



# Contract Award Notification

<b>Title</b>	: <b>Group 73003 – Administrative Services – Temporary Personnel (Statewide)</b> <b>Classification Code(s): 72, 80, 85</b>
<b>Award Number</b>	: <a href="#">23246</a> (Replaces Award 23057)
<b>Contract Period</b>	: <b>October 25, 2022 – October 26, 2027</b>
<b>Bid Opening Date</b>	: <b>January 5, 2022</b>
<b>Date of Issue</b>	: <b>October 25, 2022</b>
<b>Specification Reference</b>	: <b>As Incorporated In The Solicitation</b>
<b>Contractor Information</b>	: <b>Appears on Page 2 of this Award</b>

### Address Inquiries To:

State Agencies & Vendors	Political Subdivisions & Others
<b>Name</b> : Alyssa Nolte <b>Title</b> : Contract Management Specialist I <b>Phone</b> : 518- 473-1863 <b>E-mail</b> : <a href="mailto:Alyssa.Nolte@ogs.ny.gov">Alyssa.Nolte@ogs.ny.gov</a>	<b>Procurement Services</b> <b>Customer Services</b>  <b>Phone</b> : 518-474-6717 <b>E-mail</b> : <a href="mailto:customer.services@ogs.ny.gov">customer.services@ogs.ny.gov</a>

**Procurement Services values your input.  
Complete and return "Contract Performance Report" at end of document.**

### Description

The Statewide Backdrop Contracts are to provide Administrative Services (Temporary Personnel), grouped into various Lots and Regions, to be used by Authorized Users of NYS OGS Centralized Contracts. The variety of occupations include: healthcare and office professionals; technical and management occupations; clerical occupations; service occupations; agricultural and related occupations; building construction trade work occupations.

This Award has 0 % MBE, 0 % WBE and 4 % SDVOB goal requirements.

PR # 23246 \_\_\_\_\_

(continued)

**NOTE:** See individual contract items to determine actual awardees.

<u>LOT PARTICIPATION</u>	<u>CONTRACT #</u>	<u>CONTRACTOR &amp; ADDRESS</u>	<u>TELEPHONE #</u>	<u>FED.IDENT.# / NYS VENDOR#</u>
Lot 1, 4, 5, 6, 7, 9 and 10	PS69601	<b>22nd Century Technologies, Inc.</b> 220 Davidson Avenue, Suite 118 Somerset, NJ 08873	703-286-7655	Federal ID 22-3502121 Vendor ID 1000020035
Lot 3	PS69602 SB	<b>ADL Transcription Services, Inc. d/b/a (A)AADL Transcription Services</b> 24 Crossway Drive Deer Park, NY 11729	631-277-7900	Federal ID 27-3402619 Vendor ID 1100020345
Lot 3	PS69603	<b>ANP Reporting d/b/a ANP Transcriptions</b> 135 W. Morehead Street, Unit 11 Charlotte, NC. 28202	845-893-2859 Toll Free: 877-797-7047	Federal ID 20-0813627 Vendor ID 1000029867
Lot 6, 7 and 9	PS69605	<b>Aya Healthcare, Inc.</b> 5930 Cornerstone Court West Suite 300 San Diego, CA 92121	858-461-6475	Federal ID 27-0738500 Vendor ID 1100084033
Lot 1, 4, 5, 7 and 10	PS69606 SB MBE WBE	<b>Beatty's Services, Inc.</b> 100 Allen Street Hackensack, NJ 07601	800-878-9658, x3	Federal ID 13-3694247 Vendor ID 1000001340
LOT 1	PS69877	<b>Careers In Nonprofits, Inc. D/B/A Professionals for Nonprofits</b> 515 Madison Avenue New York, NY 10022	212-546-9091	Federal ID 20-5360534 Vendor ID 1100281595
Lot 7	PS69607	<b>Careline Services, Inc.</b> 347 Fifth Avenue Suite 1402 New York, NY 10016	212-686-8881	Federal ID 20-0828088 Vendor ID 1000033613
Lot 10	PS69608 MBE WBE	<b>Cedar Park Group Inc.</b> 2 Lawson Ave Suite 11 East Rockaway, NY 11518	516-559-7002 x103 Toll Free: 877-423-7727	Federal ID 82-3343509 Vendor ID 1100247796
Lot 5, 7 and 8	PS69609	<b>Cell Staff, LLC</b> 1715 N West Shore Blvd Suite 525 Tampa, FL 33607	855-561-1715	Federal ID 46-4652038 Vendor ID 1100148072
Lot 7	PS696010	<b>Clover Health Services LLC</b> 75 South Broadway, FL 4 White Plains, NY 10601	914-293-5001 x404 Toll Free: 800-579-8807	Federal ID 81-1510545 Vendor ID 1100201261

