



## NOTICE OF SOLICITATION

### REQUEST FOR PROPOSALS (RFP) ISSUED THROUGH THE PASSPort SYSTEM

#### TEMPORARY PERSONNEL STAFFING SERVICES FOR PUBLIC EMERGENCIES

**PIN: 25PS002800R0X00**

**EPIN: 81625P0016**

The New York City Department of Health and Mental Hygiene (“the NYC Health Department” or “the Agency”) is seeking up to two (2) temporary employment agencies who are experienced and capable in providing personnel on a temporary basis to assist with Agency services as needed. The Contractors will aid the Agency in the identification, selection, and management of temporary support staff to fill a wide variety of temporary positions within the Agency. The contracts resulting from this RFP will only be used to fulfill the Agency’s need for temporary positions during a Public Health Emergency or other emergencies as designated by the Agency. There will be no minimum or maximum guarantee of work under the contracts that result from this RFP.

The contract term is anticipated to be for six (6) years, December 1, 2025, to November 30, 2031, with no renewal options.

There will be a Pre-Proposal Conference at 11:00 A.M., E.T., on May 6, 2025, via teleconference. Attendance by vendors is optional, but strongly recommended. Please RSVP for the conference by 2:00 P.M. ET, on May 5, 2025, by completing the pre-proposal teleconference registration form, which can be downloaded in the Documents tab of the RFx in PASSPort, and emailing it to [RFP@health.nyc.gov](mailto:RFP@health.nyc.gov). Please state “TEMPORARY PERSONNEL STAFFING ATTENDEE” in the subject line. Vendors who submit an RSVP will be provided an invitation via email to attend the Pre-Proposal Conference. All questions must be submitted in writing to the Authorized Agency Contact person at [RFP@health.nyc.gov](mailto:RFP@health.nyc.gov). Questions submitted by April 28, 2025, will be addressed at the Pre-Proposal Conference. Answers to all questions received by the question deadline of May 9, 2025, will be provided in an addendum released through PASSPort.

This procurement is subject to participation goals for MBEs and/or WBEs as required by Section 6-129 of the New York City Administrative Code.

The RFP can be accessed through the [PASSPort Public Portal](#). If you do not have a PASSPort account, you must create one by visiting [nyc.gov/passport](http://nyc.gov/passport) in order to respond to the RFP. If you require assistance with creating a PASSPort account or responding to the RFP, please submit an inquiry to the [MOCS Service Desk](#).

**Proposals are due on May 30, 2025, at 2:00 P.M. ET**