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THE ASSEMBLY
STATE OF NEW YORK
ALBANY

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April 19, 2018

Solicitation for Legal Services Announcement

The New York State Assembly seeks to hire attorneys to investigate complaints pursuant to the New York State Assembly Policy Prohibiting Harassment, Discrimination and Retaliation and the New York State Assembly Policy Prohibiting Fraternalization with Student Interns, as well as any other matters referred to the New York State Assembly Committee on Ethics and Guidance ("Committee"). The position is that of an independent contractor hired on an as-needed basis and paid hourly. The primary responsibility of the attorneys will be to investigate complaints against Members of the New York State Assembly, working at the direction of the Committee and in cooperation with the counsel to the Committee. The independent investigator will conduct a thorough, timely investigation of each complaint and provide a concise written report detailing their factual findings and conclusions.

All applicants shall be licensed to practice law in the State of New York and have substantial experience and ability in successfully conducting sensitive workplace investigations involving discrimination complaints or related workplace issues. Applicants must have familiarity with federal and New York statutes and regulations covering employment discrimination as well as the legal and ethical obligations of investigative attorneys. Experience working with government workplaces is particularly helpful but is not required. For more information about the policies of the Assembly, visit

http://nyassembly.gov/write/upload/comm/016/inline_home/ProhibitHarassmentPolicy.pdf

Please submit a letter of interest including a narrative description of the attorney's or firm's qualifications to perform the work; curriculum vitae for individuals proposed to be assigned; the number of years of relevant experience with employment discrimination law, in performing similar assignments, and in representing governmental entities; the staffing capacity of the proposer and available resources; details outlining the applicant's procedural plans for conducting timely investigations; and proof of malpractice insurance coverage. Letters of interest can be submitted by email to:

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