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Lot 1 and 5	PS69611 MBE	<b>COGENT Infotech Corporation</b> 200 Vesey Street New York, NY 10281	214-616-0300	Federal ID 32-0083904  Vendor ID 1100188253
Lot 10	PS69612	<b>Construction Force Services, Inc.</b> 260 West Sunrise Hwy Suite 303 Valley Stream, NY 11581	718-762-6333 x108 Toll Free- 800-566-3350	Federal ID 11-3512427  Vendor ID 1000000761
Lot 6 and 7	PS69613	<b>Cynet Health Inc.</b> 21000 Atlantic Blvd #700 Sterling, VA 20166	571-442-1007 Toll Free: 1-855-50-CYNET	Federal ID 81-1318967  Vendor ID 1100188873
Lot 1, 4 and 5	PS69614	<b>Cynet Systems Inc.</b> 21000 Atlantic Blvd #700 Sterling, VA 20166	571-442-1007 Toll Free: 1-855-50-CYNET	Federal ID 27-3776771  Vendor ID 1100175413
Lot 1 and 5	PS69615 MBE	<b>Datrose Inc.</b> 660 Basket Road Webster, NY 14580	585-217-0240	Federal ID 16-1078966  Vendor ID 1000049533
Lot 2	PS69616 WBE SB	<b>DePaolo Crosby Reporting Services, Inc.</b> 135 Delaware Avenue Suite 301 Buffalo, NY 14202	716-853-5544	Federal ID 16-1117877  Vendor ID 1000007776
Lot 1, 6, 7 and 10	PS69617 SB MBE WBE	<b>Dominion Temps, Inc.</b> 445 Broadhollow Rd Suite 25 Melville, NY 11747	516-524-5030 631-881-0883	Federal ID 37-1503450  Vendor ID 1100021251
Lot 1, 5 and 6	PS69618 MBE WBE	<b>Donia LLC</b> 231 Norman Avenue Suite 110 Brooklyn, NY 11222	646-793-9281	Federal ID 20-4092423  Vendor ID 1000057358
Lot 5, 6 and 7	PS69620 SDVOB	<b>EGA Associates, LLC</b> 3445 Vaux Street Suite 200 Philadelphia, PA 19129-1436	757-708-0601	Federal ID 46-1363215  Vendor ID 1100233450
Lot 2 and 3	PS69621	<b>eScribers, LLC</b> 7227 North 16th Street Suite 207 Phoenix, AZ 85020	602-883-8736 Toll Free: 800-257-0885 x 300	Federal ID 20-3656767  Vendor ID 1100023600
Lot 1, 4, 5, 6 and 7	PS69622 SB	<b>Essey Group, LLC d/b/a The TemPositions Group of Companies</b> 622 Third Avenue, 39th Floor New York, NY 10017	212-916-0894	Federal ID 45-4345945  Vendor ID 1100265710

