

June 1

April 15, 2014

Address  
Address  
Address  
Address

Dear:

You are invited to submit proposals to provide the New York State Legislative Bill Drafting Commission ("LBDC") with Professional Auditing Services as described in the Request for Proposal (RFP) enclosed for your consideration.

Responses to the LBDC's RFP must be submitted to the New York State LBDC, Geralyn Ruhle, 55 Elk Street, Albany, New York 12210 no later than Friday, 12:00 noon, ~~June 13~~, 2014. The LBDC will not consider electronic, telephone, or faxed bids. In order to ensure timely receipt of the bids, we encourage the use of an overnight mail service. Envelopes containing the two (2) part Proposal should be marked: **Bid for Professional Auditing Services 06-13-14. (Refer to Section 4.4 Submission of Proposals.)** Responses will be publicly opened and read at 1:00 p.m. on that date.

State Finance Law sections 139-j and 139-k includes and imposes certain restrictions on communications between the LBDC and an offeror/bidder during the procurement process. As such, the enclosed Invitation for Bids is subject to a restricted contact period that begins with the date of this letter. Please review the attached documents for important information about communication with the LBDC during this procurement.

The LBDC reserves the right to reject any and all bids or portions of such bids as may be in the best interest of the State. This contract will be awarded to the bidder whose proposal presents the "best value," as set forth in the RFP.

If there are any questions, please complete a "Bidders' Question Form" included as Attachment 12 and fax it to me at (518) 455-7689 by the inquiry deadline of ~~May 16~~, 2014.

Sincerely,

July 1

Geralyn Ruhle