Administrative Service Contracts

(Not Preferred Source)
<table>
<thead>
<tr>
<th>LOT</th>
<th>OGS CONTRACT NUMBER</th>
<th>CONTRACTOR INFORMATION</th>
<th>CONTRACT SPECIFICS</th>
</tr>
</thead>
</table>
| LOT 11 | PS68888             | 22nd Century Technologies, Inc.  
8251 Greensboro Drive, Suite 900  
McLean, VA 22102  
Sandeep Singh  
(703) 286-7655  
Govt@tsci.com | Federal ID 22-3502121  
Vendor ID 1000020035 |  
Price List  
Quality Control Procedures |
| LOT 11 SB | PS67870            | American Communications Industries, Inc.  
111 Kreischer Street  
Staten Island, NY 10309  
Joseph Misseri  
718-967-2220 x13  
jmisseri@americancommunication.com | Federal ID 22-3426378  
Vendor ID 1000033592 |  
Price List  
Quality Control Procedures |
| LOT 6 SB WBE | PS67871          | American Sign Language, Inc.  
7815 N. Dale Mabry Highway  
Suite 202  
Tampa, FL 33614  
Sabrina Redman  
813-467-7220  
sabrina@asli.com | Federal ID 13-3844996  
Vendor ID 1000006477 |  
Price List  
Quality Control Procedures |
| LOT 3 | PS67873             | ANP Reporting  
d/b/a ANP Transcriptions  
81 Central Highway #679  
Stony Point, NY 10980  
Larry Perrone  
845-893-2859  
lperrone@anpranscriptions.com | Federal ID 20-0813627  
Vendor ID 1000029867 |  
Price List  
Quality Control Procedures |
| LOT 11 | PS67874             | Advanced Network Services, LLC (ANS)  
12 Elmwood Road  
Menands, NY 12204  
Brendan Delaney  
518-292-6580  
bdelaney@anscorporate.com | Federal ID 14-1827814  
Vendor ID 1000042046 |  
Price List  
Quality Control Procedures |
## Contractor Information Summary

**Updated:** March 08, 2022

**Group 73003 – ADMINISTRATIVE SERVICES (STATEWIDE)**

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<td></td>
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</tbody>
</table>
| LOT 7, 8 | PS67877 | Aya Healthcare, Inc.  
5930 Cornerstone Court West #300  
San Diego, CA 92121  
Adair Hoenig  
858-461-6475  
NYSOGS@ayahealthcare.com | Federal ID 27-0738500  
Vendor ID 1100084033 |
| LOT 1, 4, 5, 11 | PS67878 SB MBE WBE | Beatty's Services, Inc.  
127 West 127th Street  
Suite 308  
New York, NY 10027  
Myneika White  
800-878-9658  
ogsorders@beattys2.com | Federal ID 13-3694247  
Vendor ID 1000001340 |
| LOT 8 | PS67879 SB | Careline Services, Inc.  
347 Fifth Avenue  
Suite 1402  
New York, NY 10016  
David Lawler  
212-686-8881  
dlawler@carelineservices.com | Federal ID 20-0828088  
Vendor ID 1000033613 |
| LOT 11 | PS67880 | Construction Force Services, Inc.  
260 West Sunrise Hwy  
Suite 303  
Valley Stream, NY 11581  
David Terlinsky  
718-762-6333 x108  
Toll Free- 800-566-3350  
david@constructionforce.com | Federal ID 11-3512427  
Vendor ID 1000000761 |
| LOT 6 | PS67881 | Corporate Translation Services, Inc.  
701 Northeast 136th Ave  
Suite 200  
Vancouver, WA 98684  
George Schoeck  
360-433-0401  
NewYork@language.link | Federal ID 91-1506430  
Vendor ID 1000047516 |
## Contractor Information Summary

Updated: March 08, 2022

### Group 73003 – ADMINISTRATIVE SERVICES (STATEWIDE)

**Award Number**: 23057  
**Contract Period**: October 25, 2017 – October 24, 2022

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</table>
| LOT 2, 3 | PS67883 | eScribers, LLC  
352 7th Ave  
Suite 604  
New York, NY 10001  
Aryeh Bak  
973-406-2250 x201  
abak@escribers.net | Federal ID 20-3656767  
Vendor ID 1100023600 |  
**Price List**  
**Quality Control Procedures** |
| LOT 1, 8 | PS67884 | Ethan Allen Personnel Group, Inc.  
d/b/a Ethan Allen Staffing  
59 Academy Street  
Poughkeepsie, NY 12601  
Elizabeth Domenico  
845-471-9667  
elizabeth@eaworkforce.com | Federal ID 14-1832553  
Vendor ID 1100001659 |  
**Price List**  
**Quality Control Procedures** |
| LOT 1, 5, 7, 8 | PS67885 | ExecuSearch Holdings, LLC  
d/b/a The Execu/Search Group  
675 Third Avenue  
5th Floor  
New York, New York 10017  
Kyle Mattice  
212-204-5102  
kwm@execu-search.com | Federal ID 81-3073919  
Vendor ID 1100178435 |  
**Price List**  
**Quality Control Procedures** |
| LOT 11 | PS67886 | Falcon Data Networks, LLC  
103 West Road  
Pleasant Valley, NY 12569  
Patrick Rowland  
845-723-4446  
admin@falcondatanetworks.com | Federal ID 13-4249254  
Vendor ID 1000019523 |  
**Price List**  
**Quality Control Procedures** |
| LOT 1, 4, 5, 8 | PS67887 SB WBE | Fusco Personnel, Inc.  
4 Executive Park Drive  
Albany, NY 12203  
Patricia A. Fusco  
518-869-6100  
Toll Free 800-343-8726  
patty@fuscopersonnel.net | Federal ID 14-1771046  
Vendor ID 1000007170 |  
**Price List**  
**Quality Control Procedures** |
# Contractor Information Summary

**Group 73003 – ADMINISTRATIVE SERVICES (STATEWIDE)**

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</table>
| **LOT 5, 7, 8** | PS67888 | General Healthcare Resources, LLC  
1218 Central Ave.  
Suite 100  
Albany, NY 12205  
Niina Laitinen  
(610) 684-4570  
(800) 879-4471  
contracts@ghresources.com | Federal ID  
23-2720209  
Vendor ID  
1100189013 | **Price List**  
**Quality Control Procedures** |
| **LOT 3, 6** | PS67889 | Geneva Worldwide, Inc.  
256 West 38th Street  
10th Floor  
New York, NY 10018  
Louis Lesce and Michelle Lemus  
Louis: 212-255-8400 x 115  
Michelle: 212-255-8400 x 164  
Toll free 877-Go-Geneva  
lllesce@genevaworldwide.com  
mlemus@genevaworldwide.com | Federal ID  
13-3897160  
Vendor ID  
1000001361 | **Price List**  
**Quality Control Procedures** |
| **LOT 4, 5** | PS67890 SB Temporarily Suspended | Heber Associates, Inc.  
420 Quaker Road  
Queensbury, NY 12804  
Mike Baxter  
Controller  
518-793-2727  
Toll Free 888-998-8829  
mike@heberassociates.com | Federal ID  
14-1460248  
Vendor ID  
4000001643 | **Price List**  
**Quality Control Procedures** |
| **LOT 1, 5, 7, 8** | PS67891 SB | Horizon Healthcare Staffing  
20 Jerusalem Ave.  
3rd Floor  
Hicksville, NY 11801  
Nancy Goldstein  
516-326-2020 x413  
nancy@hhstaff.com | Federal ID  
11-3130244  
Vendor ID  
1100000783 | **Price List**  
**Quality Control Procedures** |
## Contractor Information Summary

