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March 26, 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 been working with the NYC Department of Housing Preservation and Development on a mail-fulfillment opportunity that involves the printing of several notices that are to be mailed to various addressees within NYC. The contract term is five years from date of award with an anticipated start date of July 1, 2019. The contract has an estimated annual dollar value of approximately \$980,000 that will provide employment to 13.68 FTEs 10.32 FTEs of whom will be individuals with disabilities. We anticipate submission of a formal application to OGS seeking price approval on or before the April 17, 2019 Procurement Council Meeting.

In March, OTDA toured the Center for Disability Services Mail Fulfillment Center. OTDA will be providing NYSID with a scope of work in the coming months.

Sincerely,

Maureen O'Brien
President and Chief Executive Officer