REQUEST FOR PROPOSAL

Medical Imaging Equipment

Package

RFP 15-08
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1.0 INTRODUCTION

1.1 OVERVIEW

1.1.1 PURPOSE FOR THIS REQUEST FOR PROPOSAL

This RFP outlines Schneider Regional Medical Center (hereinafter, SRMC) management’s desire to conduct a formal request for proposal for the purchase of Medical Imaging Equipment Package for Roy Lester Schneider Hospital to service the St. Thomas and St. John District.

1.1.2 SCHNEIDER REGIONAL MEDICAL CENTER OVERVIEW

SRMC is a healthcare system comprised of three facilities-The Roy Lester Schneider Hospital (St. Thomas), The Charlotte Kimelman Cancer Institute (St. Thomas) and The Myrah Keating Smith Community Health Center (St. John)-operating with one vision: "To be the health care provider of choice to the residents of the Virgin Islands and the Caribbean." Schneider Regional Medical Center is a Joint Commission accredited 169-bed hospital facility, which serves the district of St. Thomas and St. John.

The Roy Lester Schneider Hospital, Myrah Keating Smith Community Health Center and the Charlotte Kimelman Cancer Institute function as an integrated health system of SRMC to provide comprehensive, quality care to residents of the Virgin Islands and visitors of all ages, faiths and races.
INFORMATION GOVERNING DOCUMENT TO BE SUBMITTED

1.1.2 PROPOSAL RESPONSE DELIVERY

- Submit one (1) original and three (3) copies of your proposal response to:

Andy Phillip, CMRP
Director Materials Management
Schneider Regional Medical Center
9048 Sugar Estate
St. Thomas, Virgin Islands 00802

1.1.3 DATE AND TIME OF SUBMISSION

Response must be received on or before 10/19/15, 4pm AST. Proposals received after the due date may be rejected by SRMC.

1.1.4 CONTACT FOR ISSUES AND INFORMATION REQUESTS

All inquiries concerning this RFP and/or requests for additional information should be directed in writing to:

Andy Phillip, CMRP
Director Materials Management
Schneider Regional Medical Center
9048 Sugar Estate
St. Thomas, Virgin Islands 00802
Email: aphillip@srmedicalcenter.org
Phone: 340-776-8311 x 1053 or 340-693-6201
Fax: 340-714-6135
1.1.5 USE AND DISCLOSURE OF INFORMATION

SRMC will consider all responses to this RFP as confidential and proprietary to the vendor submitting the request. The information contained in the RFP is proprietary to Schneider Regional Medical Center and must be treated by responders as confidential. The information is to be used by each vendor only for the purpose of preparing a response to the RFP. The information shall not be used or shared with other parties for any other purpose without SRMC’s written permission.

Any document submitted which is identified as confidential information must be marked on the outside as containing confidential information, and each page upon which confidential information appears must be marked as containing confidential information.

1.1.6 ACCEPTANCE OR REJECTION OF SUBMISSIONS

SRMC reserves the right to reject any part of or all submissions, to waive technicalities or irregularities, and to accept any response it determines to be in SRMC’s best interest. The acceptance of any submission shall not in any way cause SRMC to incur any liability or obligation to the vendor, financial or otherwise.

SRMC reserves the right to contact vendors after the submission of proposals for the purpose of clarifying a proposal and to ensure mutual understanding. Such contact for clarification will not allow the vendor to modify or amend its proposal. All contact with vendor for clarification purposes will be made in writing. All vendor responses will be in writing.

1.1.7 SUPPLIERS’ COST FOR DOCUMENT DEVELOPMENT

Costs for developing the response to this RFP are entirely the responsibility of the vendor party and shall not be chargeable in any manner to SRMC.
1.1.8 RETURN OF RFP

In the event your company receives a hard copy of this RFP and decides not to submit a response to this RFP, it is requested that you return the RFP, in its entirety, to SRMC within 10 days of receipt without retaining any copies, and provide to us, in writing, your notice of intent not to respond.

1.1.9 COMPLIANCE WITH EXECUTIVE ORDER NO. 11246

SRMC is an equal opportunity employer. Notification is hereby given that compliance with Equal Employment Opportunity Commission Executive Order No. 11246 and implementing regulations regarding non-discriminatory practices and employment will be a condition of any agreement created in response to this RFP where compliance therewith is applicable or required.