**Updated: March 08, 2022**

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<tr>
<td><strong>LOT 1, 4, 5</strong></td>
<td><strong>PS67892</strong></td>
<td><strong>Howroyd Wright Employment Agency, Inc.</strong> d/b/a AppleOne Employment Services 1999 West 190th Street Torrance, CA 90504 Maurice C. Welch, Sr. 310-750-3400 <a href="mailto:govtsolutions@appleone.com">govtsolutions@appleone.com</a></td>
</tr>
<tr>
<td><strong>LOT 1, 4, 5</strong></td>
<td><strong>PS67893</strong> SB MBE</td>
<td><strong>IIT, Inc.</strong> 6 Cornish Court Suite 101 Huntington Station, NY 11746 Anu Kumar 631-254-8600 x 503 <a href="mailto:nystemps@iit-inc.com">nystemps@iit-inc.com</a></td>
</tr>
<tr>
<td><strong>LOT 1, 4, 5, 11</strong></td>
<td><strong>PS67894</strong></td>
<td><strong>Industrial Staffing Services, Inc.</strong> 25 Kennedy Blvd Suite 200 East Brunswick, NJ 08816 Jourdan Block 732-390-7100 <a href="mailto:jourdan@staffing-the-universe.com">jourdan@staffing-the-universe.com</a></td>
</tr>
<tr>
<td><strong>LOT 11</strong></td>
<td><strong>PS67895</strong> SB</td>
<td><strong>Interface Cable Assemblies &amp; Services Corp. (ICAS)</strong> 42-19 23rd Ave. Long Island City, NY 11105 Patrick Ruiz 718-278-1100 ext.126 or 631-672-7666 <a href="mailto:pruiz@icascorp.com">pruiz@icascorp.com</a></td>
</tr>
<tr>
<td><strong>LOT 1, 4, 5</strong></td>
<td><strong>PS67896</strong> SB WBE</td>
<td><strong>Integrated Staffing Corporation</strong> 463 Maple Ave Saratoga Springs, NY 12866 Dhianna Yezzi 518-583-7823 <a href="mailto:dyezzi@integratedstaffingcorp.com">dyezzi@integratedstaffingcorp.com</a></td>
</tr>
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## Contractor Information Summary

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</table>
| LOT 1, 4, 5 | PS67897 | IOS Acquisitions, LLC  
555 Madison Ave.  
5th Fl.  
New York, NY 10022  
Susan Kennedy  
212-430-1703  
skennedy@iosstaffing.com | Federal ID  
47-3378693  
Vendor ID 1100167972 | [Price List](#)  
[Quality Control Procedures](#) |
| LOT 1, 5 | PS67898  
SB  
MBE  
WBE | Jennifer Temps, Inc.  
80 Maiden Lane  
Suite 1402  
New York, NY 10038  
Jennifer Singleton  
212-964-8367  
Toll Free 866-427-1352  
singleton@jennifertemps.com | Federal ID  
13-3676804  
Vendor ID 1000001334 | [Price List](#)  
[Quality Control Procedures](#) |
| LOT 11 | PS67899  
WBE | Kasselman Electric, Inc.  
29 Broad St.  
Albany, NY 12202  
Brad Kasselman  
518-729-0164  
bradk@kasselmanelectric.com | Federal ID  
14-1504270  
Vendor ID 1000001638 | [Price List](#)  
[Quality Control Procedures](#) |
| LOT 1, 4, 5 | PS67900 | Kelly Services  
999 West Big Beaver Road  
Troy, MI 48084  
Anthony Godino  
518-489-6060  
godinag@kellyservices.com | Federal ID  
38-1510762  
Vendor ID 1000004844 | [Price List](#)  
[Quality Control Procedures](#) |
| LOT 1, 4, 5 | PS67901  
SB  
WBE | Knowledge Builders, Inc.  
1977 Western Avenue  
Albany, New York 12203  
Sanjay Kapalli  
(518) 250-4189  
OGSAdminJobs@knowledgebuilders.com | Federal ID  
20-3057365  
Vendor ID 100016660 | [Price List](#)  
[Quality Control Procedures](#) |
## Contractor Information Summary

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### Group 73003 – ADMINISTRATIVE SERVICES (STATEWIDE)

**Award Number:** 23057  
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</table>
| LOT 6 | PS67902 | Language Line Services, Inc.  
1 Lower Ragsdale Drive  
Bldg. 2  
Monterey, CA 93940  
LeRue Carr  
831-648-5575  
Toll Free 800-752-6096  
rfpmanager@languageline.com | Federal ID 77-0586710  
Vendor ID 100009702 | Price List  
Quality Control Procedures |
| LOT 6 | PS67903 | Language Services Associates, Inc.  
455 Business Center Drive  
Suite 100  
Horsham, PA 19044  
Tom Benton  
215-259-7000 x 55325  
Toll Free 800-305-9673 x 55325  
tbenton@lsaweb.com | Federal ID 23-2831198  
Vendor ID 100004650 | Price List  
Quality Control Procedures |
| LOT 6 | PS67904 SB | LinguaLinx Language Solutions, Inc.  
d/b/a: LinguaLinx, Inc.  
433 River Street  
Troy, NY 12180  
Erin Tompkins  
(518) 388-9000 x 1023  
etompkins@lingualinx.com | Federal ID 01-0749117  
Vendor ID 100010901 | Price List  
Quality Control Procedures |
| LOT 7, 8 | PS67905 | Maxim Healthcare Services, Inc.  
7227 Lee Deforest Drive  
Columbia, MD 21046  
Zach Fowler  
616-901-9302  
NYSales@maxhealth.com | Federal ID 52-1590951  
Vendor ID 100032029 | Price List  
Quality Control Procedures |
| LOT 6 | PS67907 | Michael Giammarino  
d/b/a Language Today  
520 Green Mountain Road  
Mahwah, NJ 07430  
Michael Giammarino  
201.981.4738  
languagetoday@aol.com | Federal ID 26-2491640  
Vendor ID 1100020101 | Price List  
Quality Control Procedures |
# Contractor Information Summary

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## Group 73003 – ADMINISTRATIVE SERVICES (STATEWIDE)

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| LOT 5, 7, 8, 10 | PS67908 | **MSI Systems Corp.**  
d/b/a Medical Search International  
23 Vreeland Road  
Suite 210  
Florham Park, NJ 07932  
John Murray  
862-251-0243  
Toll Free 866-633-5665  
jmurray@medsearchint.com  
Federal ID 02-0621776  
Vendor ID 1000046926  |  
**DO NOT USE THE BELOW EMAILS FOR RFQ REQUESTS – USE MAILING LIST LINK**  
|  
|  
| LOT 1, 4, 5 | PS67910  
SB  
MBE | **National Disaster Recovery Technical Assistance Consultants, Inc.**  
59 Court St.  
Suite 202  
Binghamton, NY 13901  
Jayesh Desai  
607-321-1088  
jayesh@ndrtac.com  
Federal ID 26-3561133  
Vendor ID 1000019786  |  
|  
| LOT 1, 4, 5, 7, 8, 9, 10 | PS67911  
MBE  
WBE | **New Wave People, Inc.**  
100 Horizon Blvd.  
Suite 212  
Hamilton, NJ 08692  
Raymond Paterek  
732-786-9070  
rp@nwpusa.com  
Federal ID 22-3736182  
Vendor ID 1000008869  |  
|  
| LOT 1, 4, 5 | PS67912  
SB  
MBE | **Nexus Staffing, Inc.**  
99 Tulip Ave, Suite 105  
Floral Park, NY 11001  
Finny Varghese  
347-842-4838  
fvarghese@nexusstaff.com  
Federal ID 20-2322144  
Vendor ID 1000057332  |  
|  
| LOT 1, 4, 5, 7, 8, 9, 10 | PS67914 | **Noor Associates, Inc.**  
622 Third Ave 7th Floor  
New York, NY 10017  
Jacob Eletto  
212-812-3389  
hr@noorstaffing.com  
Federal ID 20-3236508  
Vendor ID 1100125610  |
# Contractor Information Summary

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## Group 73003 – ADMINISTRATIVE SERVICES (STATEWIDE)

