



**CORPORATE OFFICES:**

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September 7, 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 April 22, 2021 Procurement Council Meeting NYSID has not entered into any new mail fulfillment contracts.

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

Sincerely,

Maureen O'Brien  
President & CEO