



NOTICE OF SOLICITATION

REQUEST FOR PROPOSALS (RFP) ISSUED THROUGH THE PASSPort SYSTEM

FILING OF PETITIONS AND SERVICE OF LEGAL PROCESS AND LEGAL PAPERS

PIN: 26AZ001000R0X00

EPIN: 81625P0001

The New York City Department of Health and Mental Hygiene (“NYC Health Department” or “the Agency”) is seeking an appropriately qualified vendor (“Contractor”) to provide a full range of Process Serving Services within the five boroughs of New York City.

The Agency’s Assisted Outpatient Treatment Program (“AOT”) is responsible for overseeing and implementing Kendra’s Law (Chapter 408 of the Laws of 1999), which established a procedure whereby petitions may be brought in New York State Supreme Court requesting court-ordered outpatient treatment for people who have been non-compliant in the past with treatment of mental illness and who are unlikely to survive in the community without supervision. In order to properly implement the necessary court-ordered treatment, the Agency requires the services of a qualified vendor to complete filing of the petition in New York State Supreme Courts within the five boroughs and to serve the Notice of the Petition and/or examinations, or any other requested documents upon the legally required individual(s).

It is anticipated that the term of the contract awarded from this RFP will be for six (6) years, from July 1, 2025 to June 30, 2031, with no option to renew.

There will be a Pre-Proposal Conference at 11:00 A.M. ET on November 19, 2024, via teleconference. Attendance by vendors is optional, but strongly recommended. Please RSVP for the conference by 2:00 P.M. ET, on November 18, 2024, by emailing the name, title, affiliation, M/WBE status, and email address of each attendee it to RFP@health.nyc.gov. Please state “Filing of Petitions and Process Server 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. Questions submitted by November 12, 2024, will be addressed at the Pre-Proposal Conference. Answers to all questions received by the question deadline of November 22, 2024, 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 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 December 13, 2024, at 2:00 P.M. ET.