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| **LOT 1, 4, 5, 8** | PS67915 SB MBE WBE | Penda Aiken, Inc.  
330 Livingston Street  
Brooklyn, NY 11217  
Penda Aiken and  
Jeffrey Shlager  
718-643-4880  
Toll Free: 855-633-9291  
paiken@pendaiken.com  
jshlager@pendaiken.com | Federal ID 11-2986907  
Vendor ID 100000641 | Price List  
Quality Control Procedures |
| **LOT 2** | PS67916 SB WBE | Precise Court Reporting Services, Inc.  
200 Old Country Road  
Suite 500A  
Mineola, NY 11501  
Florence E. Seff  
516-747-9393  
Toll Free 800-810-9393  
florence@precisecrs.com | Federal ID 11-2975988  
Vendor ID 100005825 | Price List  
Quality Control Procedures |
| **LOT 1, 4, 5, 7, 8** | PS67917 | Randstad North America, Inc.  
300 Broadhollow Road  
Suite 102 W  
Melville, NY 11747  
Christina Parker  
631-582-2148  
Christina.parker@randstadusa.com | Federal ID 58-2426357  
Vendor ID 1100010375 | Price List  
Quality Control Procedures |
| **LOT 1, 4, 5** | PS67918 | Robert Half International, Inc.  
125 Park Ave, 4th floor  
New York, NY 10017  
Marisa Armstrong and Dawn Antonelli  
212-687-7878  
Marisa.armstrong@roberthalf.com  
Dawn.antonelli@roberthalf.com | Federal ID 94-1648752  
Vendor ID 100032839 | Price List  
Quality Control Procedures |
| **LOT 1, 5, 7** | PS67919 SB WBE | Royal Temporaries, Inc.  
417 Electronics Parkway  
Liverpool, NY 13088  
Tami Rowe  
315-432-5636 x112  
Tami@stafkings.com | Federal ID 16-1410532  
Vendor ID 1100108795 | Price List  
Quality Control Procedures |
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</table>
| LOT 5, 6, 7, 8, 9, 10 | PS67921 | SHC Services, Inc. d/b/a Supplemental Healthcare  
95 John Muir Dr, Suite 100  
Buffalo, NY 14228  
Brandon Blackmore  
716-249-2864  
Toll Free: 800-543-9399  
bjblackmore@shccares.com | Federal ID 16-1216796  
Vendor ID 1000007892 | **Price List**  
**Quality Control Procedures** |
| LOT 1, 4, 5, 7, 8, 9, 10 | PS67922 | Staff Today, Inc.  
212 East Rowland St, #313  
Covina, CA 91723  
Aby Lilian Mamboleo  
626-974-5561  
contracts@stafftodayinc.com | Federal ID 45-3679064  
Vendor ID 1100086162 | **Price List**  
**Quality Control Procedures** |
| LOT 1, 4, 5 | PS67923 WBE | TempForce, LLC d/b/a Accustaff  
1692 Central Avenue  
Albany, NY 12205  
Heather Rafferty  
518-869-8523  
heather.rafferty@accustaffny.com | Federal ID 58-2422206  
Vendor ID 1000009551 | **Price List**  
**Quality Control Procedures** |
| LOT 5, 11 | PS67924 SB | Washington Computer Services, Inc.  
225 West 35th St., 17th Flr.  
New York, NY 10001  
Jeff Singer  
212-997-9882  
jeff.singer@washcomp.com | Federal ID 13-3086643  
Vendor ID 1000032987 | **Price List**  
**Quality Control Procedures** |
| LOT 8 | PS67925 | White Glove Placement, Inc.  
89 Bartlett Street  
Brooklyn, NY 11206  
Shevy Posner  
718-387-8181 x 180  
ogs@whiteglovecare.net | Federal ID 11-3412078  
Vendor ID 100000745 | **Price List**  
**Quality Control Procedures** |
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</table>
| 1, 4, 5, 7, 8, 9, 10 | PS67926 | Winston Support Services, LLC  
122 East 42nd St  
New York, NY 10168  
Ray McCourt  
212-557-5000 x 460  
rmccourt@winstonstaffing.com | Federal ID  
80-0004314  
Vendor ID  
1100014899 | [Price List](#)  
[Quality Control Procedures](#) |
Temporary Personnel Definition

&

Office Service Categories
Temporary Personnel-Office
List of Preferred Source Offerings Section D Approved Services
November 8, 2017

Temporary Personnel-Office ("Office Temps") are workers hired for a pre-determined period to provide program support and assistance. Office Temps assist with a wide range of administrative and clerical functions and may range in skill from entry level to highly experienced personnel.

Notice to Purchasing entities:

1. The following job descriptions and service categories are intended to provide guidance to purchasing entities. Because job titles vary by purchasing entity, the service categories that follow identify approved Preferred Source Office Temp service offerings.

2. The Office Temp service categories and job descriptions contain a set of tasks and general expectations which have been grouped together and categorized under service category headings. Purchasing entities must define their scope of work, staffing needs, and the level of skill required to meet their form, function, and utility requirements.

3. Any job title identified by a purchasing entity must have an accompanying job description that aligns with the approved temp service categories under this definition.

The definition of Temporary Personnel-Office is a framework under which Preferred Sources are approved to offer support functions. Experienced Office Temps may be required to supervise others.

4. This definition does not include the following:
   a) Positions requiring policy decision making, financial advising, counseling, or program management.
   b) Any positions that require a certification or license including but not limited to: services as an accountant, actuary, architect, attorney, physician, engineer, nurse, laboratory technician, paralegal, social worker, etc.
   c) Any positions requiring Information Technology ("IT") hardware, software or system analysis, design development, programming, implementation, support, troubleshooting, repair, end user (break-fix) technical support, account administration, IT Helpdesk, etc.
   d) Positions requiring manual labor services such as janitorial, maintenance, custodial, grounds, laundry, housekeeping, general labor, moving, warehouse, or construction trades etc.

At a minimum, Office Temps under all Service Categories should be able to utilize office equipment to enter and retrieve data. This includes but is not limited to the ability to use desktop or laptop computers, computer terminals, copiers, fax machines, desktop scanners, or multifunction devices to fax, scan, photo copy, etc. Office Temps should be able to communicate at a level and in the number of languages which meet the purchasing entity's form, function, and utility requirement. Office Temps may also be required to triage basic office computer and printer related issues, which require basic level knowledge of the operation of such equipment sufficient to engage appropriate IT resources for troubleshooting.
**Temporary Personnel-Office Service Categories**

**Clerical Support Services (Calculations, File, Fiscal, Legal, Medical)**

Perform a wide variety of clerical support duties, including but not limited to: typing, filing, or copying of correspondence, invoices, receipts, and other records in alphabetical or numerical order per the filing system used by the purchasing entity. Locate, retrieve, and file hard copy documents and open, edit, and save electronic files to various locations. Prepare incoming and outgoing mail for distribution. Duties may include; completing and filing records and forms. Provide basic bookkeeping, accounting, auditing, and billing support by coding, calculating, posting, or updating financial, payroll, accounts payable, accounts receivable, or budget type records, work with numerical data to keep records complete, and file records and forms. Some knowledge of financial terminology, payroll procedures, and budget preparation may be required. Ability to compute, classify, and record numerical data to keep financial records complete. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers.

**Data Entry and Word Processing Services**

Operate standard office equipment with alphabetic or numeric keyboard; enter, verify, update, correct and retrieve information; enter information with speed and accuracy. Use office equipment (desktop, laptop, typewriter, etc.) to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. Review and correct drafts for compliance with originals. Edit documents using proper grammar, punctuation, and spelling. Send and receive e-mail. Duties may include verifying data and preparing materials as specified by purchasing entity. Clerical support services may be incorporated into this service category. Follow and understand instructions for the development of final documents on word processing/computer equipment. Proofread and correct documents. Must have knowledge of business English, spelling, grammar, punctuation, math, knowledge of purchasing entity’s software packages, and ability to learn within a reasonable time. May develop graphs, spreadsheets, charts, etc.

