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September 4, 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. In March, OTDA toured the Center for Disability Services Mail Fulfillment Center. OTDA has provided NYSID with a draft scope of work.

NYSID's member agencies have not performed any new mail fulfillment services since being granted approval to offer this service on November 28, 2018.

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

Sincerely,



Maureen O'Brien
President and Chief Executive Officer