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Lot 1, 5 and 7	PS69623	<b>Ethan Allen Personnel Group, Inc.</b> <b>d/b/a Ethan Allen Staffing</b> 59 Academy Street Poughkeepsie, NY 12603	845-471-9667 Toll Free: 800-472-8367	Federal ID 14-1832553 Vendor ID 1100001659
Lot 7	PS69625	<b>FlexRN, Inc.</b> 1320 Central Park Blvd. Suite 408 Fredericksburg, VA 22407	703-929-4048 Toll Free: 866-781-0726	Federal ID 86-3251014 Vendor ID 1100270637
Lot 1, 5 and 7	PS69626 WBE, SB	<b>Fusco Personnel, Inc.</b> 4 Executive Park Drive Albany, NY 12203	518-869-6100 Toll Free: 1-800-343-FUSCO	Federal ID 14-1771046 Vendor ID 1000007170
Lot 1 and 5	PS69627 SB	<b>Garnet River LLC</b> 60 Railroad Place Suite 501 Saratoga Springs, NY 12866	518-275-4800 x 8073	Federal ID 14-1824592 Vendor ID 1000001905
Lot 3	PS69628	<b>Geneva Worldwide, Inc.</b> 228 Park Ave S, PMB 27669 New York, NY 10003	212-255-8400 x166	Federal ID 13-3897160 Vendor ID 1000001361
Lot 1, 4 and 5	PS69630	<b>Guidesoft, Inc. d/b/a Knowledge Services</b> 9800 Crosspoint Boulevard Indianapolis, IN 46256	317-806-6162	Federal ID 35-1934449 Vendor ID 1100017721
Lot 1, 4 and 5	PS69631 SDVOB	<b>HEPCO Inc.</b> 160 PEHLE Avenue Suite 202 Saddle Brook, NJ 07663-0400	201-843-4400	Federal ID 22-3202982 Vendor ID 1000057453
Lot 1, 5, 6 and 7	PS69632	<b>Horizon Healthcare Staffing</b> 20 Jerusalem Ave Hicksville, NY 11801	516-326-2020 x413	Federal ID 11-3130244 Vendor ID 1100000783
Lot 1, 4 and 5	PS69634 MBE SB	<b>IIT, Inc.</b> 7 Summerwind Dr Glen Head, NY 11545	631-254-8600 x 503 Toll Free: 888-448-1292 x503	Federal ID 11-3243959 Vendor ID 1000012173
Lot 1, 4, 5, 6, 7, 8, 9 and 10	PS69635	<b>Industrial Staffing Services, Inc. d/b/a Equiliem</b> 25 Kennedy Blvd Suite 200 East Brunswick, NJ 08816	646-652-0985 Toll Free: 888-238-6050	Federal ID 20-0499856 Vendor ID 1100017561
Lot 1, 4, 5, 6 and 7	PS69636 MBE	<b>Infojini, Inc.</b> 295 Pierson Ave, Suite 104 Edison, NJ 08837	443-257-0086 Toll Free: 866-236-0085	Federal ID 20-4624920 Vendor ID 1100023638

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Lot 1, 4, 5, 6, 7, 8 and 9	PS69637	<b>InGenesis, Inc.</b> 10231 Kotzebue Street San Antonio, TX 78217	210-366-0033 Toll Free: 1-866-448-0033	Federal ID 74-2963430 Vendor ID 1100265712
Lot 1	PS69638 MBE SB	<b>Innovoe Consulting LLC</b> 1345 Avenue of the Americas, 2 <sup>nd</sup> Floor New York, NY 10105	646-740-8074	Federal ID 46-5767661 Vendor ID 1100219563
Lot 5	PS69639	<b>Innoza Tech LLC</b> 310 Larson Rd North Brunswick, NJ 08902	848-213-2380	Federal ID 47-2637904 Vendor ID 1100242782
Lot 1, 4 and 5	PS69640 WBE	<b>Integrated Staffing Corporation</b> 463 Maple Ave Saratoga Springs, NY 12866	518-934-3931 Toll Free: 833-799-1464	Federal ID 27-0160903 Vendor ID 1100188991
Lot 1, 4 and 5	PS69641	<b>IOS Acquisitions, LLC</b> 555 Madison Ave 5 <sup>th</sup> Floor New York, NY 10022	212-430-1703 Toll Free: 917-991-3075	Federal ID 47-3378693 Vendor ID 1100167972
Lot 1 and 5	PS69642	<b>Jennifer Temps, Inc.</b> 80 Maiden Lane Suite 1402 New York, NY 10038	212-964-8367 / 917-270-0159 Toll Free: 866-427-1352	Federal ID 13-3676804 Vendor ID 1000001334
Lot 10	PS69643 WBE	<b>Kasselman Electric Co. Inc.</b> 279 Broadway Suite 1 Menands, NY 12204	518-465-4795	Federal ID 14-1504270 Vendor ID 1000001638
Lot 1, 4 and 5	PS69644	<b>Kelly Services Inc.</b> 999 West Big Beaver Road Troy, MI 48371	518-489-6060	Federal ID 38-1510762 Vendor ID 1000004844
Lot 1, 4, 5 and 6	PS69645 WBE	<b>Knowledge Builders Inc.</b> 1977 Western Avenue Suite 1 Albany, New York 12203	518-810-7478 Toll Free: 855-518-4189	Federal ID 20-3057365 Vendor ID 1000016660
Lot 1, 4, 5, 6, 7 and 10	PS69646	<b>LanceSoft, Inc.</b> 13454 Sunrise Valley Drive Suite 120 Herndon, VA 20171	678-865-7671	Federal ID 54-1974095 Vendor ID 1100126369
Lot 5, 6, 7, 8 and 9	PS69647	<b>Maxim Healthcare Staffing Services, Inc.</b> 7227 Lee Deforest Drive Columbia, MD 21046	410-910-1553	Federal ID 83-2976157 Vendor ID 1100271020
Lot 1, 4, 5 and 7	PS69648	<b>Mindlance Inc.</b> 1095 Morris Avenue Unit 101A Union, NJ 07083	201-645-9936 Toll Free: 877-965-2623	Federal ID 22-3688948 Vendor ID 1100181586