**Administrative, Secretarial and Telephone Services**

Provide support services that are essential to the operation of an office. Duties include scheduling, answering phones, typing, word processing, taking dictation, organization, and similar activities that support program areas as well as use of proper grammar, punctuation, and spelling when sending and responding to e-mail, drafting correspondence, scheduling appointments, proofreading or correcting documents, organizing and maintaining files, conducting research, sharing information, receiving or escorting visitors to meetings, or arranging conference calls. May also be required to operate multi-line telephone systems or switchboards to relay incoming, outgoing, or interoffice calls. May respond to inquiries or obtain information for the public, customers, visitors, and other interested parties. Call center, customer services, and telephone operators may provide scripted instructions to address customer concerns and forwarding the request to technical support if outside the scope of predetermined responses.

**Human Resource Support Services**

Provide HR teams and departments with support services including, but not limited to: employee benefits, payroll, on-boarding, human services, and salary information. Provide program support in the hiring process, including but not limited to: responding to application submissions, or screening applications and resumes. Send and receive e-mail, review and process employee leave, attendance, and time sheets.

**Executive, Legal, and Medical Secretarial Services**

Provide a high-level of administrative support services that are essential to the operation of an office, including but not limited to: preparing executive correspondence or confidential reports. May organize business office operations, answer and route calls, create and respond to correspondence, and send and receive e-mail. Use
proper grammar, punctuation, and spelling in business communications. Interface with customers, the public, or executives and perform special assignments, studies, and routine administrative or secretarial functions. May be required to use and understand legal terminology, procedures, and document formats to prepare legal documents such as summonses, complaints, motions, and subpoenas. May also assist with legal research. May be required to use and understand medical terminology, or hospital, clinic, or laboratory practices or the ability to take and transcribe complex medical dictation. Duties include scheduling appointments, medical coding, and billing, compiling, and recording confidential medical data, generating medical reports, and correspondence. Assist with calendars, travel arrangements, reimbursement, scheduling meetings/rooms/office equipment/conference calls/events, etc. Track and maintain office supplies and equipment.
ADDITIONAL GUIDANCE
FOR
The Procurement of TEMPORARY PERSONNEL-OFFICE SERVICES from NYS PREFERRED SOURCES

The State Procurement Council directed the Office of General Services (“OGS”), as staff to the Procurement Council, to provide guidance to government agencies in the procurement of Temporary Personnel–Office Services from a preferred source. The definition does not include additional temporary service categories, job titles, and associated duties related to positions in which the temporary worker performs much of their work outside of an office setting, but may receive information from or report information to an office. In the course of discussions by the State Procurement Council members, the following additional titles were considered but ultimately excluded from the final definition:

- Bindery operators
- Couriers/Messengers
- Inspectors
- Lifeguards
- Sales Associates/Cashiers
- Subway, Rail or Bus passenger counters, Temperature takers and Surveyors
- Test administrators/monitors and proctors

The definition allows a four-year degree to be a requirement for a Temporary Personnel-Office title, however, it does not allow the inclusion of professional titles. In practice, this is meant to allow individual agencies and local governments to define the necessary skills for a Temporary Personnel-Office title, however, we encourage all procurement officials to consider whether the requirement of a degree is integral to the success of a candidate in a Temporary Personnel–Office title, or whether the function is better served by making the requirements less formal and more skills based.

In many agencies and local governments, permanent titles that require a four-year degree are professional titles required to make high level decisions. Please take careful note of the notice to procurement officials, bullet 4 in the definition, that specifically identifies the types of professional titles that are not included in this definition.

In all cases, the definition is driven by the content of the work. Procurement officials should describe the work responsibilities needed first and then match them to the responsibilities outlined in the definition.

The State Procurement Council recognizes that individuals with disabilities may work from an alternative office environment (i.e. home office) if the accommodation is within the technological, operational, and security needs of the procuring agency. The absence of the requirement for all office personnel to report to a defined office environment does not permit the above listed titles, or similar titles where the majority of the work is performed outside of an office setting, to be procured under the Temporary Personnel – Office service category.

Additionally, any service application for Temporary Personnel – Office must specify the number of individuals to be employed under the contract, the type of work they will be expected to perform, and the number of hours they will be expected to work in order for OGS (if contract value exceeds $50,000) or the requesting agency (if contract value is at or below $50,000) to confirm price reasonableness and requisite labor ratios are met.

Procuring agencies are reminded that they must not develop specifications or scopes of services for any proposed engagement or solicitation to intentionally exclude a preferred source. Procurement officials should
attempt to separate titles that are preferred source eligible from unrelated temporary titles to maximize the opportunities for individuals with disabilities while minimizing the use of any titles that are not approved under this definition. They should also guard against combining unrelated titles for the convenience of managing one contract or vendor. Agencies should not use the OGS administrative services centralized contract unless the titles needed are not included as a preferred source title, they have a clear form, function, and utility requirement that cannot be met by the preferred sources, and/or they have authorization to proceed after having solicited the preferred sources for ability and availability to fill the need.
Job Descriptions and Qualifications

Lot 1 - “Office Worker Occupations”
Attachment 10

Job Descriptions and Qualifications

The following descriptions and qualifications contain the **minimum job requirements for each Title**. The Contractor shall be responsible for ensuring that each candidate possesses all the required licenses and certifications associated with each job title. An Authorized User reserves the right to request candidates with additional qualifications within their Request for Quote. The information below is presented numerically by Lot, then alphabetically within each Lot. Some Lots also have lot specific requirements in addition to the Job Descriptions and Qualifications listed in the Solicitation.

**Lot 1 - “Office Worker Occupations”**

**Bookkeeping, Accounting, and Auditing Clerks**
Must have knowledge of basic bookkeeping, accounting and financial record keeping procedures. Some knowledge of financial terminology, payroll procedures, and budget preparation is also required; ability to compute, classify, and record numerical data to keep financial records complete. Perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. May also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. May also perform a variety of analysis.

**Data Entry and Word Processing**
Operate data entry equipment with alphabetic and numeric keyboard; enter, verify, update, correct and retrieve information; enter information with speed and accuracy. Use word processor/computer or typewriter to prepare letters, reports, forms, or other material from rough draft, corrected copy, or voice recording. Review and correct drafts for compliance with originals. Edit using knowledge of grammar, punctuation and spelling. Enter and retrieve data on computer terminals. Duties may include verifying data and preparing materials for printing. May perform other clerical duties as assigned.

**Executive Secretaries and Administrative Assistants**
Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor’s personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.

**Executive Secretaries and Administrative Assistants Bi-Lingual Spanish/English**
Must have full fluency in both English and Spanish language including reading, writing and speaking. Must provide high-level administrative support by conducting research, preparing statistical reports and handling information requests in addition to performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls and scheduling meetings. May also train and supervise lower-level clerical staff. Knowledge of office administration and management; proper grammar, punctuation and spelling; business communications and ability to take notes is necessary. May act as immediate supervisor's personal representative in dealing with public and in routine contacts with other State executives; perform special assignments, studies and routine administrative functions as specifically directed; screen incoming correspondence, refer to appropriate staff, and follow up to assure timely response. Perform related duties as required.
File Clerks
File correspondence, cards, invoices, receipts, and other records in alphabetical or numerical order or according to the filing system used. Locate and remove material from file when requested. Must be able to follow oral and written instructions.

Legal Secretaries
Perform secretarial duties utilizing legal terminology, procedures, and documents. Prepare legal papers, complex legal reports and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research. Must have knowledge of: legal terminology, business communications, and general clerical skills.

Mail Clerks, Except Mail Machine Operators and Postal Service
Prepare incoming and outgoing mail for distribution. Duties include time stamping, opening, reading, sorting, and routing incoming mail; sealing, stamping, and affixing postage to outgoing mail or packages; and keeping necessary records and completed forms.

Medical Secretaries
Perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic or laboratory procedures. Duties include scheduling appointments, billing patients, and compiling and recording medical charts, reports and correspondence. Knowledge of business communications including proper English usage and general clerical skills. The Authorized User may also require the ability to take and transcribe complex medical dictation.

Personnel Recruiter
Seek out, interview, and screen applicants to fill existing and future job openings and promote career opportunities within an organization.

