

**Dallas County Hospital District d/b/a Parkland Health & Hospital System (Parkland)
Request for Proposal – Low Price Technically Acceptable (LPTA)
For _____**

RFP Reference #: M__ - ____	Issue Date: _____, 2011
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Proposal Due Date: 12:00 P.M. CST, [day of week], _____, 2011
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<p>Contract Type: Indefinite Delivery/Indefinite Quantity</p> <p>Term: ____ years + ____ 1 year options</p> <p>Pre-bid Conference: A pre-bid conference will be held at the Parkland Purchasing office located at: 8435 N. Stemmons Freeway Suite 920 Dallas, Texas 75247</p> <p>Potential bidders are strongly encouraged to attend in order to submit questions regarding this RFP.</p> <p>Low Price Technically Acceptable (LPTA): The specifications contained in this RFP represent the minimum acceptable level. It is Parkland’s desire to award to the supplier(s) which meets the minimum requirements with the lowest price.</p> <p>Estimated Total Number of Units / Year: _____</p> <p>Budget Range Minimum: \$X</p> <p>Budget Range Maximum: \$X</p>	<p>PROPOSAL SUBMISSION INSTRUCTIONS: You MUST be registered with PPHS at https://supplierportal.phhs.org in order to submit your electronic proposal to this RFP as required.</p> <p>A.) Submit ____ () Paper Copies of Proposals to:</p> <p>Parkland Health & Hospital System Attention: _____, Contracts Department, 8435 N. Stemmons Freeway, Suite 920, Dallas, Texas, 75247</p> <p>B.) Submit One (1) Electronic Copy of Proposals to the Parkland Strategic Sourcing web portal:</p> <p>https://supplierportal.phhs.org</p>
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1. SPECIAL INSTRUCTIONS: Proposals should be submitted in accordance with the above instructions and Instructions to Suppliers in Section 3 of this RFP. Parkland will evaluate proposals in accordance with the evaluation methodology (Section 4) and selection criteria (Section 5) and may issue one or more Indefinite Delivery/Indefinite Quantity contracts to the lowest priced Supplier(s) that meet the minimum specification. Questions may be submitted in writing from **x/x/xxxx to x/x/xxxx**. Please submit all questions to: <https://supplierportal.phhs.org>.

2. DESCRIPTION OF PRICE AND SERVICES:

Suppliers shall provide a fixed price for _____ which must include the following data:

<p>1. Product/Service: _____</p> <p>2. Unit of Measure: _____</p> <p>3. Price per _____</p> <p>4. Fixed Price/Discount to be applied per _____</p>	<p>Fixed Price \$ _____</p> <p>Note: Prices are fixed for the term of the agreement.</p>
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The below signed, having authority to legally bind the below-referenced firm, hereby agree to furnish and deliver the above services subject to the terms and conditions specified.

Signature	Company Name	
Printed Name and Title	Date	E-mail

3. INSTRUCTIONS TO SUPPLIERS:

The following instructions will establish the format and content of proposals. Special attention is directed to the Fixed Price to be submitted in accordance with these instructions on the cover page of this document.

- a. **Proposal Cover Sheet:** The front page of this RFP shall be completed as to the Fixed Price/Discount or _____, signed and submitted as the cover sheet for Supplier's proposals. The cover sheet shall not count toward the page limit.
- b. **Authorized Official and Submission of Proposal:** The proposal must be signed by an official authorized to bind your organization and must stipulate that it is predicated upon all the terms and conditions of this RFP. You must provide responses to each Requirement as to whether or not you can comply, and if you cannot comply you must explain why not.
- c. The proposal and other information related to how the Supplier intends to conduct the work scope of this solicitation **SHALL NOT EXCEED ___ SINGLE-SIDED PAGES EXCLUDING THE PRICE LIST AND SIGNED COVER PAGE.** Pages in excess of the limitation will be deleted and will neither be read nor evaluated. Each page of the proposal must be numbered and indicate RFP M__ - ____.
- d. **Related Documents:** The following documents are released as part of this solicitation package
 1. Exhibit A: RFP-LPTA Minimum Requirements/Specifications
 2. Exhibit B: Products and Services Agreement/ Services Agreement
 3. Exhibit C: Total Cost of Ownership and Products/Services Description and Pricing
 4. Exhibit D: Business Associate Agreement
- e. **RFP Requirements/Specifications:** Supplier's Products/Services must meet all of Parkland's Requirements/Specifications stated in Exhibit A, or your proposal will not be considered by Parkland for award. . *Your proposal must contain confirmation that you meet all Exhibit A-A3 required features, capabilities and/or service levels.*
- f. **Vendor Credentialing:** The selected vendor(s) for this procurement will be required to register with our Vendor Credentialing Service (VCS) at www.vcsdatabase.com before a contract will be signed by Parkland. This service requires payment of an annual fee typically between \$99 and \$300 for registration. This is a **MANDATORY requirement** and will not be waived.
- g. **Contract:** Parkland has the option to award multiple contracts based on submitted proposals. Any resultant contract shall include the terms and conditions set forth by Parkland in the form of Exhibit B. **Parkland is a political Subdivision of the State of Texas agency and therefore bound by State of Texas requirements and law.**