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Lot 1, 4, 5, 6, 7 and 9	PS69649	<b>MoxieIT Solutions Inc.</b> 44025 Pipeline Plaza Suite 110 Ashburn, VA 20147	703-349-1777	Federal ID 27-1761939  Vendor ID 1100268336
Lot 5, 6, 7 and 9	PS69650	<b>MSI Systems Corp. d/b/a Medical Search International</b> 23 Vreeland Road Suite 210 Florham Park, NJ 07932	973-301-2100 / 862-251-0243 Toll Free 866- 633-5665	Federal ID 02-0621776  Vendor ID 1000046926
Lot 1, 4	PS69651 MBE	<b>National Disaster Recovery Technical Assistance Consultants, Inc.</b> 59 Court St. Suite 202 Binghamton, NY 13901	607-321-1088	Federal ID 26-3561133  Vendor ID 1000019786
Lot 1, 4, 5, 6, 7, 8 and 9	PS69652 MBE WBE	<b>New Wave People, Inc.</b> 100 Horizon Blvd. Hamilton, NJ 08691	732-786-9070 Toll Free: 888- 543-6043	Federal ID 22-3736182  Vendor ID 1000008869
Lot 1, 4 and 5	PS69653 MBE	<b>Nexus Staffing, Inc.</b> 99 Tulip Ave Suite 105 Floral Park, NY 11001	516-216-5860	Federal ID 20-2322144  Vendor ID 1000057332
Lot 1, 5, 6, 7 and 8	PS69654	<b>Noor Associates, Inc.</b> 622 Third Ave, 7 <sup>th</sup> Floor New York, NY 10017	347-292-4750	Federal ID 20-3236508  Vendor ID 1100158622
Lot 1	PS69655	<b>Numa Management Associates, LLC</b> 10015 Old Columbia Road. Suite B-215 Columbia, MD 21046	240-242-5650	Federal ID 47-4572480  Vendor ID 1100268074
Lot 1, 4, 5 and 7	PS69656 MBE WBE	<b>Penda Aiken, Inc.</b> 330 Livingston Street, 2 <sup>nd</sup> Floor Brooklyn, NY 11217	718-643-4880 x116	Federal ID 11-2986907  Vendor ID 1000000641
Lot 7	PS69657 SB	<b>Pinnacle Travel Staffing LLC</b> 2620 Grand Island Blvd Grand Island, NY 14072	716-775-9452	Federal ID 82-1042954  Vendor ID 1100187346
Lot 1, 4, 5, 6 and 7	PS69658	<b>Premier Staffing Source, Inc.</b> 4640 Forbes Boulevard Suite 200A Lanham, MD 20706	301-306-0774 Toll Free: 866- 782-4674	Federal ID 20-0534569  Vendor ID 1100275786