Public Relations Manager/Public Information Officer
Plan and direct public relations programs designed to create and maintain a favorable public image for employer or client; or if engaged in fundraising, plan and direct activities to solicit and maintain funds for special projects and nonprofit organizations. Establish and maintain effective working relationships with government officials and media representatives and use these relationships to develop new business opportunities. Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages. Develop and maintain the company's corporate image and identity, which includes the use of logos and signage. Respond to requests for information about employers' activities or status. Draft speeches for government officials, and arrange interviews and other forms of contact for them. Evaluate advertising and promotion programs for compatibility with public relations efforts.

Receptionists/ Secretaries, Except Legal, Medical, and Executive
Provide administrative support to program areas as well as perform routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, providing information to callers, receiving visitors, and arranging conference calls. Answer inquiries and obtain information for general public, customers, visitors, and other interested parties.

Switchboard Operators, Including Answering Service
Operate telephone business systems equipment or switchboards to relay incoming, outgoing, and interoffice calls. May supply information to callers and record messages.
assess availability of services; serve as consumer advocate; develop and implement discharge plans; and coordinate services with community providers. Advocate to ensure individuals receive appropriate treatment/services, and that their legal and human rights are protected, and promote effective and consistent utilization of services and resources. May be provided by an unlicensed person with a Bachelor’s in Social Work degree, under the supervision of a licensed master social worker (LMSW) or licensed clinical social worker or provided by a New York State LCSW or LCSWs.

**Stock Clerks, Stockroom, Warehouse, or Storage Yard**
Receive, store, and issue materials, equipment, and other items from stockroom, warehouse, or storage yard. Keep records and compile stock reports.
Lot 1 - Geographic Territories

Lot 1 Refers to Office Worker Occupations

The regional map is provided for reference to the changing rates for office worker occupations throughout the State.
Bid Results from Traditional Temporary Office Services Procurement (Not PS)
Hi Colleen,

Please find the bid results for RFQ# AS2-HCR-36 for Administrative Staff Services.

If you have any questions feel free to contact me. Thank you.

Stacey Hancock
Senior Administrative Analyst

New York State Homes & Community Renewal
38-40 State St., Hampton Plaza, Albany, NY 12207

(518)-486-3930 | stacey.hancock@nyshcr.org

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Dear Stacey,

I would like to obtain these bid results to use for comparison pricing in an application to OGS for the approval to do temporary services.

As we are not a competing entity but a preferred source would you be able to share the results with me?

Thank you,
Colleen Franchini
-  

Colleen Franchini
Manager, Administration
Good Afternoon,

Our agency would like to request Temporary Services for (4) **Full Time** Administrative Assistants for at least a two year term. We would need them to be available as of April 1\textsuperscript{st}, 2019. The location will be 25 Beaver Street, New York, NY 10004. Hours may vary. Please see additional information attached.

Please forward any applicable resumes to me for review.

Thank you,

**Stacey Hancock**  
Senior Administrative Analyst  

**New York State Homes & Community Renewal**  
38-40 State St., Hampton Plaza, Albany, NY 12207

(518)-486-3930 | stacey.hancock@nyshcr.org
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Lot: Lot 1 - Office Worker Occupations
Title: Executive Secretaries and Administrative Assistants
# of Positions: 4
Locations: 25 Beaver Street, NY NY 10004

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<td>27.00</td>
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Overtime May Be Required: (Choose One) Yes ☐ No ☑
Part Time: ☐ Full Time: ☑ Travel Required: Yes ☐ No ☐
MWBE Goals: Yes ☐ No ☑ If Yes, Goal % ☑ SDVOB Goals: Yes ☐ No ☑ If Yes, Goals % ☑
ATTACHMENT #12
REQUEST FOR QUOTE
LOTS 1, 4, 5, 7, 8, 9, 10, 11

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| Contractor Name: |
| Contract #PS: |

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Below are additional details pertaining to this RFQ. Note that dates and times entered may be adjusted by the requesting Authorized User.

1) Bill Rate, Overtime Bill Rate (if applicable), and Total Background Check Fees are to be completed by the Contractor.
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Contractor Name:
Contract #PS:

<table>
<thead>
<tr>
<th>Estimated Start Date for Services</th>
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</thead>
<tbody>
<tr>
<td>04/01/2019</td>
<td>03/31/2021</td>
<td>7.5</td>
<td>4</td>
<td>27.09</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Overtime May Be Required: (Choose One) Yes ☐ No ☑
Part Time: ☐ Full Time: ☑ Travel Required: Yes ☐ No ☑
MWBE Goals: Yes ☐ No ☑ If Yes, Goal % ☐ SDVOB Goals: Yes ☐ No ☑ If Yes, Goals %
ATTACHMENT #12
REQUEST FOR QUOTE
LOTS 1, 4, 5, 7, 8, 9, 10, 11

RFQ# AS2-HCR-36
( Agency Use Only)

Instructions for Authorized Users:

Please save this PDF document to your computer and fill out using Adobe Reader. Authorized Users must use the Request for Quote (RFQ) form to obtain temporary personnel under Administrative Services Award #23057, and must send the RFQ to all Contractors in the applicable Lot/Region. Please be sure to include all necessary information related to the title you are requesting within the RFQ. For Lot 11 where a background check is not automatically required the Authorized User should inform the Contractor at this time if one must be performed. Attach additional sheets, with more detailed information, if necessary. All documentation with regard to this RFQ should be kept for the Procurement Record.

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<tr>
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</thead>
<tbody>
<tr>
<td>03/14/2019</td>
<td>03/18/2019</td>
<td>03/19/2019</td>
<td>03/22/2019</td>
</tr>
</tbody>
</table>

Region: Region 7
Lot: Lot 1 - Office Worker Occupations
Title: Executive Secretaries and Administrative Assistants
# of Positions: 4
Locations: 25 Beaver Street, NY NY 10004

Below are additional details pertaining to this RFQ. Note that dates and times entered may be adjusted by the requesting Authorized User.

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</thead>
<tbody>
<tr>
<td>04/01/2019</td>
<td>03/31/2021</td>
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<td>$33</td>
<td>$57</td>
<td>$83</td>
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</table>

Overtime May Be Required: (Choose One) Yes ☐ No ☐

Part Time: ☐ Full Time: ☐ Travel Required: Yes ☐ No ☐

MWBE Goals: Yes ☐ No ☐ If Yes, Goal %

SDVOB Goals: Yes ☐ No ☐ If Yes, Goals%
ATTACHMENT #12
REQUEST FOR QUOTE
LOTS 1, 4, 5, 7, 8, 9, 10, 11

RFQ# AS2-HCR-36
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<td>7.5</td>
<td>4</td>
<td>$38.50</td>
<td>$57.75</td>
<td>$80.00</td>
</tr>
</tbody>
</table>

Overtime May Be Required: (Choose One) Yes ☐ No ☐
Part Time: ☐ Full Time: ☐ Travel Required: Yes ☐ No ☐
MWBE Goals: Yes ☐ No ☐ If Yes, Goal % ☐ SDVOB Goals: Yes ☐ No ☐ If Yes, Goals % ☐
Instructions for Authorized Users:

Please save this PDF document to your computer and fill out using Adobe Reader. Authorized Users must use the Request for Quote (RFQ) form to obtain temporary personnel under Administrative Services Award #23057, and must send the RFQ to all Contractors in the applicable Lot/Region. Please be sure to include all necessary information related to the title you are requesting within the RFQ. For Lot 11 where a background check is not automatically required the Authorized User should inform the Contractor at this time if one must be performed. Attach additional sheets, with more detailed information, if necessary. All documentation with regard to this RFQ should be kept for the Procurement Record.

