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October 30, 2020

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 September 29, 2020 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 beginning January 2019 a report showing the number of mail-fulfillment services performed for state and local government agencies.

Since the September 29, 2020 Procurement Council Meeting NYSID has entered into two new mail fulfillment contracts.

Below are the details on these projects in accordance with the reporting requirements stipulated in the NYS Procurement Council Conditional Approval.

- Name of procuring agency: NYS Department of Labor
- Name of Preferred Source Member Agency: Center for Disability Services
- Date of contract and term of contract, if applicable: 10-1-2020 – 3-31-2021
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – Contractor shall receive NYS DOL COVID 19 related pre-printed documents (4,000,000/month), as well as securely transmitted electronic NYS DOL COVID 19 related notices to print (90,000/month) fold, insert, sort & mail COVID 19 related unemployment notices
- Value of contract - \$ 1,000,000 - 6 MONTHS
Value of Printing Portion - \$ 110,000 – 6 Months (exclusive of USPS postage fees)
- Number and type of documents digitally printed - Securely transmitted electronic NYS DOL COVID 19 related notices to print (90,000/month)
- Total labor hours- 25,000 hours
- Total labor hours dedicated to digital printing – 1,404 (56% disabled)
- Percentage of contract labor hours dedicated to digital printing – 5.6%
- Labor ratio of disabled to non-disabled workers on contract –60% Disabled Labor & 40% Non-Disabled Labor
- Use of corporate partners for the non-printing component of the service- NONE

- Name of procuring agency: NYS OASAS
- Name of Preferred Source Member Agency: Center for Disability Services
- Date of contract and term of contract, if applicable: 10-20-2020 – 10-31-2020
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – Contractor shall receive NYS OASAS Black & White Letter and individualized mailing list. Contractor shall print letter with addresses, fold, insert & mail

- Value of contract - \$ 720.00
- Value of Printing Portion - **\$ 500.00** (exclusive of USPS postage fees)
- Number and type of documents digitally printed - Contractor shall receive NYS OASAS Black & White Letter and individualized mailing list. Contractor shall print letter with addresses, fold, insert & mail
- Total labor hours- 3.25 hours
- Total labor hours dedicated to digital printing – 1.25 (75% disabled)
- Percentage of contract labor hours dedicated to digital printing – 38.5%
- Labor ratio of disabled to non-disabled workers on contract –77% Disabled Labor & 23% 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 E. O'Brien

Maureen O'Brien
President & CEO