



Thursday, December 4, 2025

Town Clerk, Town of New Lebanon
P.O. Box 328, 14755 State Route 22
New Lebanon, NY 12125

Re: Letter of Interest – Human Resources Support Services

Dear Members of the Town Board:

Beatty's Services, Inc. is pleased to submit this Letter of Interest to provide Human Resources support services to the Town of New Lebanon. As a woman- and minority-owned employment agency with more than 35 years of experience supporting public-sector organizations, we are well equipped to assist the Town with personnel file management, onboarding support, policy compliance, HR process coordination, conflict reporting and resolution, and other related HR functions.

Established in 1989, Beatty's Services has a long-standing record of delivering reliable staffing and HR support to government agencies across New York and the surrounding region. Our portfolio includes providing staffing services for the Port Authority of New York and New Jersey, the New York State Office of General Services, the New York State Department of Motor Vehicles, Westchester County, and numerous other municipal and state entities. These engagements demonstrate our ability to meet public-sector standards for confidentiality, documentation accuracy, compliance, and timely service delivery.

Our nationwide operations span more than 25 states, and our HR and staffing processes are supported by robust systems including Bullhorn (applicant tracking), Sterling Infosystems (background screening), TimeStar (timekeeping), and Paycor (payroll administration). These tools ensure efficient, compliant, and transparent management of personnel assignments throughout the duration of an engagement.

If selected, Beatty's Services will provide the Town with a dedicated point of contact, prompt response times, and a structured communication and escalation process to ensure consistent and dependable HR support. Our team is prepared to integrate quickly with the Town's operations and assist with both routine HR tasks and specialized needs that may arise.

We appreciate your consideration and welcome the opportunity to interview with the Board to further discuss our capabilities and approach.

Sincerely,

Lam Nguyen
Office Administrator

Telephone: (800) 878-9658
Email: Administrator@beattys2.com

San Francisco Office
450 Sutter Street, Suite 1215
San Francisco, CA 94108



Town Clerk <townclerk@townofnewlebanon.com>

Letter of Interest – Human Resources Support Services – Beatty’s Services

1 message

Administrator <administrator@beattys2.com>

Thu, Dec 4, 2025 at 12:37 PM

To: "townclerk@townofnewlebanon.com" <townclerk@townofnewlebanon.com>

Dear Ms. Robertson,

Please find attached Beatty’s Services, Inc.’s Letter of Interest in response to the Town of New Lebanon’s Notice to Bidders for Human Resources Support Services.

We appreciate your consideration and would welcome the opportunity to discuss our qualifications in more detail. Please do not hesitate to contact me if you have any questions or need additional information.

Thank you for your time and attention.

Sincerely,
Lam Nguyen
Office Administrator
Beatty’s Services, Inc.
(415) 265-4735



t:

m:

e: administrator@beattys2.com

www.beattyservices.com



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Beatty's Services - LOI - HR Support Services - Town of New Lebanon.pdf
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