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<td>$40.50</td>
<td></td>
<td>$56.00</td>
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</table>

Overtime May Be Required: (Choose One) Yes ☐ No ☐

Part Time: ☐ Full Time: ☑ Travel Required: Yes ☐ No ☐

MWBE Goals: Yes ☐ No ☐ If Yes, Goal % ☐ SDVOB Goals: Yes ☐ No ☐ If Yes, Goals % ☐
Clerical Support Services Category Support
(Calculations, File, Fiscal, Legal, Medical)
INVOICE

PLEASE REMIT TO: 
AEROTEK PROFESSIONAL SERVICES 
3689 COLLECTION CTR. DR. 
CHICAGO IL 60693 
UNITED STATES 

Invoice No: OP08628288 
Invoice Date: 04/04/2019 
Period Ending: 03/23/2019 
Payment Terms: Net 15 
Due Date: 04/19/2019 

NATIONAL INDUSTRIES FOR THE BLIND 
ANN WALLING 
3000 POTOMAC AVE 
ALEXANDRIA VA 22314 

INVOICE AMOUNT DUE: USD 1,404.00 

For Billing Inquiries Call Nicholson, Stephanie at 866-562-3463 ext 410/694-5050 E-Mail: snichols@allegisgroup.com

<table>
<thead>
<tr>
<th>Contractor</th>
<th>Date</th>
<th>Type</th>
<th>Qty</th>
<th>Rate</th>
<th>Total</th>
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<tr>
<td>Stephanie</td>
<td>03/23/19</td>
<td>REG</td>
<td>39.00</td>
<td>36.00</td>
<td>1,404.00</td>
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</tbody>
</table>

INVOICE TOTAL AMOUNT DUE: USD 1,404.00
Data Entry and Word Processing Services
Category Support
General Services Administration (GSA)
Federal Supply Service (FSS)
Authorized Federal Supply Schedule Price List

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through GSA Advantage!, a menu-driven database system. The Internet address for GSA Advantage! is https://www.gsaadvantage.gov.

Federal Supply Schedule Group 36:
Office, Imaging, and Document Solutions

Office and Scientific Equipment Center (FCG)

Contract Number: GS-25F-0024L

SIN 51 409  Network, Optical Imaging Systems and Solutions
SIN 51 500  Managed Print Services
SIN 51 505  Document Production Services
SIN 51 506  Document Conversion Services
SIN 51 507  Document Destruction Services
SIN 51 1000 Ancillary Supplies & Services

ILM Corporation of Virginia
1551 Jefferson Davis Hwy, Ste 200
Fredericksburg, VA  22401

Telephone: (540) 898-1406
Fax: (540) 898-3762
E-Mail: ilmgsa@ilmcorp.com
Website: www.ilmcorp.com

Business Size: Small; SBA certified HUBZone small business

Contract Period: April 13, 2001 to April 12, 2021

Current through contract modification PA-0021, dated March 5, 2018.
### CUSTOMER INFORMATION

1. **TABLE OF AWARDED ITEMS**

#### LABOR CATEGORY SERVICES

<table>
<thead>
<tr>
<th>Applicable SIN(s)</th>
<th>ILM Item #</th>
<th>Service Category (Job Title/Task)</th>
<th>Unit of Issue</th>
<th>GSA Price (excluding IFF)</th>
<th>IFF (GSA's Industrial Funding Fee)</th>
<th>GSA Price (including IFF)</th>
</tr>
</thead>
<tbody>
<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>PGM1</td>
<td>Program Manager</td>
<td>hourly rate</td>
<td>$126.10</td>
<td>0.75%</td>
<td>$127.05</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>PRJ1</td>
<td>Project Manager</td>
<td>hourly rate</td>
<td>$116.40</td>
<td>0.75%</td>
<td>$117.27</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>SAN1</td>
<td>Computer Systems Analyst I</td>
<td>hourly rate</td>
<td>$72.75</td>
<td>0.75%</td>
<td>$73.30</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>SAN2</td>
<td>Computer Systems Analyst II</td>
<td>hourly rate</td>
<td>$77.60</td>
<td>0.75%</td>
<td>$78.18</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>SAN3</td>
<td>Computer Systems Analyst III</td>
<td>hourly rate</td>
<td>$92.15</td>
<td>0.75%</td>
<td>$92.84</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>PRG1</td>
<td>Programmer I</td>
<td>hourly rate</td>
<td>$63.05</td>
<td>0.75%</td>
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<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>PRG2</td>
<td>Programmer II</td>
<td>hourly rate</td>
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<td>0.75%</td>
<td>$73.30</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>PRG3</td>
<td>Programmer III</td>
<td>hourly rate</td>
<td>$82.45</td>
<td>0.75%</td>
<td>$83.07</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>DBM1</td>
<td>Database Manager I</td>
<td>hourly rate</td>
<td>$67.90</td>
<td>0.75%</td>
<td>$68.41</td>
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<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>DBM2</td>
<td>Database Manager II</td>
<td>hourly rate</td>
<td>$79.54</td>
<td>0.75%</td>
<td>$80.14</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>SAP1</td>
<td>Senior Applications Developer</td>
<td>hourly rate</td>
<td>$123.19</td>
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<td>$124.11</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>IMG1</td>
<td>Imaging Design / System Engineer</td>
<td>hourly rate</td>
<td>$123.19</td>
<td>0.75%</td>
<td>$124.11</td>
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<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>LGM1</td>
<td>Logistics Manager</td>
<td>hourly rate</td>
<td>$38.80</td>
<td>0.75%</td>
<td>$39.09</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>DPP1</td>
<td>Document Preparation Clerk I</td>
<td>hourly rate</td>
<td>$28.13</td>
<td>0.75%</td>
<td>$28.34</td>
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<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>GCL1</td>
<td>General Clerk I</td>
<td>hourly rate</td>
<td>$26.19</td>
<td>0.75%</td>
<td>$26.39</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>GCL2</td>
<td>General Clerk II / Doc Prep Clerk II</td>
<td>hourly rate</td>
<td>$30.07</td>
<td>0.75%</td>
<td>$30.30</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>GCL3</td>
<td>General Clerk III / Doc Prep Specialist</td>
<td>hourly rate</td>
<td>$32.98</td>
<td>0.75%</td>
<td>$33.23</td>
</tr>
</tbody>
</table>
### Applicable SIN(s) | ILM Item # | Service Category (Job Title/Task) | Unit of Issue | GSA Price (excluding IFF) | IFF (GSA's Industrial Funding Fee) | GSA Price (including IFF) |
<table>
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<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>SCP1</td>
<td>Document Processing I / Scanning Operator</td>
<td>hourly rate</td>
<td>$31.04</td>
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<td>$31.27</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>SCP2</td>
<td>Document Processing II / Scanning Specialist</td>
<td>hourly rate</td>
<td>$40.74</td>
<td>0.75%</td>
<td>$41.05</td>
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<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>DEX1</td>
<td>Data Entry / Indexing Technician I</td>
<td>hourly rate</td>
<td>$31.04</td>
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<td>$31.27</td>
</tr>
<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>DEX2</td>
<td>Data Entry / Indexing Technician II</td>
<td>hourly rate</td>
<td>$38.80</td>
<td>0.75%</td>
<td>$39.09</td>
</tr>
<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>QAS1</td>
<td>Quality Assurance Specialist I</td>
<td>hourly rate</td>
<td>$47.53</td>
<td>0.75%</td>
<td>$47.89</td>
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<tr>
<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>QAS2</td>
<td>Quality Assurance Specialist II</td>
<td>hourly rate</td>
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<td>51 409 - 51 500 - 51 505 - 51 506</td>
<td>DRV1</td>
<td>Driver / Messenger / Courier</td>
<td>hourly rate</td>
<td>$33.95</td>
<td>0.75%</td>
<td>$34.20</td>
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</tbody>
</table>

Labor category descriptions located at the end of this document.

