



John Canning  
Commissioner

*Town of Oyster Bay*  
**DEPARTMENT OF HUMAN RESOURCES**  
29 SPRING STREET OYSTER BAY, NY 11771-1592

(516) 624-6425  
FAX: (516) 624-6489  
[www.oysterbaytown.com](http://www.oysterbaytown.com)

September 14, 2018

Dear Sir/Madam:

Pursuant to the Town of Oyster Bay's Procurement Policy, our Department is requesting proposals from qualified law firms to provide the following services for the period January 1, 2019 through December 31, 2019:

1. Guidance in negotiating collective bargaining agreements with Town employees' labor unions;
2. Representation on behalf of the Town in grievances submitted by Town employees;
3. Representation on behalf of the Town in disciplinary hearings based on charges proffered against Town employees;
4. Guidance to the Town on interpretation of New York State Civil Service Law in matters concerning promotion and/or discipline of employees; and
5. In-house, live and possibly internet-based training for Town of Oyster Bay employees on various employment and management related policies and topics, including, but not limited to, Anti-Harassment and Anti-Violence.

Knowledge of Federal and New York State employment law, Civil Service Law, and Town Law is required, along with proven experience in the field of labor relations, and specifically where the employer is a municipality. Proposals will be accepted from firms/individuals having demonstrated effectiveness in these fields for not less than three years.

You are invited to submit a proposal to provide these services to the Town of Oyster Bay. Quotations should include the proposed fee structure for your services, and an option to continue for an additional second and third year. Please be sure to indicate your firm's qualifications, experience, references and past or current municipal clients. Also, please indicate the name and credentials of the principals and personnel who will be assigned to represent the Town if retained.

Please note that any and all subcontractors must receive prior approval by the Town of Oyster Bay.

**Proposals must be received by October 5, 2018.** Kindly send your proposals via E-mail to [rlamarca@oysterbay-ny.gov](mailto:rlamarca@oysterbay-ny.gov) for review by our committee. Otherwise, our FAX number is (516) 624-6489. Upon receipt of your proposal, your firm may be contacted to schedule an in-house presentation, time permitting.

Please contact me if you should have any questions pertaining to this Request for Proposal.

Very truly yours,

/s/ JOHN CANNING  
Commissioner