

**CORPORATE OFFICES:**

11 Columbia Circle Drive, Albany, NY 12203  
Phone: (518) 463-9706 Fax: (518) 463-9708

January 13, 2021

Mr. Sean Carroll, Chief Procurement Officer  
NYS Office of General Services  
Procurement Services  
38<sup>th</sup> 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 November 5<sup>th</sup>, 2020 Procurement Council Meeting NYSID has entered into two new mail fulfillment contracts.

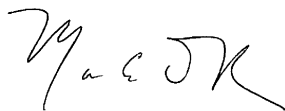
Below are the details on these projects in accordance with the reporting requirements stipulated in the NYS Procurement Council Conditional Approval.

- Name of procuring agency: Warren County
- Name of Preferred Source Member Agency: Center for Disability Services
- Date of contract and term of contract, if applicable: 1-1-2021 – 12-31-2025
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – Contractor shall pick-up fully mail metered envelopes daily Monday – Friday, pre-sort and deliver to USPS- estimated 25,000 envelopes annually. Contractor may also receive securely transmitted electronic letters to individual addressees to print, fold, insert, pre-sort and mail (estimated 50,000 pages annually). Contractor may also receive pre-printed letters to fold, insert, pre-sort and mail (estimated 25,000 envelopes annually).
- Value of contract - \$ 8,750.00 – annually- (exclusive of USPS postage fees)
- Value of Printing Portion - \$2,000 annually– (exclusive of USPS postage fees)
- Number and type of documents digitally printed - Securely transmitted electronic letters to individual addressees to print, fold, insert, pre-sort and mail (estimated 50,000 pages annually)
- Total labor hours- 326 hours
- Total labor hours dedicated to digital printing – 60 (80% disabled)
- Percentage of contract labor hours dedicated to digital printing – 18 %
- Labor ratio of disabled to non-disabled workers on contract –76% Disabled Labor & 24% 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: 11-15-2020 – 12-31-2020
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – 100% Complete.  
Contractor will receive securely transmitted electronic “appearance” letters to individual addressees to print, fold, insert, pre-sort and mail (estimated 80,000 letters). Each letter is 2 pages, printed in duplex and black & white.
- Value of contract - \$16,160– annually- (exclusive of USPS postage fees)
- Value of Printing Portion - \$13,600 annually– (exclusive of USPS postage fees)
- Number and type of documents digitally printed - Contractor will receive securely transmitted electronic “appearance” letters to individual addressees to print, fold, insert, pre-sort and mail (estimated 80,000 letters). Each letter is 2 pages, printed in duplex and black & white.
- Total labor hours- 96 hours
- Total labor hours dedicated to digital printing – 29 hours (82.75% disabled)
- Percentage of contract labor hours dedicated to digital printing – 30 %
- 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 O'Brien  
President & CEO