Suppliers submitting proposals must either: a) state their acceptance of Exhibit B (note: please do not sign Exhibit B) or b) provide any applicable Novation contract numbers. To ensure all prices are based on fair competition, the contract terms and conditions may not be changed or negotiated. Please price your proposal accordingly. **Failure to strictly adhere to this requirement may result in your proposal being eliminated from consideration.**
- h. **Pricing and Potential Award Without Discussions:** Suppliers should offer their best pricing in their initial proposal, such pricing should be valid for 180 days. *All unit pricing must include freight, delivery and installation if applicable.* Parkland reserves the right to award a contract without discussions if it is determined that the initial prices are fair and reasonable and that discussions to clarify requirements are not necessary.
- i. **Performance History:** Suppliers shall provide not less than three references as part of their proposal. Name, organization, phone number and e-mail address are required for each reference's

point of contact, and it is your responsibility to ensure your reference's point of contact agrees to respond to Parkland's reference questions. References must be capable of answering questions concerning Supplier's ability to deliver Products/Services that meet all of Parkland's Requirements/Specifications stated in Exhibit A.

- j. **Representations and Certifications:** Suppliers are encouraged to identify if they are a 51% or more minority or woman owned business. Note: Parkland will require certification through an accredited certifying agency. The Parkland Supplier Diversity Manager is available to Suppliers at 214-590-2371. **Please attach a copy of your certification with your proposal, if applicable.**

If your business or organization is not a MWBE, please **detail your MWBE subcontract plan** to execute good faith efforts to support Parkland MWBE participation goal.

- k. **NO RIGHT OF CONFIDENTIALITY: DALLAS COUNTY HOSPITAL DISTRICT IS A POLITICAL SUBDIVISION OF THE STATE OF TEXAS AND AS SUCH, IS SUBJECT TO THE TEXAS PUBLIC INFORMATION ACT AND TEXAS OPEN MEETINGS ACT.**
- l. The District intends to award an Indefinite Delivery-Indefinite Quantity ("IDIQ") contract based on this solicitation. In the event an offeror is awarded a contract based on this solicitation, the District commits to purchase the following guaranteed minimum from the contractor **\$[insert minimum amount]**.
- m. **Administrative Remedies:** By submission of a bid, proposal, offer, or quotation in response to this solicitation, the bidder or offeror agrees to exhaust its administrative remedies under Chapter 10 of the District's Purchasing Manual or the Disputes Clause of any resulting contract prior to seeking judicial relief of any type in connection with any matter related to this solicitation, the award of any contract, and any dispute under any resulting contract.
- n. **Company Background:** Each Supplier must submit a 1 page executive summary of the Supplier's corporate history as part of their proposal, which **is** counted as part of the page limit.
- o. **Parkland Background:** With more than 1 million total patient visits a year, Parkland serves as a safety net hospital, caring for needy people throughout the Dallas community. Parkland has trained half of the practicing physicians in Dallas County and we are the first and the busiest certified Level 1 Trauma Center in the region. 62 percent of the trauma cases in Dallas County come to Parkland. Parkland is also home to the Parkland Burn Center, the second largest civilian center in the U.S. where the standard in burn care, "The Parkland Formula," was developed.

