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November 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.

Since the September 5, 2019 Procurement Council Meeting NYSID has entered into one mail fulfillment contract with NYS Department of Health. Below are the details on this project in accordance with the reporting requirements stipulated in the NYS Procurement Council Conditional Approval on November 28, 2018.

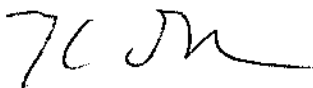
- Name of procuring agency: NYS Department of Health
- Name of Preferred Source Member Agency: Center for Disability Services
- Date of contract and term of contract, if applicable: February 1, 2020 – January 31, 2021
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – 18,000 NYS DOH Member Satisfaction Surveys- single sided, one page black & white document- documents to be printed, folded, inserted and mailed
Work slated to begin February 1, 2020
- Value of contract - \$ 11,665.65 (inclusive of USPS postage fees)
- Number and type of documents digitally printed – 18,000 NYS DOH Member Satisfaction Surveys- single sided, one page black & white document- documents to be printed, folded, inserted and mailed
- Total labor hours- 60.50 hours
- Total labor hours dedicated to digital printing – 17.50 (100% disabled)
- Percentage of contract labor hours dedicated to digital printing - 28.9%
- Labor ratio of disabled to non-disabled workers on contract – 81.8% Disabled Labor & 18.2% Non-Disabled Labor
- Use of corporate partners for the non-printing component of the service- NONE

Since the September 5, 2019 Procurement Council Meeting NYSID submitted one mail fulfillment contract to NYS OGS Procurement Services on September 26, 2019 for a contract with NYC Department of Housing Preservation and Development. Below are the details on this project in accordance with the reporting requirements stipulated in the NYS Procurement Council Conditional Approval on November 28, 2018.

- Name of procuring agency: NYS Department of Housing Preservation and Development
- Name of Preferred Source Member Agency: Fedcap Rehabilitation Services, Inc.
- Date of contract and term of contract, if applicable: July 1, 2019 –June 30, 2023
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) –Print, processing & mailing of approximately 30 different Violation Notices, Letters and HPD Forms- single or multi-page, black & white
On-going **daily** work for the term of the contract period of July 1, 2019 –June 30, 2023
- Value of contract – Annual Value- \$ 1,030,613.00
Printing, Processing & Mailing = \$ 318,114
Processing & Mailing Pre-Printed Documents picked-up from HPD = \$712,499
- Number and type of documents digitally printed – Approximately 600,000 annually of 30 different Violation Notices, Letters and HPD Forms- single or multi-page, black & white
- Total labor hours- 5,915 hours- Printing, Processing & Mailing Portion ONLY
- Total labor hours dedicated to digital printing –Estimated at 1750 hours (100% disabled)
- Percentage of contract labor hours dedicated to digital printing - 29.5%
- Labor ratio of disabled to non-disabled workers on contract – 76.9% Disabled Labor & 23.1% Non-Disabled Labor
- Use of corporate partners for the non-printing component of the service- NONE

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

Sincerely,



Maureen O'Brien
President and Chief Executive Officer