

New York State Office of Temporary and Disability Assistance

Client Notices Envelope Supplier Services IFB
Mandatory Offerors' Conference
93 Broadway
Menands, New York 12204

AGENDA

Wednesday, July 20, 2016 at 1:00 PM

- A. Noon-1:00pm – Meet and Greet
- B. 1:00 pm- Conference Begins:
 - 1. Introduction and Welcome
 - 2. M/WBE Participation Requirements
 - 3. IFB overview
 - 4. Questions and Answer session
- C. Conclusion.

Note (1): Participation in this Offerors' Conference is one of the statutory exceptions to the Restricted Period for New York State procurements, pursuant to State Finance Law (SFL) §139-j (3)(a)(3).

Note (2): The purpose of this Offerors' Conference is to allow Offerors to ask questions and/or exchange information with OTDA staff, following a brief summary by OTDA of the purpose of the procurement, as set forth in the published Invitation For Bids (IFB).

Note (3): Samples of all envelopes listed in the IFB will be available, with one exception.

DIRECTIONS

The Offerors' Conference will take place 93 Broadway, Menands, NY 12204. A sign on the front of the building reads, "New York State Office of Temporary and Disability Assistance."

From **I-787**, take **exit 6** – Menands; turn left at the end of the ramp (traffic light). Continue south on Broadway through next traffic light; OTDA's building (No. 93) is first building on the left.

PARKING Driveway is right after the building; proceed all the way to the back of the lot where the lines for parking spots are painted. Parking is restricted to area where spaces are indicated by painted lines. Additional parking may be utilized across the street in Menands old shopping plaza lot (Ideal Foods).

ACCESS TO BUILDING Enter through front of building, once inside, proceed to the first set of doors, ring buzzer on left, and wait for access, walk straight through office door and sign in.

Please bring company business card(s) to give to Harry Phillips and share with others.