6.1 million Medicaid members	Contracts Not Subject to OSC Pre-Audit	9/28/2015
CONCENTRIX, FREMONT, CA	Department of Motor Vehicles	C000777	$787,376.74	$402,062.00	9/9/2013	3/9/2016	REGISTRATION RENEWAL MAILING P	Commodity	9/9/2013
CURTIS 1000, DULUTH, GA	SUNY at Albany	T004710	$138,000.00	$85,218.21	7/1/2013	6/30/2016	PRINTING AND MAILING OF UNIVER	Contracts Not Subject to OSC Pre-Audit	8/16/2013
INFORMZ INC, SARATOGA SPRINGS, NY	SUNY at Albany	T005032	$18,000.00	$3,500.75	1/1/2015	12/31/2017	EMAIL SUBSCRIBERS AND MAILING	Contracts Not Subject to OSC Pre-Audit	1/14/2015
LANE PRESS INC, ALBANY, NY	SUNY at Albany	T004580	$503,000.47	$431,000.47	3/15/2013	3/14/2016	PRINTING AND MAILING OF UALBAN	Contracts Not Subject to OSC Pre-Audit	3/22/2013

Vendor Name	Department/ Facility	Contract Number	Current Contract Amount	Spending to Date	Contract Start Date	Contract End Date	Contract Description	Contract Type	Original Contract Approved/ Filed Date
NEW YORK STATE INDUSTRIES FOR THE DISABLED, ALBANY, NY	Workers' Compensation Board	C140327	$645,695.72	$616,937.04	7/1/2012	6/30/2015	PRE-SORT MAILING	Community Projects Fund (Member Initiative)	1/9/2013
NEW YORK STATE INDUSTRIES FOR THE DISABLED, ALBANY, NY	Department of Agriculture & Markets	C011387	$21,750.00	$16,821.20	7/1/2012	6/30/2016	Presort Mailing Services	Community Projects Fund (Member Initiative)	41136
NEWKIRK PRODUCTS INC, ALBANY, NY	Office of Court Administration	C500962	$267,874.00	$200,221.06	2/28/2015	2/29/2016	FOR THE PRODUCTION AND MAILING OF ATTORNEY REGISTRATION FORMS	Commodity	1/11/2012
RMS OMEGA TECHNOLOGIES GROUP, WALLINGFORD, CT	Department of Environmental Conservation	C009449	$2,623,500.00	$504,396.09	11/1/2014	10/31/2019	License Printing Materials / Fulfillment Mailing	Printing	1/30/2015
SHIPMATE PRINTMATES, ALBANY, NY	Department of Economic Development	C004698	$350,000.00	$262,821.32	9/1/2011	8/31/2016	MAILING, DISTRIBUTION AND WAREHOUSE SERVICES	Community Projects Fund (Member Initiative)	2/23/2012

NEW YORK STATE OPPORTUNITY | Office of General Services

ANDREW M. CUOMO
Governor

ROANN M. DESTITO
Commissioner

June 30, 2015

Mrs. Karen DiBella
Vice President
Contract Administration and Quality Management
New York State Industries for the Disabled
11 Columbia Circle Drive
Albany, New York 12203

Re: All State Agencies – First Class Mail Pre-Sort Services

Dear Mrs. DiBella:

In response to your letter dated May 14, 2015 we are approving the price proposed by Center For Disability Services 63 Karner Road, Albany, NY 12205 through the New York State Industries for the Disabled. This contract is let for All State Agencies. The pricing is reasonable and approval is made in accordance with Section 162 of the New York State Finance Law.

NYSID and All State Agencies are advised that this office has not reviewed the contract terms and conditions of the existing agreement between the parties and has made no determination with regard to the necessity and appropriateness of the provisions of this contract.

Approval Terms:

1. Mail Services for All State Agencies.

2. Proposed Price Per Thousand:

Type of Service	Meter Rate	Cost Per Thousand
3 Digit Sort <300,000 pieces per month	0.406 - Increase	$32.53/M - Increase
3 Digit Sort >300,000 pieces per month	0.406 - Increase	$28.67/M - Increase
5 Digit Sort <100,000 pieces per month	0.381 - Increase	$42.56/M - Increase
5 Digit Sort >100,000 pieces per month	0.381 - Increase	$36.30/M - Increase

Note: While the labor rates (pay) increased due to the NYS minimum wage, decreases in fuel/transportation costs resulted in the total pricing remaining unchanged.

Estimated Direct Labor Hours – 36,461/18.82 = 18.70 FTEs.
Estimated Direct Disabled Labor Hours – 29,749/1950 = 15.26 FTEs.
The Direct Disabled Labor Rate FTE is 81.00%.

1. New Term: 7/1/15 – 6/30/16

Future increases metering rates shall be based on adjustments published by the United States Postal Services and shall take effective automatically.

Future extensions to this application which do not result in a price increase shall not require the approval of OGS.

This letter serves notice to All State Agencies that the New York State Office of General Services approves the pricing for this contract.