1.1.10 PROPOSAL VALIDITY

Your company’s response must be valid for 60 days from the date of acceptance, as opposed to 60 days from the date of submission. Acceptance will be defined as SRMC selecting you as our provider of service for the intent of negotiating a contract for services.

1.1.11 RFP EVALUATION PROCESS

A review team will be assembled by SRMC to evaluate all completed responses. Each proposal will be evaluated relative to a list of selected and weighted criteria. The following illustrates the criteria that will be used in the evaluation process:
<table>
<thead>
<tr>
<th>Factors</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost of products</td>
<td>30</td>
</tr>
<tr>
<td>Quality of Products/Ease of Use</td>
<td>30</td>
</tr>
<tr>
<td>Service levels</td>
<td>30</td>
</tr>
<tr>
<td>Vendors’ Reference List</td>
<td>5</td>
</tr>
<tr>
<td>Thoroughness of RFP</td>
<td>5</td>
</tr>
</tbody>
</table>

The proposals will be opened within 15 business days after the due date of the proposals, at a venue To Be Announced at SRMC. At that time, the names of the vendors who submitted timely proposals will be announced verbally by the RFP Contact or Representative. Announcement of the names of the vendors who submitted proposals is not a guarantee that the proposal otherwise comply with the specifications of this RFP.

Proposals will be evaluated to select a successful vendor to negotiate a contract to be awarded by the SRMC Board. No Proposal or contract is binding on SRMC until an award is made by the SRMC Board. The proposals submitted in response to this RFP will remain confidential until a notice of award by the Board is announced.

1.1.12 CONTRACT EVALUATION AND AWARD

SRMC reserves the right to execute one of the following options:

- Issue a Notice of Award by the SRMC Board upon successful negotiation of a contract.
- Issue no Notice of Award of a contract and issue a new RFP.
Offeror should be aware that SRMC shall perform a “best value analysis” and the selection for award shall be made to the Offeror whose proposal is most advantageous to SRMC, taking into consideration the technical factors listed above and total proposed price.

SRMC has no obligation to reveal the basis for contract award or to provide any information to vendors relative to the evaluation or decision-making process. All participating vendors will be notified promptly of RFP acceptance or rejection.

For all rejected submissions, SRMC will return the proposals if the vendor makes such a request for return within 10 days from the notification of response rejection. Otherwise, SRMC will destroy rejected proposals in a manner consistent with the non-disclosure agreement.

**Licensure requirements** - An award by SRMC’s District Governing Board will not be made to any firm or individual doing business in the Virgin Islands to perform work with the SRMC until evidence is submitted that the said firm or individual has a valid V.I. Business License to do business in the Virgin Islands. Vendors must submit hard copy of a valid V.I. Business License within ten (10) working days after award. SRMC shall not be responsible for expenses incurred by the Vendor to maintain current licensures, USVI requirements, and/or Federal requirements.

**1.1.13 CONTRACT NEGOTIATION AND EXECUTION**

It is the intent of SRMC that, after the successful vendor has been selected, SRMC and the selected vendor will enter into contract negotiations containing all terms and conditions of the proposed service. Any acceptance of a proposal is contingent upon the execution of a written contract and SRMC shall not be contractually bound to any vendor prior to the execution of such written contractual agreement approved by the Board.
1.2 DOCUMENT PREPARATION AND PROPOSAL FORMAT

1.2.1 POINT BY POINT RESPONSE

The Vendor must respond to each section of the RFP. Proposals should provide a straightforward, concise description of the vendor’s capability to satisfy the requirements of the request. Vendors should, however, include enough information/text in their response to assure SRMC that the vendor understands the requirement.

1.2.2 PROPOSAL BINDING

Proposals shall be type written on 8.5” x 11” paper (one side only). Pages of proposal must be numbered, indicate the RFP number and include a table of contents. Proposal must be accompanied by a transmittal letter signed by the vendor or an individual authorized by the vendor.

Any request for confidential treatment must be included in the transmittal letter with the vendor’s proposal. The vendor must explain the specific nature for this request.

