



## **MEMORANDUM**

**To:** New York State Procurement Council (“Procurement Council”)  
**From:** Sean Carroll, Chair of Procurement Council  
**Date:** August 20, 2020  
**Subject:** Staff Recommendation on extending 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.

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.

### **STAFF RECOMMENDATION TO THE PROCUREMENT COUNCIL**

Upon review of the six reports submitted by NYSID, Staff does not think that there is enough data to determine the impact that this service will have on NYS small businesses and recommends Council votes to extend the provisional approval of Mail Fulfillment Services and the accompanying Conditions for NYSID to provide the services until the third meeting of the Council in 2023.