



SUNY DOWNSTATE Medical Center

Contracts Department

Issued: June 20, 2014

Procurement Summary Invitation for Bid (IFB) # Q14-17

Title: Temporary Personnel Services

Description/Procurement Summary: SUNY Downstate Medical Center ("SUNY-DMC") seeks qualified firms to remain available to provide comprehensive Temporary Personnel Services for various positions when such service is required. Contracts awarded from this IFB will pre-qualify the awardees as eligible to bid and individually contract with SUNY-DMC, but will not guarantee that an awardee will receive all or any portion of the temporary services that may be solicited by SUNY-DMC*. For further detail, refer to the *detail* [IFB Q14-17 \(link\)](#).

Vendor Selection Criteria:

- Cost
- Responsive and Responsible Vendor meeting all criteria

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

1. Nicole Grant Decatur, Contracts Legal Officer; Phone: 718-270-2963; email: nicole.grantdecat@downstate.edu and;
2. Maureen Crystal, Director of Contracts; phone: (718) 270-1976; email: maureen.crystal@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: Monday, July 7, 2014.

MWBE Requirements: 30% Total, 20%MBE, 10% WBE.

Contract Term: 5 years.

*SUNY-DMC reserves the right to award no contract or to award contracts to as many as two (2) vendors.