The letter shall include the vendor’s mailing address, telephone number, cell or fax number and email address. Proposal must be securely bound and the official name of the firm submitting the proposal on the outside front cover.
1.2.3 PROPOSAL TIMELINE

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issued</td>
<td>October 19, 2015</td>
</tr>
<tr>
<td>Final Date to Submit Written Inquiries (Respondents)</td>
<td>October 26, 2015</td>
</tr>
<tr>
<td>Final Date to Issue Response/Addendum (SRMC)</td>
<td>October 27, 2015</td>
</tr>
<tr>
<td>Proposals Due Before or Until 4:00 PM Local Time</td>
<td>November 2, 2015</td>
</tr>
<tr>
<td>Issued Notice of Selection</td>
<td>November 5, 2015</td>
</tr>
<tr>
<td>Estimated Notice of award by Board</td>
<td>TBD</td>
</tr>
<tr>
<td>Begin Contract Performance</td>
<td>TBD</td>
</tr>
</tbody>
</table>

1.2.4 SUBMISSION OF AND RESPONSE TO WRITTEN QUESTIONS

All inquiries, including any questions related to the terms and conditions of this RFP shall be made in writing and submitted to the RFP contact at the address noted above. Verbal inquiries will not be accepted. The RFP Contact must receive all inquiries by mail, hand delivery, email or fax, not later than 10/12/15. SRMC’s written responses to questions and comments will not identify the vendor and will be posted on our website as well as emailed to all vendors.

1.2.5 SUBMISSION OF PROPOSAL

The RFP Contact must receive proposals no later than 4 pm (VI local time). Any proposal received after the deadline will be rejected and returned to the vendor. Vendors mailing proposals must allow ample mail delivery time to ensure timely receipt of their proposal. It is the vendor’s responsibility to ensure that the proposal is received prior to the deadline. Postmarking by the due date will not substitute for actual receipt of the proposal by SRMC. **ELECTRONIC MAIL OR FAXED PROPOSALS WILL NOT BE ACCEPTED.**
1.2.6 TERM

Successful vendor shall have 90 days to fulfill the tenets of this contract for delivery and installation and all equipment.

1.2.7 Acceptance of terms and Conditions- Each vendor shall specifically stipulate that the proposal signifies the acceptance of all terms and conditions stated in the RFP

1.2.8 If the vendor objects to any term or condition, it shall make specific reference to the section of the RFP being objected to. Objections/responses that alter the RFP shall be deemed non-responsive and disqualify the vendor
2.0 VENDOR INFORMATION

2.1 VENDOR'S CORPORATE PROFILE

Provide your company’s full legal name, corporate mailing address and phone number. Indicate whether you are a corporation, sole proprietorship or partnership, or other creation and if you are a subsidiary of a parent company, any mergers or acquisitions.

2.1.1 Indicate whether vendor has been disciplined, admonished, warned, had its license, registration certification or any similar authorization to do business suspended or revoked for any reason.

2.1.1.2 Identify any pending administrative, civil, criminal proceedings brought against vendor within the last five years and, if any, provide the following information: (a) a clear and concise statement of all allegations against the vendor, its officers, agents and/or employees (b) the status of the actions.

2.1.2 FINANCIAL INFORMATION

Provide financial information on your company (i.e. annual report 2 years).

2.1.3. STANDARD OF PERFORMANCE

2.1.3.1. Vendor is expected to use their best efforts, skills, judgments and abilities to perform as specified by the job requirements and to meet all standards of vendor’s profession and business requirements.

2.1.3.2. The task and expectations related to the virtualization upgrade are not all inclusive. The Vendor and/or Director for Perioperative Services
may add or delete from these functions, as justified. All changes to contract terms or functions must be in writing.

2.1.3.3. The Vendor is responsible for the completion of all work. All work is subject to inspection by the Director of Perioperative Services. SRMC may employ all reasonable means to ensure that work is progressing and being performed in compliance with job task. Should the Director of Perioperative Services determine that corrections are necessary in order to accomplish its intent the Vendor may be directed to make changes.

2.1.3.4. Substantial failure of the Vendor to perform the contract may cause SRMC to terminate the contract.

2.1.3.5. Vendor will be oriented to and will follow the work practices, policies and procedures of SRMC.

2.1.3.6. Vendor will guarantee all work. Terms and conditions are negotiable.

2.1.3.7. WORK SCHEDULE

2.1.3.7.1. In general, the Vendor must have the ability to plan work schedules, as well as be flexible enough to change schedules to meet SRMC needs.

