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December 26, 2019

Mr. Sean Carroll
Chair of Procurement Council
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.

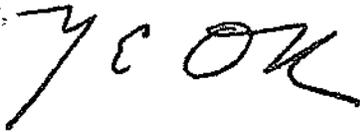
Since the November 7, 2019 Procurement Council Meeting NYSID has entered into two mail fulfillment contracts. Below are the details on these projects in accordance with the reporting requirements stipulated in the NYS Procurement Council Conditional Approval on November 28, 2018.

- Name of procuring agency: NY State Education Department
- Name of Preferred Source Member Agency: Center for Disability Services
- Date of contract and term of contract, if applicable: 11/15/19- 11/30/19
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) –50,000 Letters ACCES- VR Implementation Policy Change Notifications- double sided, 2 page black & white document- documents to be printed, folded, inserted and mailed
- Value of contract - \$ 21,800.00 (inclusive of USPS postage fees)
- Number and type of documents digitally printed –50,000 Letters ACCES-VR Implementation Policy Change Notifications- double sided, 2 page black & white document- documents to be printed, folded, inserted and mailed
- Total labor hours- 77.25 hours
- Total labor hours dedicated to digital printing – 20.50 (100% disabled)
- Percentage of contract labor hours dedicated to digital printing – 26.5%
- Labor ratio of disabled to non-disabled workers on contract –84.8% Disabled Labor & 15.2% Non-Disabled Labor
- Use of corporate partners for the non-printing component of the service- NONE

- Name of procuring agency: NYS Office of Court Administration
- Name of Preferred Source Member Agency: Center for Disability Services
- Date of contract and term of contract, if applicable: 12/1/19- 11/30/22 with 2 one year options to renew
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – 2,000,000 court notifications annually double sided, 2 page black & white document- documents to be printed, folded, inserted and mailed
- Value of contract - \$ 284,000 - + postage of \$ 824,000 annually
- Number and type of documents digitally printed 2,000,000 court notifications annually double sided, 2 page black & white document- documents to be printed, folded, inserted and mailed
- Total labor hours- 2,264 hours
- Total labor hours dedicated to digital printing – 500 (100% disabled)
- Percentage of contract labor hours dedicated to digital printing – 22.08%
- Labor ratio of disabled to non-disabled workers on contract –83.9% Disabled Labor & 16.1% 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