**SERVICES PROVIDED ON A PER UNIT BASIS:**
for SIN 51-506  Document Conversion Services (DCS) only

<table>
<thead>
<tr>
<th>SIN</th>
<th>ITEM#</th>
<th>Item Description</th>
<th>Unit of Issue</th>
<th>GSA UNIT PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>51 506</td>
<td>DPH1</td>
<td>Basic</td>
<td>Per page</td>
<td>included</td>
</tr>
<tr>
<td>51 506</td>
<td>SCN1</td>
<td>paper to TIFF file, under 150,000 pages</td>
<td>Per page</td>
<td>$0.1200</td>
</tr>
<tr>
<td>51 506</td>
<td>SCN2</td>
<td>paper to TIFF file, 150,000 pages or more</td>
<td>Per page</td>
<td>$0.1176</td>
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<tr>
<td>51 506</td>
<td>SCN3</td>
<td>16mm microfilm to TIFF file</td>
<td>Per page</td>
<td>$0.0588</td>
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<tr>
<td>51 506</td>
<td>IDX1</td>
<td>Standard indexing</td>
<td>Each index</td>
<td>included</td>
</tr>
<tr>
<td>51 506</td>
<td>IDX2</td>
<td>Additional indexing</td>
<td>Each index</td>
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<tr>
<td>51 506</td>
<td>PDF1</td>
<td>8.5 x 11 paper to PDF image only</td>
<td>Per page</td>
<td>$0.1372</td>
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<tr>
<td>51 506</td>
<td>PDF2</td>
<td>8.5 x 11 paper to PDF plus edited text</td>
<td>Per page</td>
<td>$1.9110</td>
</tr>
</tbody>
</table>
GENERAL SERVICES ADMINISTRATION

Federal Supply Service

Authorized Federal Supply Schedule Price List

(Pricelist current through Modification # PS-0021, dated November 12, 2013)

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Office, Imaging and Document Solutions

FSC Group 36

Contract number: GS-03F-0015V

Contract period: November 20, 2008 through November 19, 2018

Xerox Federal Solutions, LLC
8260 Willow Oaks Corporate Drive
Fairfax, VA 22031
Attention: Charlene Baptiste
Office Phone 703-891-8764
FAX: 703-891-8801
www.xerox.com

Business Size: Large

Prices Shown Herein are Net (discount deducted)

For more information on ordering from Federal Supply Schedules click on the FSS Schedules button at www.fss.gsa.gov
SIN 51-504 Service Descriptions and Pricing

**Color Scanning (per page)**  
GSA Price → $0.1547

Scanning as color or 256 grayscale for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

**Data Entry (per 1000 characters)**  
GSA Price → $4.95

Price is per 1,000 output characters. Price quoted to the requesting agency may be stated in terms of a per document price, based on the character pricing contained herein. Price guarantees 99% field accuracy and 72 hour turnaround. Material to be collected is located in a consistent location within the document and assumes legible hand printed or typewritten text. Capture of data does not require extensive analysis. Staff will enter items as represented on the source form. Entry methodology is single pass at an assumed minimum throughput of 6000 characters per hour. The captured data is delivered in a delimited ASCII format.

**FAX Receipt (per image)**  
GSA Price → $0.0412

Inbound receipt of faxed documents to be systematically incorporated into workflow for subsequent indexing, data capture, or conversion to archival image format.

**Imaging / Scanning (per image)**  
GSA Price → $0.0577

Scanning as bitonal (black and white) for documents up to 8.5" by 14" up to 300 dpi. Images will be formatted in a Group IV TIFF or PDF format as generated during the scanning process or as defined by the Customer's requirements. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Prices assume documents in scan-read condition. Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.

**Imaging / Scanning – Large Images (per image)**  
GSA Price → $0.9795

Bitonal (black and white) scanning for documents in excess of 8.5" by 14" up to 300 dpi. Images will be created in TIFF Group IV format. Rates include systematic image enhancement (e.g., skew, cropping, and cleanup (contrast, noise, despeckle). Rates may be impacted by condition, quality, and characteristics of the source materials. Price stated is per image i.e., a document requiring imaging of both front and back side will count as two images.
Administrative, Secretarial and Telephone Services
Category Support
## Bill to:

ABVI GOODWILL  
ATTN: ACCOUNTS PAYABLE  
422 SOUTH CLINTON AVE  
ROCHESTER NY 14620-0000

## Job Site:

ABVI GOODWILL  
546 SOUTH CLINTON AVE  
ROCHESTER NY 14620-0000

<table>
<thead>
<tr>
<th>Date</th>
<th>Timecard</th>
<th>Employee</th>
<th>Description</th>
<th>Hours</th>
<th>Rate</th>
<th>Amount</th>
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<tbody>
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<td>2848664</td>
<td></td>
<td>CLERICAL REG</td>
<td>40.00</td>
<td>22.58</td>
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<td></td>
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<td>SUB TOTAL</td>
<td></td>
<td></td>
<td>903.20</td>
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</tbody>
</table>

REG HOURS: 40.00  DBL HOURS:  

AMOUNT DUE: $903.20

---

PLEASE RETURN THIS PORTION FOR PROPER CREDIT

<table>
<thead>
<tr>
<th>Customer Number</th>
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<td>075/1004-003</td>
<td>4/02/19</td>
<td>063844</td>
<td>903.20</td>
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PLEASE REMIT TO:

Nesco Resource  
PO BOX 901372  
Cleveland, OH 44190-1372

FOR QUESTIONS ABOUT THIS INVOICE PLEASE CALL (585) 865-0780

TERMS: Total amount due upon receipt. Accounts 30 days past due subject to interest of 1 1/2% per month (18% annual rate). If referred to attorney for collection customer shall pay reasonable attorney fees and court costs.
Human Resource Support Services
Category Support
**Personal & Confidential**
Ann Walling
NATIONAL INDUSTRIES FOR THE BLIND
1310 Braddock Place
Alexandria VA 22314

---

**Accountemps**
A Robert Half Company

Page: 1
Invoice Date: 04/08/2019
Invoice Number: 53174100
Customer Number: 001910367
Fed Tax ID: 94-1648752

---

**Labor Invoice – DUE UPON RECEIPT**

Please Remit To:
Accountemps
12400 COLLECTIONS CENTER DRIVE
CHICAGO IL 60693

Pay Online: [https://www.roberthalf.com/pay](https://www.roberthalf.com/pay)

---

<table>
<thead>
<tr>
<th>Line</th>
<th>Employee Name</th>
<th>Wk End Dt</th>
<th>&quot;Report-To&quot; Supervisor</th>
<th>Qty</th>
<th>UOM</th>
<th>Bill Rate</th>
<th>Amount</th>
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<tbody>
<tr>
<td>1</td>
<td>Marie</td>
<td>04/05/2019</td>
<td>Laney, Carrie</td>
<td>21.00</td>
<td>HRS REG</td>
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<td>$ 907.20</td>
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Subtotal for Week-Ended: 04/05/2019

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<th>Bill Rate</th>
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<tbody>
<tr>
<td>21.00</td>
<td>HRS</td>
<td>$ 43.20</td>
<td>$ 907.20</td>
</tr>
</tbody>
</table>

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Invoice Subtotal:

$ 907.20

TOTAL AMOUNT DUE:

$ 907.20

---

We provide more timely and accurate information to the business community by sharing our accounts receivable information with National Credit Reporting Agencies.

Any questions regarding this invoice, please call or email:
(800) 533-8435 / inquiries.bos@roberthalf.com

For qualified temporary accounting and finance professionals please call:
(800) 603-8367

Please detach and return this remittance stub with your payment.

Thank you for choosing Accountemps!

---

Accountemps
12400 COLLECTIONS CENTER DRIVE
CHICAGO IL 60693

---

<table>
<thead>
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<th>Invoice Number</th>
<th>Total Amount</th>
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<tbody>
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<td>0000001910367</td>
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</tbody>
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0000000191036753174100000907201
Executive, Legal, and Medical Secretarial Services

Please note bid results could also be in the categories of Clerical and Administrative/Secretary
August 9, 2019

Colleen Franchini, Manager
NYSPSP
136 State Street, Second Floor
Albany, New York 12207

Ms. Franchini:

This letter is in response to your Freedom of Information Law (FOIL) request dated July 16, 2019 and received by the New York State Office of Victim Services (OVS or Office) on the same date for information related to:

... invoices for the payments made to FUSCO Personnel for under this contract (contract number 3433).