2.1.3.7.2. Vendor may be required to work evenings, nights, weekends and holidays in order to accommodate hospital work processes.

2.1.3.7.3. All activities will be carried out as per space availability and in coordination with unit/area availability.

2.1.3.8. SECURITY

2.1.3.8.1. Vendor agrees to follow all SRMC Safety and Security Policies.
2.1.3.8.2. SRMC reserves the right to inspect any package being brought into or taken from the premises.

2. REFERENCE ACCOUNTS

Please provide letters of references from at least three (3) previous clients knowledgeable of the Vendor’s performance of the Services described in this RFP and a contact person’s telephone number for each reference-how many machines, services provided and length of service etc.

2.2.1 Identify other projects in which the vendor is currently providing or has provided similar services described in this RFP.

2.2.2 State whether, if during the preceding three-year period, vendor has defaulted on any contract; provide a description of the facts and circumstances of the default, and provide the name, address, telephone number of a contact person with the entity whom vendor had the contract.

2.2.3 State whether, if during the preceding three-year period, vendor has terminated a contract prior to the expiration of the stated contract term or has had a contract terminated by the other party prior to its stated term; provide all such contracts, provide a description of the facts and circumstances of each termination, and provide the name, address, telephone number of a contact person with the entity with whom vendor had the contract.

2.2.4 Certification

Vendor shall sign and submit with the proposal a certification stating that the proposal was developed independently and that no relationship exists or will exist, in the contract period between vendor and SRMC that interferes with fair competition, or is a conflict of interest.
2.2.5 Required RFP Documents

1. Copy of Articles of Incorporation
2. Copy of Certificate of Resolution
3. **Copy of valid USVI Business License to be filed at the time of submitting RFP response or within ten (10) business days after an award by SRMC’s District Governing Board.**
4. Executed Non-Disclosure Agreement (NDA)

2.2.6. License, Permits and/or Certifications

Vendor shall ensure and maintain all the necessary licenses, permits and/or certifications required by Federal and the United States Virgin Islands laws, ordinances, rules and regulations for the life of the contract and any renewal thereof. The Vendor shall immediately notify SRMC of loss or suspension of any such licenses, permits and/or certifications. Failures to maintain required licenses, permits and/or certifications may result in immediate termination of the awarded contract.
3.0 PROPOSAL REQUIREMENTS

3.1 SPECIFIC CRITERIA

Each proposal submitted must include the following:

The proposal must name all persons or entities interested in the proposal as principals. In the case of a firm or corporation, state the names and addresses of its officers. Proposals shall be signed by the person or member of the firm making the proposal, and in the case of a corporation, by an authorized officer or agent subscribing the name of the corporation and his or her own name. The proposal must declare that it is made without collusion with any other person or entity submitting a proposal pursuant to this RFP.

3.2 Project Contents

This is a "Brand Name or Equal" Solicitation, please see below for essential physical, functional, and other characteristics that have been deemed essential in meeting SRMC’s need and are the minimum acceptable specifications.

Brand Name or Equal to: Philips Medical, Siemens, Toshiba or GE equipment:

- 16 Slice CT
- R & F Room
- Portable X-ray- (currently use GE AMX)
- Mobile C-Arm- (currently use Philips)
- Diagnostic Ultrasound- (currently use Siemens)
- Radiography CR
SRMC is interested in obtaining your best net pricing and discount structure for the above listed equipment.

- Please provide pricing for a direct capital purchase. If you offer more than one system, we would be interested in obtaining pricing for all the systems you market and/or sell that is equal to our equipment listing.
- The system should include pricing for options and enhancements available, in-service, and training as well training for first call for SRMC Biomedical Engineering technicians, as well as alternatives to the standard items which you have available.
- Include any pertinent service/maintenance agreements, both full service and “time and materials”, software upgrades (going forward discounts for same), installation, rigging and hardware, as applicable.
- Include operators and service manuals.
- List any options and accessories, which may be included in the system or installed later.
- Provide warranty information.
- Provide product literature.
- Provide a comprehensive quotation containing specifications, list price, discounts, and net costs, per line item.
- Provide a comprehensive list of items or equipment, which needs to be provided by SRMC, including but not limit to cabling, water, electrical etc.