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Open Ad

Recruitment Services for Executive Director of Design & Construction Vacancy

This procurement opportunity will allow the submission of proposals on a rolling basis until SUNY Upstate closes the RFQ or issues a tentative notice of award.

CR#:

2136309

Contract Number:

RFQ S-1613

Contract Term:

Up to Six (6) Months; the Guarantee Period

Agency:

State University of New York (SUNY)

Division:

SUNY Upstate Medical University

Issue date:

06/17/2026

Due date:

12/18/2026 02:00 PM

Location:

SUNY Upstate, 750 East Adams St., Syracuse, New York 13210 - Onondaga

Category:

Administrative & Technical - Consulting & Other Services (primary)

Medical & Health Care - Consulting & Other Services

Miscellaneous - Consulting & Other Services

Ad type:

Discretionary procurements between \$50,000 and \$125,000

Description

The State University of New York ("SUNY") Upstate Medical University ("Upstate") intends to make an award under our discretionary authority, which is up to \$125,000.00, for recruitment services to fill a vacancy at Upstate for an Executive Director of Design & Construction, and pursuant to New York State ("NYS") Education Law §355(5)(a) which authorizes purchases

without a formal competitive process in certain circumstances, including purchases from NYS small businesses, from business certified pursuant to Article 15-A and Article 3 of the NYS Executive Law, and if applicable, from businesses selling commodities or technology that are recycled or remanufactured. If you are interested in providing a proposal for the above commodity or service, you must contact the appropriately designated Campus contact in this advertisement within the rolling open period as described in RFQ S-1613 (Recruitment Search Services for Executive Director of Design & Construction).

A sealed bid will not be held.

Please refer to the solicitation document labeled RFQ S-1613 (Recruitment Search Services for Executive Director of Design & Construction) for the scope of work and proposal submission instructions.

This procurement is subject to NYS Finance Law ("SFL") §§139 –j & –k, also known as the Lobbying Law, therefore, vendors are cautioned that the only permissible contact for this procurement is the individual(s) listed below. Contacting any other individuals at Upstate in connection with this advertisement may constitute a violation of SFL. Failure to comply with this requirement can range from no contract award to debarment from sales to any NYS agency. Please refer to the Office of General Services website at <https://ogs.ny.gov/acpl> for more information on the Lobbying Law.

The successful contractor will be required to submit applicable documents related to Vendor Responsibility, NYS SFL §§139 –j & –k and NYS Tax Law Section 5-a.

The successful contractor will be required to submit valid and current NYS Workers' Compensation and Disability forms.

NYS Small Business and businesses certified pursuant to Article 15-A and 17-B of the NYS Executive Law are encouraged to submit bids.

Business enterprises awarded an identical or substantially similar procurement contract within the past five years:
None.

Service-Disabled Veteran-Owned Business (SDVOB)

SDVOB Goal: 6.00%

Minority / Women Business Enterprise contracting goals (MWBE)

Total MWBE Goals: 30.00%

Contact Info

Timothy O'Hara

Technical Contact

Assistant Vice President for Facilities & Planning

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Julia Salerius
Primary Contact
Contracts Assistant

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