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Lot 1, 4 and 5	PS69660	<b>Protiviti Government Services, Inc.</b> 1640 King Street Suite 400 Alexandria, VA 22314	571-842-9192	Federal ID 52-2217360  Vendor ID 1100260596
Lot 1, 4 and 5	PS69661	<b>Randstad North America, Inc.</b> 300 Broadhollow Road Suite 102 W Melville, NY 11747	410-206-0922	Federal ID 58-2426357  Vendor ID 1100010375
Lot 2 and 3	PS69662 WBE	<b>Renee D. Leguire D/B/A Leguire Shorthand Reporters</b> P.O. Box 1099 Latham, NY 12110-0059	(518) 371-4143	Federal ID 81-4864584  Vendor ID 1100180818
Lot 1, 6, 7 and 9	PS69663	<b>Ro Health, LLC</b> 104 W 40 <sup>th</sup> Street Suite 1600 New York, NY 10018	646-968-0434	Federal ID 46-3049972  Vendor ID 1100268342
Lot 1, 4 and 5	PS69664	<b>Rose International Inc.</b> 16305 Swingley Ridge Road Suite 350 Chesterfield, MO 63017	636-493-8206	Federal ID 43-1634470  Vendor ID 1100022742
Lot 1, 5 and 6	PS69665	<b>Royal Temporaries, Inc. d/b/a Stafkings Personnel Systems</b> 66 Hawley St. Binghamton, NY 13901	315-432-5636 Toll Free: 888-978-0319	Federal ID 16-1410532  Vendor ID 1100108795
Lot 1, 4 and 5	PS69666 SB	<b>Salmon Group, Inc.</b> 1331 Pennsylvania Avenue, NW Suite 510N Washington, DC 1 20004	202-450-2047 (Ofc.); 301-399-7396 (Cell)	Federal ID 52-1927108  Vendor ID 1100216141
Lot 6 and 7	PS69667	<b>Special Touch Home Care Services, Inc.</b> 2091 Coney Island Avenue Brooklyn, NY 11223	718-627-1122 x268	Federal ID 11-2746028  Vendor ID 1100019645
Lot 1, 4, 5, 6, 7, 8 and 9	PS69668	<b>Staff Today, Inc.</b> 212 East Rowland St #313 Covina, CA 91723	626-974-5561 Toll Free: 800-928-5561	Federal ID 45-3679064  Vendor ID 1100086162
Lot 6 and 7	PS69669	<b>Talent4Health, LLC</b> 1000 N West Street Wilmington, DE 19801	302-314-1677	Federal ID 84-3215428  Vendor ID 1100266010
Lot 1, 4, 5, 6 and 7	PS69670 SDVOB	<b>Technostaff LLC d/b/a HonorVet Technologies</b> 271 US 46 West Suite C202 Fairfield NJ 07004	973-552-4242 Toll Free: 1-844-446-6678	Federal ID 38-3986410  Vendor ID 1100216134

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Lot 1, 4 and 5	PS69671	<b>TempForce, LLC d/b/a Accustaff</b> 1692 Central Avenue Albany, NY 12205	518-869-8523	Federal ID 58-2422206  Vendor ID 1000009551
Lot 1, 4, 5, 6, 7, 8, 9 and 10	PS69672	<b>Tryfacta Inc.</b> 1501 Broadway, 12 <sup>th</sup> Floor New York, NY 10036	925-640-3641	Federal ID 61-1732454  Vendor ID 1100133399
Lot 1, 4 and 5	PS69674 MBE	<b>US Tech Solutions Inc.</b> 10 Exchange Place Suite 1710 Jersey City, NJ 07302	(551) 295-1442	Federal ID 22-3723532  Vendor ID 1000047243
Lot 1 and 3	PS69675	<b>Vecra Inc.</b> 4640 Forbes Boulevard Suite 120B Lanham, MD 20706	240-331-5301; 240-938-8986	Federal ID 85-3743435  Vendor ID 1100268556
Lot 1, 4 and 5	PS69676 WBE SB	<b>Walrath Recruiting Inc.</b> 3 Winners Circle Albany, NY 12205	518-275-4816	Federal ID 27-3606760  Vendor ID 1100101760
Lot 7	PS69677	<b>White Glove Placement, Inc.</b> 89 Bartlett Street Brooklyn, NY 11206	718-387-8163 x 160 Toll Free: 866- 387-8100	Federal ID 11-3412078  Vendor ID 1000000745
Lot 1, 4 and 7	PS69678	<b>WhiteCap Search Holdings LLC d/b/a WCS Healthcare Partners LLC</b> 52 Vanderbilt Avenue, 17th Floor New York, NY 10017	646-813-3007	Federal ID 84-3703041  Vendor ID 1100268630
Lot 1, 5, 6 and 7	PS69679	<b>Winston Support Services, LLC</b> 122 East 42 <sup>nd</sup> St Suite 320 New York, NY 10168	212-557-5000 x 460 Toll Free: 800- 4-WINSTON	Federal ID 80-0004314  Vendor ID 1100014899
Lot 1, 6 and 7	PS69680 WBE	<b>Worldwide Travel Staffing, Limited</b> 2829 Sheridan Drive Tonawanda, NY 14150	866-633-3700 x 101	Federal ID 16-1432616  Vendor ID 1000015959

Cash Discount, If Shown, Should be Given Special Attention.

