

NYC
**Human Resources
Administration**
Department of
Social Services
Office of Contracts

W-2-196
Rev. 03/15

Steven Banks
Commissioner

March 27, 2015

Martha A. Calhoun
General Counsel

Dear Prospective Bidders:

Vincent Pullo
Agency Chief
Contracting Officer

This is to inform you that competitive sealed bids will be accepted by the Human Resources Administration ("Agency") for the provision of **Professional Temporary Personnel Services (PIN 16BSESR00201 / EPIN 09615B0003)**. Solicitation documents will be available for pick up on **Thursday, April 9, 2015** at the Office of Contracts, Bid Administration Unit located at 150 Greenwich Street, 37th Floor, New York, NY 10007. The Bid Due Date is **Monday, May 11, 2015 at 11:00 a.m.**

150 Greenwich Street
New York, NY 10007

929 221 6347

In addition, a non-mandatory pre-bid conference will be held on **Thursday, April 16, 2015 at 11:00 a.m.** at 150 Greenwich Street, 37th Floor Bid Room, New York, NY 10007. **Attendance Is Strongly Recommended.** Questions regarding this procurement are to be submitted in writing by the **close of business Tuesday, April 21, 2015**. Please be advised that we cannot guarantee questions will be answered after this date.

All prospective bidders are on notice of the security requirements of 4 World Trade Center (150 Greenwich Street, New York, NY 10007). In order to enter the building, individuals must have a government issued ID along with a copy of this letter.

If you need additional information please contact John Olatoyan at (929) 221-7391 or olatoyanj@hra.nyc.gov. Your interest in doing business with the City of New York is appreciated.

Sincerely,



Andrea McGill, Director
Bid Administration and Purchasing