



CORPORATE OFFICES:

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November 6, 2025

Mr. Dhanraj Singh, Chief Procurement Officer
NYS Office of General Services
Procurement Services
38th Floor – Corning Tower
Empire State Plaza
Albany, NY 12242

Re: Conditions for Approval – NYSID-2490-C Recycled 8.5" x 11" White Copy Paper-100% Post-Consumer Recycled Content Item #E5547-Zone-123

Dear Mr. Singh:

OGS conditionally approved 8.5" x 11" White Copy Paper (100% Recycled Content) for Zone 123 in its NYSID-2490-C Approval letter dated October 16, 2024. As part of this approval, NYSID must provide a sales report to the Procurement Council to demonstrate that sales have not been made to non-approved zones for the next four meetings following the approval.

Attached is the NYSID Copy Paper sales report for August 8, 2025 through October 31, 2025, as required by the NYS Procurement Council's conditional approval.

The report identifies one order mistakenly shipped to Zone 4. The purchase order (CFS01-0000086098) from the Office of Children & Family Services listed Broome County (Zone 2), which the customer included on their purchase order. The inconsistency was not identified during approval because the NYSID approver believed the information had been verified by the initial approver. A copy of the customer's purchase order is attached for reference.

To prevent recurrence, NYSID now requires both initial and secondary approvers to each verify that the county on the purchase order matches the authorized shipping zone before fulfillment.

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

Sincerely,

A handwritten signature in black ink that reads "Sarah J. DeVoe".

Sarah DeVoe
Chief Compliance Officer