

CORPORATE OFFICES:

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

April 9, 2021

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 January 27, 2021 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 Office of Court Administration
- Name of Preferred Source Member Agency: Center for Disability Services
- Date of contract and term of contract, if applicable: 1-1-2021 – 12-31-2021
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – 20% Complete. Contractor will receive securely transmitted electronic “evictions and foreclosure” letters related to COVID 19 Updates to individual addressees to print, fold, insert, pre-sort and mail (estimated 600,000 letters). Each letter is 4 pages or 3 pages, printed in duplex and black & white. These are COVID 19 related documents regarding rules & policies surrounding evictions & foreclosures.
- Value of contract - \$189,000– annually- (exclusive of USPS postage fees)
- Value of Printing Portion - \$156,000 annually– (exclusive of USPS postage fees)
- Number and type of documents digitally printed - Contractor will receive securely transmitted electronic “evictions and foreclosure” letters to individual addressees to print, fold, insert, pre-sort and mail (estimated 600,000 letters). Each letter is 4 pages or 3 pages, printed in duplex and black & white.
- Total labor hours- 1070 hours
- Total labor hours dedicated to digital printing – 350 hours (85.7% disabled)
- Percentage of contract labor hours dedicated to digital printing – 32.7 %
- Labor ratio of disabled to non-disabled workers on contract –79.4% Disabled Labor & 20.6% Non-Disabled Labor
- Use of corporate partners for the non-printing component of the service- NONE

**** Technical contract term began 1-1-2021, however, the contract was not signed by NYSID until 2-1-2021 due to on-going contract modifications and uncertainty if the contract would actually come to fruition and/or contain the printing requirement. The contract remains in the status of “pending execution” at this time. This is a COVID 19 related contract and NYS OCA had urgent and evolving needs to get out the initial mailing. The first mailing was sent at the end of January 2021. It is anticipated that additional work will begin approximately at the end of April 2021.****

- Name of procuring agency: MTA Long Island Railroad
- Name of Preferred Source Member Agency: FEDCAP
- Date of contract and term of contract, if applicable: 11-1-2020 – 10-31-2023
- Brief description of contract scope & status of contract (e.g., completed, 50% complete) – 3 year Contract.
Contractor will receive pre-printed documents and/or letters to individual addressees to print, fold, insert, pre-sort and mail (estimated 11,500 printed and 288,242 pre-printed), printed in black & white.
- Value of contract - \$100,000– 3 Year Total - (exclusive of USPS postage fees)
- Value of Printing Portion - \$1,800 – 3 Year Total– (exclusive of USPS postage fees)
- Number and type of documents digitally printed - 3 year Contract. Contractor will receive pre-printed documents and/or letters to individual addressees to print, fold, insert, pre-sort and mail (estimated 11,500 printed and 288,242 pre-printed), printed in black & white.
- Total labor hours- 891 annual hours
- Total labor hours dedicated to digital printing – 3 hours (100% disabled)
- Percentage of contract labor hours dedicated to digital printing – .33 %
- Labor ratio of disabled to non-disabled workers on contract –75.1% Disabled Labor & 24.9% Non-Disabled Labor
- Use of corporate partners for the non-printing component of the service- NONE

**** Please note that MTA Long Island Railroad did not agree to the NYSID price proposal and OGS application documents until 4-5-2021, consequently, NYSID was not certain that this contract would actually come to fruition until MTA LIRR sign off was received on 4-5-2021. MTA LIRR requested that the contract start retro-actively back to 11-1-2020. MTA LIRR requested that we add the option of *print & mail* during negotiations vs the originally provided specifications that only requested folding, inserting and mailing MTA LIRR provided documents.****

Please feel free to contact me should you have any questions.

Sincerely,



Meredith Hartman
Vice President Contract Administration