



## QUEENS PUBLIC LIBRARY

We speak your language.

June 29, 2022

To All Interested Vendors:

The Queens Borough Public Library (the “Library”), is issuing this Request for Quotations (“RFQ”) to experienced firms who can manage the complete administration, cost management, reimbursement services, from inception to termination of the Library’s unemployment insurance claims activities.

It is required that submissions be submitted no later than 2:00 p.m. on July 20, 2022 using the following DropBox link: <https://www.dropbox.com/request/Ukos5C4Cm6XgNMtPtxz3>

To facilitate communication between the Library and vendors and to ensure that all vendors have access to the same information, all information concerning this RFQ will be posted on the Library’s website at: <https://www.queenslibrary.org/about-us/procurement-opportunities>.

Please direct questions to [RFPcontact@queenslibrary.org](mailto:RFPcontact@queenslibrary.org). We look forward to your interest and participation in this RFQ.

Sincerely,

*William R. Funk*

William R. Funk  
Vice President of Procurement