Sincerely,

Joseph Better
Supervisor

CC: Christine Irvine - OGS

SID-1910

Vdlb

NEW YORK STATE OF OPPORTUNITY | Office of General Services

ANDREW M. CUOMO
Governo

ROANN M. DESTITO
Commissioner

April 29, 2015

Mrs. Karen DiBella
Vice President
Contract Administration and Quality Management
New York State Industries for the Disabled
11 Columbia Circle Drive
Albany, New York 12203

Re: Gov't Agencies in Downstate Region (Metro-NYC Area) – Mail Services

Dear Ms. DiBella:

In response to your letter dated March 09, 2015 we are approving the pricing proposed by FEDCAP Rehabilitation Services, Inc., 633 3rd Avenue, 6th Floor, New York, NY 10017 through the New York State Industries for the Disabled. This Contract is let by the Gov't Agencies in Downstate Region (Metro-NYC Area) for all downstate agencies there within. The pricing is reasonable and approval is made in accordance with Section 162 of the New York State Finance Law.

NYSID and the Gov't Agencies in Downstate Region (Metro-NYC Area) are advised that this office has not reviewed the Contract terms and conditions of the existing agreement between the parties and has made no determination with regard to the necessity and appropriateness of the provisions of this Contract.

Approval Terms:

1. Pre-Sort Mailing Services for Gov't Agencies in Downstate Region (Metro-NYC Area) for all downstate agencies there within, as specified in application 1879.

2. Proposed Price: Total estimated contract price is: $ 106,426.85, see attached price list
   Total Direct Labor Hours – 2080/1950 = 1.07 FTEs
   Total Direct Disabled Labor Hours – 1560/1950 = 0.80 FTEs
   The Direct Disabled Labor Rate FTE is 75%

3. New Term: 4/19/15 - 4/18/18, with CPI-W adjustments at anniversary using December CPI-W. Proposed Prices have been adjusted based on the December CPI-W.1%.

OGS NOTE: The "Printing" Services referenced in this application cannot entail "Digital Printing Services" as defined in NYSID's original Application 1381 (which was denied by the Procurement Council on May 25, 2014, appealed by NYSID and upheld by Commissioner Destito). In particular, the use of a Xerox iGen4 or similar digital printing device is not permitted.

Sincerely,

Joseph Better

Joseph Better
Supervisor
Preferred Sources Team

Enclosure (two pages)

CC: Christine Irvine – OGS

SID-1879

Fedcap Office Services
Mail Services Price List
4/19/15 - 4/18/1~~0~~9
Gov't Agencies Metro NYC Area

Inserting 1-3 Inserts	1-5m	6-20m	21-50	51-100	>101m
	Price per thousand				
#10 Envelope	$ 20.87	$ 18.30	$ 16.50	$ 16.06	$ 13.52
6x9 Envelope	$ 22.19	$ 19.37	$ 18.10	$ 16.06	$ 14.26
"A" size envelope	$ 23.31	$ 20.95	$ 19.40	$ 16.88	$ 15.69
9x12 Booklet Envelope					
(each per thousand)	$ 67.65				
Add insert (per thousand)	$ 6.11				
All other envelopes.					
(each per thousand for 4-6 inserts)	$ 2.99				
Inserting Machine setup	$ 90.47				
Minimum charge	$ 149.00				

Addressing	price per thousand				
Ink-Jet	1-5/m	6-20/m	21-50/m	51-100/m	>101/m
Up to 6 x 9	$ 22.47	$ 20.79	$ 18.93	$ 15.27	$ 13.41
Larger than 6x9	$ 28.48	$ 26.68	$ 24.65	$ 20.79	$ 18.11
Over 3oz. $1.00/m add.					

Setup charge	$ 212.86
Minimum charge	$ 186.26

Pressure Sensitive Labels	
1 up	$ 59.87
2 up	$ 65.86
3-4 up	$ 65.86
Crack and peel (per hour)	$ 44.90

Print on Labels	$ 30.06 per thousand
Purchase & print lables	$ 95.79 per thousand
Affix labels	$ 59.87 per thousand

Folding	Price per thousand				
	1-5m	6-20m	21-50	51-100	>101m
Regular fold	$ 16.28	$ 14.85	$ 12.93	$ 10.90	$ 8.86
Irregular fold	$ 20.36	$ 19.04	$ 16.28	$ 14.85	$ 10.90
Setup charge	$ 90.47				
Minimum charge	$ 90.47				

Tabbing	1-5m	6-20m	21-50	51-100	>101m

1 tab - White	$ 22.28	$ 20.68	$ 17.82	$ 17.10	$ 16.23
1 tab - Other than white	$ 35.49	$ 32.62	$ 27.72	$ 24.78	$ 21.83
Special order minimum 35/M					
For second Tab add add'l $1.75					
For third tab add aad'l 1 tab charge					
Add'l charge for clear or oversized tabs					

Sort,tie,bag or tray.	1-50/m	over 50/m
Up to 6x9	$ 16.77	$ 11.97
Bigger than 6x9	$ 20.95	$ 16.77
Flats	$ 23.95	$ 20.95
Over 3.4 oz add add'l $2.80		

Sealing	$ 5.99	per thousand
Bursting	$ 6.29	per thousand
Live Stamp	$ 21.55	per thousand
Hand Work - per job basis		
Match Mailing	$ 239.48	per thousand
Puchase envelopes		
(9 x 12, 24 lb. white booklet envelope)	$ 67.11	per thousand
Print and mail		
One page	$ 35.92	per thousand
Two page	$ 42.57	per thousand
Set up letter or insert	$ 59.87	per thousand
Postal NCOA	$ 4.95	per thousand
	$ 26.62	set up
Pick up and delivery to PO	Varies by job and location	