**INVOICES MUST BE SENT DIRECTLY TO THE ORDERING AGENCY FOR PAYMENT.  
(See "Contract Payments" and "Electronic Payments" in this document.)**

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AGENCIES SHOULD NOTIFY NEW YORK STATE PROCUREMENT SERVICES PROMPTLY IF THE CONTRACTOR FAILS TO MEET DELIVERY OR OTHER TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO PROCUREMENT SERVICES.

**SMALL, MINORITY AND WOMEN-OWNED BUSINESSES:**

The letters SB listed under the Contract Number indicate the contractor is a NYS small business. Additionally, the letters MBE and WBE indicate the contractor is a Minority-owned Business Enterprise and/or Woman-owned Business Enterprise.

**RECYCLED, REMANUFACTURED AND ENERGY EFFICIENT PRODUCTS:**

Procurement Services supports and encourages the purchase of recycled, remanufactured, energy efficient and "energy star" products. If one of the following codes appears as a suffix in the Award Number or is noted under the individual Contract Number(s) in this Contract Award Notification, please look at the individual awarded items for more information on products meeting the suffix description.

RS, RP, RA	Recycled
RM	Remanufactured
SW	Solid Waste Impact
EE	Energy Efficient
E*	EPA Energy Star
ES	Environmentally Sensitive

**NOTE TO AUTHORIZED USERS:**

When placing purchase orders under the contract(s), the authorized user should be familiar with and follow the terms and conditions governing its use which usually appears at the end of this document. The authorized user is accountable and responsible for compliance with the requirements of public procurement processes. The authorized user must periodically sample the results of its procurements to determine its compliance. In sampling its procurements, an authorized user should test for reasonableness of results to ensure that such results can withstand public scrutiny.

The authorized user, when purchasing from OGS contracts, should hold the contractor accountable for contract compliance and meeting the contract terms, conditions, specifications, and other requirements. Also, in recognition of market fluctuations over time, authorized users are encouraged to seek improved pricing whenever possible.

Authorized users have the responsibility to document purchases, particularly when using OGS multiple award contracts for the same or similar product(s)/service(s), which should include:

- a statement of need and associated requirements,
- a summary of the contract alternatives considered for the purchase,
- the reason(s) supporting the resulting purchase (e.g., show the basis for the selection among multiple contracts at the time of purchase was the most practical and economical alternative and was in the best interests of the State).

PRICE: Pricelists containing Not-To-Exceed prices can be found on the OGS Website at:  
<https://www.ogs.ny.gov/purchase/snt/awardnotes/7300323246ContractorInformation.pdf>

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**State of New York  
Office of General Services  
Procurement Services  
Contract Performance Report**

Please take a moment to let us know how this contract award has measured up to your expectations. If reporting on more than one Contractor or product, please make copies as needed. This office will use the information to improve our contract award, where appropriate. **Comments should include those of the product's end user.**

**Contract No.:** \_\_\_\_\_ **Contractor.** \_\_\_\_\_

**Describe Product\* Provided (Include Item No., if available):** \_\_\_\_\_

**\*Note:** "Product" is defined as a deliverable under any Bid or Contract, which may include commodities (including printing), services and/or technology. The term "Product" includes Licensed Software.

	Excellent	Good	Acceptable	Unacceptable
• Product meets your needs				
• Product meets contract specifications				
• Pricing				

**CONTRACTOR**

	Excellent	Good	Acceptable	Unacceptable
• Timeliness of delivery				
• Completeness of order (fill rate)				
• Responsiveness to inquiries				
• Employee courtesy				
• Problem resolution				

Comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_ (over)

Agency: \_\_\_\_\_ Prepared by: \_\_\_\_\_

Address: \_\_\_\_\_ Title: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

**Please detach or photocopy this form & returned to:**

OGS Procurement Services  
Customer Services, 38th Floor  
Coming 2<sup>nd</sup> Tower - Empire State Plaza  
Albany, New York 12242  
customer.service@ogs.ny.gov

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