

**Request for Proposals (RFP) to provide  
Legal Representation for Workers Compensation  
On Behalf of Suffolk County Law Department, Division of Risk Management**

**SC Purchasing RFP No. 17039  
Commodity Code: 953 92**

**Submissions Due Date: September 28, 2017  
(Advertised: August 17, 2017)**

The Suffolk County Purchasing Office, on behalf of the Department of Law, is seeking proposals from qualified individuals and entities to provide legal representation for the Suffolk County Workers' Compensation Program

The specifications for this RFP are available through contacting:

- Accessing website: [www.suffolkcountyny.gov](http://www.suffolkcountyny.gov) : go to link for Bid, RFP and RFQ Announcements and follow the directions
- In person: SC Purchasing Office, 335 Yaphank Avenue, Yaphank, NY 11980
- By faxing (631) 852-5221
- By emailing [tom.malanga@suffolkcountyny.gov](mailto:tom.malanga@suffolkcountyny.gov)
- By calling (631) 852-5196 with the RFP number and your address

**Timeline**

- Technical questions due by 8/31/2017 by 3:30 PM
  - Must be in writing (fax/email acceptable)
- Non-Mandatory Proposers' Conference 9/14/2017 @ 11:00 AM
  - To be held at Suffolk County Purchasing Office
- Proposals due 9/28/2017 by 3:30 PM
  - Submitted to Suffolk County Purchasing Office

Notice To Bidders  
August 24, 2017

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, September 6, 2017 – Bid #17/0109-R1 - Annual Requirements Contract – Engineering Reproductions (Commodity Code 962)

JMD     Thursday, September 7, 2017 – Bid #17/0283 – Text to 911 Services (Commodity Code 939)

MEM    Monday, September 18, 2017 – Bid #17/0296 – Annual Requirements Contract – Wastewater-Belt Press Parts (Commodity Code 890)

Bid specifications are available on-line at: <http://dpw.suffolkcountyny.gov/rfp> 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.

**LEGAL NOTICE  
REQUEST FOR QUALIFICATIONS**

The Suffolk County Department of Labor, Licensing & Consumer Affairs (SCDOLLCA), an equal opportunity employer, hereby solicits proposer qualifications for **Hearing Officers**. SCDOLLCA is responsible to receive and investigate complaints and to initiate investigation of unfair or deceptive practices against consumers. The Hearing Officers may hold hearings, subpoena witnesses, administer oaths, take the testimony of any person under oath and in connection therewith, compel the production of any evidence relating to any matter under investigation by the Department. The Contractor shall preside at quasi-judicial or administrative hearings concerning the resolution of issues of fact, law and regulatory practice; conduct hearings; issue subpoenas, with the consent of the County Executive or the County Attorney; evaluate evidence; make findings of fact and conclusions of law; and render or recommend decisions as outlined in the Request for Qualifications (RFQ).

All applications are subject to current and future federal and New York State legislation and the rules and regulations promulgated there under. Applications will be accepted from counsel licensed to practice law in New York State and whose qualifications include, at a minimum, but are not limited to, three years of legal experience.

A Request for Qualifications (RFQ) package may be obtained from the SCDOLLCA website [www.suffolkcountyny.gov/Departments/Labor](http://www.suffolkcountyny.gov/Departments/Labor) or by contacting the Suffolk County Department of Labor, Licensing & Consumer Affairs at (631) 853-6616, Monday through Friday between the hours of 8:30 a.m. and 4:00 p.m.

Completed applications must be received by September 21, 2017 in order to be considered. However, responses will be accepted after September 21, 2017 provided the funding is available. Completed applications should be mailed to:

**MR. JAMES ANDREWS**

Suffolk County Department of Labor, Licensing & Consumer Affairs  
P.O. Box 6100  
Hauppauge, NY 11788-0099

or hand delivered to:

**MR. JAMES ANDREWS**

Suffolk County Department of Labor, Licensing & Consumer Affairs  
725 Veterans Memorial Highway  
Hauppauge, NY 11788

**PLEASE NOTE:**

The RFQ does not commit the SCDOLLCA to award a contract, to pay any costs incurred in the preparation of a response to this request, or to procure or contract for services or supplies.

The SCDOLLCA reserves the right to accept or reject any or all applications received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFQ if it is in the best interest of the County, the funded program, or the Department to do so, or to request further information from any applicant.

**LEGAL NOTICE**

NOTICE IS HEREBY GIVEN that the Suffolk County Executive will hold a public hearing on Suffolk County's *SuffolkShare* plan, in compliance with Part BBB of Chapter 59 of the Laws of New York at 7:00 p.m., prevailing time, on August 30, 2017, at Brookhaven Town Hall, 1 Independence Hill, Farmingville, New York, at which time all interested persons will be heard.

STEVEN BELLONE  
Suffolk County Executive

DATED: Hauppauge, New York