



**DASNY**

**KATHY HOCHUL**  
Governor

**LISA GOMEZ**  
Chair

**ROBERT J. RODRIGUEZ**  
President & CEO

July 22, 2024

Subject: Headhunter Services  
Project Description: Provide Recruiting/Headhunter Services to DASNY

Dear Bidder:

Posted to DASNY's Website at [www.dasny.org](http://www.dasny.org) / RFP & BID Opportunities / Purchasing Commodities please find an Invitation For Bid (IFB) for the above referenced procurement to be executed by DASNY.

All Requests for Information related to the referenced bid shall be submitted in writing via email, no later than July 30, 2024. All questions will be answered and posted to DASNY's website as an Addenda under the Attachment Section by August 6, 2024.

Signed original responses must be completed by an authorized individual and returned to the office of DASNY, ATTN: Purchasing, 515 Broadway, Albany, New York 12207 no later than August 13, 2024 at 2:30 PM. Late submissions will be rejected.

Individuals submitting bids in person or by private delivery services should allow sufficient time for processing through building security to ensure that bids are received prior to the bid submission deadline. All individuals who plan to attend bid openings will be required to present government issued picture identification to building security officials and obtain a visitor's pass prior to attending the bid opening.

Questions regarding this bid document can be addressed to Leevon Phillips, [lphillip@dasny.org](mailto:lphillip@dasny.org).

Sincerely,

*Kristen Costello*

Kristen Costello  
Chief, Procurement

cc: File