Enclosed, please find the records related to your request.

Sincerely,

[Signature]

John Watson
General Counsel
See below.

John Watson  
General Counsel  
New York State Office of Victim Services  
Alfred E. Smith State Office Building  
80 South Swan Street, 2nd Floor  
Albany, New York 12210-8002  
(518) 457-8066 | john.watson@ovs.ny.gov  
www.ovs.ny.gov

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Subject: Fusco  
The title of the position for the Invoices provided to you is Legal Secretary. This falls within Lot 1 – Office Worker Occupations on the Administrative Services Award #23057.

Lori J. Oliver  
Contract Management Specialist 1  
New York State Office of Victim Services  
Alfred E. Smith State Office Building  
80 South Swan Street, 2nd Floor  
Albany, New York 12210-8002  
(518) 457-8471 | lori.oliver@ovs.ny.gov
SOLD TO:
NYS OFFICE OF VICTIM SERVICES
CVS01400 AE SMITH BUILDING
OFFICE OF VICTIM SERVICES FL 2
ALBANY, NY 12210-8002

<table>
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<tr>
<td>W/E 4-01-18</td>
<td>19.50</td>
<td>282.75</td>
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VENDOR#1000007170

TOTAL: 282.75
SOLD TO:
NYS OFFICE OF VICTIM SERVICES
OVS01400 AE SMITH BUILDING
OFFICE OF VICTIM SERVICES FL 2
ALBANY, NY 12210-8002

CUSTOMER ID | PURCHASE ORDER | PAYMENT TERMS | PAGE
-------------|---------------|---------------|-------
NYS OFFICE OF VICTIMOVS01-000004946 | | PAY 10 Days | 4/15/16

<table>
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<tr>
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<tbody>
<tr>
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<td>BACKGROUND CHECK FEE</td>
<td>148.00</td>
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OKAY TO PAY – 04/18/2018 INV #79685
DATED 04/05/2018 VENDOR # 1000007170
APPLY $ 148.00 TO P.O. #OVS01-000004946
CONTRACT #0000000000000000000000034333 LINE # 3

TOTAL 148.00
August 20, 2020

Colleen Franchini
NYSPSP
136 State Street, 2nd Floor
Albany, NY 12207

FOIL #: 19-10-168

Dear Ms. Franchini:

This letter responds to your Freedom of Information Law (FOIL) request of October 10, 2019, in which you requested:

[R]ate sheets or invoices with billable rates for the following categories of employment:

1. Clerical Support Services (Calculations, File, Fiscal, Legal, Medical)
2. Data Entry and Word Processing Services
3. Administrative, Secretarial and Telephone Services
4. Human Resource Support Services
5. Executive, Legal, and Medical Secretarial Services on the above mentioned Temporary Services Contract under contract PS67878 Beatty’s Services INC.

Please provide invoices or purchase orders with temporary office worker title and associated pay rates from 2016-present.

I have enclosed documents responsive to your request. Certain information contained in these records has been redacted pursuant to New York State Public Officers Law §87(2)(b), because disclosure “would constitute an unwarranted invasion of personal privacy.”

Should you feel that you have been unlawfully denied access to records, you may appeal such denial in writing within 30 days to the Records Access Appeals Officer, Division of Legal Affairs, Empire State Plaza, 2438 Corning Tower, Albany, New York 12237-0026.
If you require additional information or wish to discuss this matter further, please do not hesitate to contact me at (518) 474-8734.

Sincerely,

Rosemarie Hewig
Rosemarie Hewig, Esq.
Records Access Officer

RH/dt
Beatty's Services Inc  
100 Allen Street  
Hackensack, NJ 07601  
(800)878-9658  
memployment@beattys2.com

**INVOICE**

**BILL TO**
NYS Dept of Health - Albany  
Riverview Center  
150 Broadway  
Suite 355  
Albany, NY 12204

**INVOICE #** 1110-994  
**DATE** 02/04/2018  
**DUE DATE** 03/06/2018  
**TERMS** Net 30

**ACTIVITY**  
QuilEssence Price  
Executive Secretaries and Administrative Assistants - 1/29 - 2/4  
QuilEssence Price  
Executive Secretaries and Administrative Assistants - 2/5 - 2/11

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<td>#29845</td>
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**BALANCE DUE**  
$822.64

Unit 34503109  
approved by:  
Stephanie Kedzior  
3/5/18

**RECEIVED**

MAR 05 2018

Office of Professional Conduct
INVOICE

BILL TO
NYS Dept of Health - Albany
Riverview Center
150 Broadway
Suite 355
Albany, NY 12204

INVOICE # 1110-995
DATE 03/14/2018
DUE DATE 04/13/2018
TERMS Net 30

<table>
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<tr>
<td>QuiEssence Price</td>
<td>29.25</td>
<td>15.82</td>
<td>462.74</td>
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</table>

Executive Secretaries and Administrative Assistants Wk 03/05/18-03/11/18

BALANCE DUE $462.74
Beatty's Services, Inc.
800-878-9658, opt 1

INVOICE 1110-995 DETAILS

DUE 04/13/2018

$462.74

Bill to
NYS Dept of Health - Albany
Riverview Center
150 Broadway
Suite 355
Albany, NY 12204

Terms
Net 30

QuiEssence Price

Executive Secretaries and Administrative Assistants Wk 03/05/18-03/11/18

29.25 X $15.82

Balance due $462.74
Suite 355
Albany, NY 12204

Terms: Net 30

QuiEssence Price: $593.25

Executive Secretaries and Administrative Assistants (wk of 03/19/18-03/25/18)
37.50 x $15.82

Balance due: $593.25

Review and pay
Beatty's Services Inc
100 Allen Street Hackensack, NJ 07601
(800)878-9658 memployment@beattys2.com

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Beatty's Services Inc  
100 Allen Street  
Hackensack, NJ 07601  
(800)878-9658  
memployment@beattys2.com

**INVOICE**

**BILL TO**
NYS Dept of Health - Albany  
Riverview Center  
150 Broadway  
Suite 355  
Albany, NY 12204

<table>
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<td>15.82</td>
<td>593.25</td>
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**BALANCE DUE**

$593.25
# INVOICE

**BILL TO**

NYS Dept of Health - Albany  
Riverview Center  
150 Broadway  
Suite 355  
Albany, NY 12204

---

**INVOICE #** 1110-997  
**DATE** 04/01/2018  
**DUE DATE** 05/01/2018  
**TERMS** Net 30

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| QuiEssence Price  
Executive Secretaries and Administrative Assistants (wk of 3/26/18-4/1/18) | 33.75 | 15.82 | 533.93 |

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**BALANCE DUE**  
$533.93
# Beatty's Services

## Timesheet - Timecard

**Date Range:** 3/25/2018 - 3/31/2018

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**Total:** 33.75

---

**Approval:** [Signature]

3/30/18
## Purchase Order

### Department of Health
Corning Tower, Empire State Plaza
Albany NY 12237
United States

**Supplier:** BEATTYS SERVICES INC
12000 LAKESHORE DR 7B
OAKLAND CA 94606

**NYS Location Name:** MAINEPAY
**NYS Location Description:** MAINEPAY
**NYS Contract ID:** PS67878

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- **Contract ID:** 0000000000000000034280
- **Version:** 1
- **Purchase Order Not to Exceed 24 Months per RFQ***

### Schedule Total

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**Email invoices to AccountsPayable@ogs.ny.gov or mail to 1220 Washington Ave, Building 5, 5th floor, Albany, NY 12226. Invoices should include the following: Your NYS vendor identification number, Invoice Number, Invoice date, Valid purchase order number, Name of NYS Agency indicated on the purchase order, Agency unit id listed on the first line of the purchase order, if applicable, and line item details that match the purchase order line item details. Please be advised that incomplete invoices may be returned to the vendor for updating. For additional information on invoice submission visit our website: https://bsc.ogs.ny.gov/content/vendor-information**

---

**Unauthorized**