



# SUNY DOWNSTATE Medical Center

Contracts Department

Issued: June 24, 2014

## Procurement Summary Request for Proposal (RFP) #Q14-15

- **Title:** Temporary Credentialing Staffing Services

**Description/Procurement Summary:** SUNY Downstate Medical Center (“SUNY-DMC”) seeks a qualified firm to provide temporary credentialing staff on an as needed basis. Vendor must have any and all requisite licenses/permits/authorizations as may be required to perform the required services. For further detail, refer to the [Q14-15 Detail RFP \(link\)](#).

### Vendor Selection Criteria:

- Cost
- Experience
  - Vendor's experience
  - Experience of personnel that vendor will assign to SUNY-DMC, based on up-to-date
- Resumes to be submitted by vendor with its proposal
- References – please provide at least three references using the attached Reference Form.
- Strength of services as demonstrated by
  - Size of personnel pool to meet potentially high volume needs
  - Vendor's vetting process as described in its proposal
  - Vendor's turnaround time when filling requests for assignments

**Contact:** The only individuals at SUNY-DMC who may be contacted in connection with this procurement are:

1. Maureen Crystal, Director of Contracts; phone: (718) 270-1976; email: [maureen.crystal@downstate.edu](mailto:maureen.crystal@downstate.edu) and
2. Lisandra Reid, Contract Assistant; Phone: 718-270-1453; email [lisandra.reid@downstate.edu](mailto:lisandra.reid@downstate.edu) .

Contacting any other individual at SUNY-DMC, in any manner, regarding this procurement may constitute a violation of New York State law.

**Due Date:** Wednesday, July 9th, 2014 at 2:00 pm

**MWBE Requirements:** 20% Total, 14 % MBE, 6 %WBE

**Contract Term:** 5 Year