



SUNY DOWNSTATE Medical Center

Contracts Department

Issued: June 18, 2014

Procurement Summary Request For Proposals (RFP) # Q 14-48

Title: Executive Search and Recruitment Services

Description/Procurement Summary: SUNY Downstate Medical Center ("SUNY-DMC") seeks qualified executive search and recruitment firms to remain available to provide comprehensive services in conjunction with its executive searches for various positions when such service is required. Contracts awarded from this RFP 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 executive search and recruitment services that may be solicited by SUNY-DMC*.

For further detail, refer to the [detail RFP Q14-48 \(link\)](#).

Vendor Selection Criteria:

- Understanding of Downstate Medical Center's needs as detailed in the procurement posting;
- Vendor's experience as determined by its background and familiarity with conducting comparable executive search and recruitment activities for hospitals / medical centers similar in size and scope to SUNY-DMC;
- References-please provide at least three references using the form attached in Section III;
- Prospective plan as described in the Detailed Specifications in Section I;
- Proposed vetting process;
- Proposed turnaround time for filling requests for assignments.

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: Thursday, July 3, 2014 at 3pm EST.

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

Contract Term: 5 years.

*SUNY-DMC reserves the right to award contracts to as many as five (5) vendors.