



**MEMORANDUM**

**To:** New York State Procurement Council (“Procurement Council”)  
**From:** Sean Carroll, Chair of Procurement Council  
**Date:** August 3, 2020  
**Subject:** Mail Fulfillment Services Definition

**OVERVIEW**

During the November 28, 2018 State Procurement Council (“Council”) meeting, Council members approved a provisional definition of Mail Fulfillment Services to be added to the List of Approved Preferred Source Service Offerings and approved the New York State Industries for the Disabled (“NYSID”) to provide those provisional services. The Council also approved “Conditions for Approval of NYSID to provide Mail Fulfillment Services” as follows:

To provide an opportunity for the State Procurement Council to fully evaluate the effect of this preferred source offering by NYSID on NYS businesses and Preferred Sources, the approval of NYSID to provide Mail Fulfillment Services, including the electronic delivery and digital printing of documents as a preferred source offering, is provisionally effective until at least the third meeting of the Council taking place in 2020, at which time the Council shall decide whether to (i) add Mail Fulfillment Services permanently to the List of Preferred Source Offerings (the “List”), (ii) eliminate Mail Fulfillment Services from the List, or (iii) extend the provisional effectiveness of Mail Fulfillment Services for further study.

To assist in the evaluation of this service offering, NYSID shall present at each Council meeting from January 2019 until the end of this provisional period a report showing the following information for each Mail Fulfillment Services contract:

- Name of procuring agency
- Name of Preferred Source
- Date of contract and term of contract, if applicable
- Brief description of contract scope
- Status of contract (e.g., completed, 50% complete)
- Value of contract
- Number and type of documents digitally printed
- Total labor hours
- Total labor hours dedicated to digital printing
- Percentage of contract labor hours dedicated to digital printing
- Labor ratio of disabled to non-disabled workers on contract
- Use of corporate partners for the non-printing component of the service

At any time during the provisional approval of Mail Fulfillment Services, the Council may, upon an affirmative vote on a motion, modify or eliminate the definition of Mail Fulfillment Services from the List. In the event that Mail Fulfillment Services is eliminated from the List or the definition is modified, such elimination or modification shall in no way affect

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the validity of any contract for Mail Fulfillment Services entered into prior to the date of such elimination or modification.

NYSID has complied with the conditions placed upon them for provisional approval of Mail Fulfillment Services and has submitted six reports, in letter format, to the Council describing their efforts and successes in obtaining Mail Fulfillment Service contracts.

The OGS Preferred Source team has created the attached spreadsheet to provide in one document, all of the information NYSID has reported to the Council regarding its Mail Fulfillment engagements since this service was provisionally approved. This information may assist the Council members in their determination of the vote that will take place regarding the possible continuation of this service, as stated above, during the third meeting of the Procurement Council in 2020, currently scheduled for September 10, 2020.