

**Dallas County Hospital District d/b/a Parkland Health & Hospital System (Parkland)
Request for Proposal (RFP) – Best Value
For XXXx**

RFP Reference #: **XXXXX** Issue Date: **Wednesday June 1, 2011**

Proposal Due Date: 12:00 P.M. CST, Tuesday , June 14, 2011

Contract Type: Indefinite Delivery/Indefinite Quantity	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.
Term: 3 years + 2 1-year options Effective Date: January 1, 2012 to December 31, 2014	
<p>Pre-bid Conference: A pre-bid conference call will be held on Wednesday, June 8, 2011 at 10:00 AM</p> <p>Phone : 214-590-4670 Password: 159753</p> <p>Potential bidders are strongly encouraged to participate on the call to submit questions regarding this RFP.</p> <p>Demonstration Trial: A MANDATORY, one (1) day Demonstration Trial will be scheduled for each Supplier in a competitive range – at no cost to Parkland. Suppliers who do not complete a Demonstration Trial will not be eligible for award.</p> <hr/> <p>Budget Range Minimum: \$X Budget Range Maximum: \$X</p>	

A.) Submit five (5) Paper Copies of Proposals to:

Parkland Health & Hospital System
 Attention: **John Doe**, Contracts Department, 8435 N. Stemmons Freeway, Suite 920, Dallas, Texas, 75247

B.) Submit One (1) Electronic Copy of Proposals to the Parkland Strategic Sourcing web portal:

<https://supplierportal.phhs.org>

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 most highly qualified Suppliers with the most competitive pricing. Proposals will be numerically scored based on the evaluation factors and assigned weights except for Price. Price will not be scored. 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 XXXX services which must include the following data:

<p>TCO Calculation</p>	<p>Note: Prices are fixed for the term of the agreement. Suppliers will have an opportunity every three months (3) to lower prices, but prices may not exceed the ceiling price established in the contract resulting from this RFP.</p>
-------------------------------	---

The below signed, having authority to legally bind the below-referenced firm, hereby agrees 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, 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 15 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 MS -2494.**
- d. Related Documents:** The following documents are released as part of this solicitation package
 - 1. Exhibit A: RFP Requirements/Specifications
 - 2. Exhibit B: Products and Services Agreement/ Services Agreement
 - 3. Exhibit C: Price File-Products
 - 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 and 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

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 a technical review committee. The committee will evaluate each proposal in strict conformity with the evaluation criteria of the RFP, utilizing the evaluation criteria scoring system. The committee may suggest that the Contracts manager 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 shall use a "Best Value Analysis" to make tradeoffs among cost or price and non-cost factors and to consider award to other than the lowest price Supplier or other than the highest technically rated Supplier. This process will take into consideration the results of the technical evaluation, the past performance evaluation, corporate background and the cost reasonableness analysis.
- c. The pricing portion of each Supplier proposal will be evaluated for cost reasonableness. Submitted prices/Discount will be evaluated to determine price reasonableness and unreasonably high or low prices may result in removal from the competitive range without further evaluation or consideration of contract award. Each Supplier's total evaluated cost will be evaluated based on calculating the overall price of doing several modeled procedures. 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 (e.g., the relevance of past performance information and adverse past performance information to which the Supplier has not previously had an opportunity to respond) 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. The competitive range will be comprised of all of the most highly rated proposals.
- 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).

3. 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

The following factors, and associated weightings, will be used to evaluate submitted proposals. [Change and/or add factors as needed. The information below is an example.]

Past Performance History	Company Background/Experience	Technical Excellence	Price
%	%	0%	% (min. 30%)

Factor 1: Past Performance History (Weight 10%)

- The Supplier shall describe in detail past performance for product service to include, but not limited, to usable materials and processes.
- Past Performance History
 - Project history
 - Experience: Minimum 3 major accounts. Account to be of similar scope and size.
 - Client References (Minimum of 3 required) for each type of LDR Patient Room Lighting

Factor 2: Service, Warranty, Life Cycle and Company Background/Experience (Weight 20%)

The Supplier shall demonstrate capabilities in the following areas:

- Service
 - Provide a detailed list of service options
 - Provide time matrix of anticipated response times to service requests
 - Provide matrix of team that will be responsible for sales, project management and service.
- Training
 - Supplier shall provide detailed instruction and education materials for product installation and operation according to specifications.

- Warranty
 - Warranty requirement (10 year for lighting solution bulbs)
 - Warranty requirement (2 year parts and labor)
 - Warranty to start at time of verifiable operating condition

- Life Cycle
 - Based on percent of usage

- Company Background and Experience
 - Shall reflect relevant healthcare experience

- MWBE

Minority Owned or Women Owned Business Entity (MWBE) participation. If your business or organization is a MWBE business entity, please provide your minority certifications. 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.

Factor 3: Technical Excellence (Weight 35%)

- Supplier shall provide detailed information including, but not limited to, functionality, usable materials, life cycle, specifications, drawings, performance standard and all relevant technical information in accordance to specifications.

- Environmental disposition and replacement policy (Any components of the LDR Patient Room Lighting equipment which contribute to LEED may be considered added value).

Factor 4: Pricing (Weight 35%)

COMPLETE ATTACHED PRICING SCHEDULE – Exhibit C (Include Warranty (Criterion 2), specifications, and submittals (Criterion 3)).

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.