



## Customer Renewal Option or New Contract Term

Date Sent:	May 22, 2025	<b>PLEASE UPDATE INFORMATION IF NEEDED</b>
Customer Name:	Nassau BOCES	
Customer Contact:	Alex Linss	
Job Title:	[Customer Contact Job Title]	
Street Address:	One Merrick Avenue	
City, State Zip:	Westbury, NY 11590	
Phone:	516-832-2855	[Customer Contact Fax Number]
Fax:		
E-Mail: <a href="mailto:alinss@nasboces.org">alinss@nasboces.org</a>		

PLEASE UPDATE  
INFORMATION IF  
NEEDED

New York State Industries for the Disabled, Inc. (NYSID) is pleased to be able to provide you with the service referenced below. Please let us know whether or not you intend to renew our Preferred Source assignment.

Member Agency: Instream, LLC d/b/a Biel's Information Technology Systems Corporation  
Contract #: Renewal-008774 Description: Data Imaging  
Proposed Renewal Term: 1/1/2026-12/31/2026 – First Location: Buffalo

**Exercise Renewal Option**  **YES**  **NO**      **New Contract Term**  **Yes**  **No**

If you wish to renew, please indicate if there are any specification changes in your service requirements. NYSID will then contact our member agency to see if they have any proposed price changes. When both parties concur with the proposed pricing, NYSID will apply to the New York State Office of General Services for renewal of Preferred Source Status if necessary. If, however, the cumulative expenditures for the term of a contract does not exceed \$ 50,000.00, the OGS approval is not required.

If NO, please explain:

Specification Changes:  YES  NO

**NOTES:**

**\*\*Purchase orders will be issued for each BOCES project\*\***

New York State's Labor Law requires purchasing agencies to include a prevailing wage schedule for any public works (i.e. janitorial services). NYS Prevailing Wage Schedules are updated annually on 7/1 and escalation clauses must be in all contracts for these increases in the published Prevailing Wage Schedules. If this is a new contract, a new Prevailing Wage Schedule must be requested from the NYS Department of Labor. Prevailing rate schedules are available from the DOL, Bureau of Public Works 518-457-5589 or you may access DOL's website at [www.labor.state.ny.us](http://www.labor.state.ny.us) for contact information and/or to request a schedule online.

Please return this signed Form, and Service Evaluation as soon as possible. Include any specification changes and a copy of the current Article 9 Prevailing Wage Schedule for this contract, if applicable, to:

**New York State Industries for the Disabled, Inc.**  
**ATTN: Witko, Donna**  
**11 Columbia Circle Drive**  
**Albany, NY 12203-5156**

E-mail: dwitko@nysid.org

Phone: 518-463-9706

Ext.: 217

Fax: [Staff Assignment Fax]

Authorized Signature:

Printed Name, Job Title

Date:



## SERVICE EVALUATION

Name of Your Organization: Nassau BOCES  
Performing Member: Instream, LLC d/b/a Biel's Information Technology Systems Corporation  
Service Location: Buffalo  
Contract/PO #: Renewal-008774  
Type of Service Data Imaging

Please rate the following:	Excellent							Needs Improvement	No Opinion
	7	6	5	4	3	2	1		
1. Timeliness of Service:	7	6	5	4	3	2	1	<input checked="" type="checkbox"/>	
2. Quality of Service Performed:	7	6	5	4	3	2	1	<input type="checkbox"/>	
3. Conformance to Contract Specifications:	7	6	5	4	3	2	1	<input type="checkbox"/>	
4. Responsiveness to/Cooperation with Customer Requests	7	6	5	4	3	2	1	<input type="checkbox"/>	

If any of the above categories are rated less than satisfactory (4), please explain:

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Additional Comments:

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Please return this evaluation along with the Customer Renewal Form. Include any specification changes and a copy of the current Article 9 Prevailing Wage Schedule for this contract, if applicable, to

New York State Industries for the Disabled, Inc. E-mail: dwitko@nysid.org  
ATTN: Witko, Donna Phone: 518-463-9706  
11 Columbia Circle Drive Ext.: 217  
Albany, NY 12203-5156 Fax: [Staff Assignment Fax]

Authorized Signature: 

Printed Name, Job Title

Date:



71 Clinton Road, Garden City, New York 11749

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### PARENTS' BILL OF RIGHTS FOR DATA PRIVACY AND SECURITY

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The Nassau BOCES is committed to protecting the privacy and security of each student's data. Parents/guardians should be aware of the following rights they have concerning their child's data:

1. A student's personally identifiable information cannot be sold or released for any commercial purpose.
2. Parents/guardians have the right to inspect and review the complete contents of their child's education record.
3. The confidentiality of a student's personally identifiable information, protected by existing state and federal laws, and safeguards such as encryption, firewalls, and password protection, must be in place when data is stored or transferred. Third party contractors are required to employ technology, safeguards, and practices that align with the National Institute of Standards and Technology Cybersecurity Framework.
4. A complete list of all student data elements collected by the State Education Department is available for public review at:  
<http://www.nysesd.gov/data-privacy-security/student-data-inventory> or by writing to the Office of Information & Reporting Services, New York State Education Department, Room 863 EBA, 89 Washington Avenue, Albany, NY 12234.
5. Parents/guardians have the right to file complaints about possible breaches of student data. Parents/guardians may submit a complaint regarding a potential breach by the Nassau BOCES to Dr. Robert Dillon at 71 Clinton Road, Garden City, NY 11530. Nassau BOCES shall promptly acknowledge any complaints received and commence an investigation into the complaint, while taking the necessary precautions to protect personally identifiable information. Nassau BOCES shall provide a response detailing its findings from the investigation no more than sixty (60) days after receipt of the complaint. Complaints pertaining to the State Education Department or one of its third party vendors should be directed in writing to the Chief Privacy Officer, New York State Education Department, 89 Washington Avenue, Albany, NY 12234, or emailed to CPO@mail.nysesd.gov.
6. In the event of a data breach or unauthorized disclosure of students' personally identifiable information, third party contractors are required by law to notify the student(s)' school district within seven (7) days.
7. If the Nassau BOCES enters into a contract with a third party in which student, teachers or principal data is shared with a third party, supplemental information for each such contract shall be appended to this Parents' Bill of Rights.
8. Parents may access the State Education Department's Parents' Bill of Rights at  
<http://www.nysesd.gov/data-privacy-security/bill-rights-data-privacy-and-security-parents-bill-rights>

Acknowledged by:

*Brad Bass*  
Signature

InStream LLC  
Organization

8/14/2023  
Date