

**Request for Proposals (RFP)
Suffolk County Purchasing Division on behalf of the County Executive
is Seeking Proposals for Search Firm/Recruitment Services**

**SC Purchasing RFP No. 16002
Commodity Code: 918 85**

**Submissions Due Date: January 11, 2016
(Advertised: December 3, 2015)**

The Suffolk County Purchasing Office, on behalf of the County Executive, invites Proposals from qualified firms to provide search and recruitment services for various positions in the government. The successful Proposer will demonstrate experience in recruiting successful candidates for public or private sector organizations.

The specifications for this RFP are available in the following ways:

- Accessing website: www.suffolkcountyny.gov : Select the "Doing Business" tab; click on Bids & Proposals; follow links to Purchasing site to register and download document. By registering, you will automatically receive all future addenda.
- In person: SC Purchasing Office, 335 Yaphank Avenue, Yaphank, NY 11980
- By faxing (631) 852-5221
- By emailing tom.malanga@suffolkcountyny.gov
- By calling (631) 852-5196 with the RFP number and your address

Timeline

- Technical questions due by 12/16/2015 by 3:30 PM
 - Must be in writing (fax/email acceptable)
- Proposals due 1/11/2016 by 3:30 PM
 - Submitted to Suffolk County Purchasing Office

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Notice To Bidders
December 3, 2015

Bids will be received and Publicly Opened at The Suffolk County Purchasing Office 335 Yaphank Avenue, Yaphank, New York 11980 - (631/852-5196) for the following material on the following dates at 11:00 A.M. Please refer to buyer's Initials when making Inquiries.

RP Wednesday, December 12, 2015 – Bid #15/0127 – Rotary Drum Screen (Commodity Code 635)

RAM Thursday, December 17, 2015 – Bid #15/0230 – Annual Requirements Contract – Inmate Clothing (Commodity Code 200)

Bid specifications are available on-line at: www.suffolkcountyny.gov . Click on Government/purchasing/bid announcement system. Follow the directions. If you require assistance, please contact the Purchasing Office at 631/852-5196. The hours of operation are: Monday through Friday, from 8:00 AM To 4:00 PM.