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July29, 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 services performed for state and local government agencies.

NYSID continues to work 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 a start date yet to be determined. 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 November 7, 2019 Procurement Council Meeting. No applications for mail-fulfillment services have been submitted to OGS since the April 17, 2019 Procurement Council Meeting.

Please feel free to contact me should you have any questions.

Sincerely,

A handwritten signature in black ink, appearing to read "Maureen O'Brien".

Maureen O'Brien
President and Chief Executive Officer