

CORPORATE OFFICES:

11 Columbia Circle Drive, Albany, NY 12203
Phone: (518) 463-9706 Fax: (518) 463-9708

NEW YORK CITY SALES OFFICE:

352 Seventh Avenue, Suite 201, New York, NY 10001
Phone: (212) 889-6618 Fax: (212) 545-1316

January 16, 2019

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

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

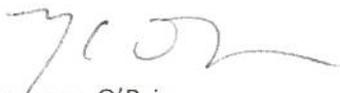
Dear Mr. Carroll:

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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