



**Citywide Administrative Services**

**New York City Department of Citywide Administrative Services**

**REQUEST FOR PROPOSALS**

**PROFESSIONAL DEVELOPMENT TRAINING AND RELATED SERVICES - Request for Proposals  
PIN# 85610P0005 - Due 12-8-2010 AT 11:00 AM**

**Services (other than human services)**

The New York City Department of Citywide Administrative Services, Division of Citywide Personnel Service (DCPS) is seeking the services of up to forty (40) qualified practitioners to provide short-term practical professional development training and training program design courses, special team-building events, individualized and small group coaching, strategic planning/retreat design and facilitation, and curriculum development/instructional design. These services will be provided for the City of New York and other entities seeking these services through DCAS.

Interested parties may download the RFP from the City Record On-Line, at [www.nyc.gov/cityrecord](http://www.nyc.gov/cityrecord). The document may also be picked up from DCAS at 1 Centre Street, Municipal Building, 18th Floor, New York, NY 10007 between 9:00 a.m. and 5:00 p.m. on regular City business days.

The proposal submission due date and time is December 8, 2010 at 11:00 a.m., to the attention of Erkan Solak, Deputy Agency Chief Contracting Officer at the Department of Citywide Administrative Services, Office of Contracts, 1 Centre Street, 18th Floor, New York, NY 10007.

Questions regarding the RFP should be addressed to Erkan Solak, the Authorized Agency Contact Person, at Department of Citywide Administrative Services, Office of Contracts, (212) 669-3530 or [esolak@dcas.nyc.gov](mailto:esolak@dcas.nyc.gov).

<b>Due Date</b>	<b>Solicitation</b>	<b>Agency</b>	<b>Contact</b>	<b>Address</b>	<b>Published</b>
12/08/2010	Request for Proposals	DCAS/ACCO - OFFICE OF CONTRACTS	Erkan Solak Phone: (212) 669-3530 Fax: (212) 669-3570 <a href="mailto:esolak@dcas.nyc.gov">esolak@dcas.nyc.gov</a>	1 Centre Street - Room 1860 North	11/03/2010 in the City Record