Parkland serves as the primary teaching hospital for the University of Texas Southwestern Medical Center. More than 60 percent of the doctors in the Dallas area have undergone formal training at Parkland. The hospital system boasts 10 Centers of Excellence with the most skilled health professionals and state-of-the-art tools and equipment:

Trauma	Women & Infants
Burns	Epilepsy
Spinal Cord Injuries	Gastroenterology
Cancer	Cardiology
Endocrinology	Orthopedics

Parkland is a major economic engine for Dallas County. The hospital system employs more than 8,000 and generates \$2.4 billion in business activity in Dallas County each year.

4. SELECTION PROCEDURES

- a.** The acceptability of each bid proposal will be evaluated by the contracts department. The department will evaluate each proposal to confirm that the minimum established criteria of the RFP has been met or exceeded. The contracts department may request clarifying information from a Supplier. In addition to evaluating the information provided in each offeror's proposal, Parkland may reasonably consider information received from other sources including but not limited to consulting firms, benchmarking firms, or any other outside entity.
- b.** Parkland will use a "Low Price, Technically Acceptable" (LPTA) analysis and will award the contract to the lowest priced proposal that meets the minimum standards as established in Exhibit A.
- c.** The pricing portion of each Supplier proposal will be evaluated for cost reasonableness. Submitted prices and/or discounts will be evaluated to determine price reasonableness and unreasonably low prices may result in removal from the competitive range without further evaluation or consideration of contract award. Supplier's total evaluated cost must be fair and reasonable to be eligible for award of a contract. Parkland is a political subdivision of the State of Texas agency and is therefore exempt from taxes. Do not include taxes in your proposal pricing.
- d.** If an award will be made without conducting discussions, Suppliers may be given the opportunity to clarify certain aspects of their proposal or to resolve minor or clerical errors in Supplier's proposal.
- e.** The Parkland Contracts Department will, in concert with program staff, decide which proposals are in the competitive range if necessary. The competitive range will be comprised of all technically acceptable proposals with the lowest price.
- f.** If Parkland conducts discussions prior to awarding a contract:
 - 1. Communications may be held with Suppliers whose past performance information rating prevents them from being placed within the competitive range. Also, communications may be held individually with any other Suppliers whose exclusion from, or inclusion in, the competitive range is uncertain. Such communications shall not be used to cure proposal deficiencies or omissions that alter the technical or cost elements of the proposal, and/or otherwise revise the proposal.
 - 2. If discussions are necessary, oral or written discussions will be conducted with all Suppliers in the competitive range. While it is Parkland's policy to conduct discussions with all Suppliers in the competitive range, Parkland reserves the right, in special circumstances, to limit the number of proposals included in the competitive range to the greatest number that will permit an efficient competition. If in Parkland's sole discretion discussions are necessary, then all aspects of the procurement may be subject to discussions, including cost, technical approach, and past performance. At the conclusion of discussions, each Supplier still in the competitive range may be given an opportunity to submit a written Final Proposal Revision (FPR), or Best and Final Offer (BAFO).
 - 4. Parkland reserves the right to conduct finalization of details with the selected source after receipt of the final proposal.
- g.** Parkland reserves the right to make a single award, multiple awards or no award at all to the RFP. In addition, this RFP may be amended as necessary to meet the needs of Parkland or canceled by

Parkland at any time for any reason or no reason.

5. SELECTION CRITERIA

Vendors proposal will not be evaluated or have portions given additional weight or considerations for capabilities, criteria or specifications in excess of the minimum standards set in the RFP-LPTA documents.

6. FILING OF PROTEST

Protests of the award must be made in writing by sending notice as follows:

Notice by E-mail to the address below:

PROTESTS@phhs.org

Alternatively, send a letter to the physical address below:

Attention: Director of Contracts
Contracts Department - Protest
8435 N. Stemmons Freeway
Suite 920
Dallas, Texas, 75247

Protests must be filed in accordance with the stipulated procedures documented in section 10 of the Dallas County Hospital District Purchasing Practices and Procedures Manual. A protest is considered filed when **received** at the e-mail address or physical address. E-mails will receive automatic replies if addressed correctly.