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## ADDENDUM NO. 1

February 16, 2022

Title: Package Tracking System

RFP # H22-0002

### 1. General

This addendum revises RFP documents. This addendum is issued to respondents of record prior to execution of contract and forms a part of contract documents and modifies previously issued documents. Insofar as previously issued contract documents are inconsistent with modifications indicated by this addendum, modifications indicated by this addendum shall govern. Where any part of the contract documents are modified by this addendum, all unaltered provisions shall remain in effect.

### 2. Addendum Acknowledgement Form

Acknowledge receipt of this addendum in the space provided on the Addendum Acknowledgement Form. Proposers must include the signed form with their response. Failure to do so will subject Proposers to disqualification.

### 3. Changes and Clarifications

- A. Proposal Due Date changed from 02/25/2022 by 2:00p.m. to 03/18/2022 by 2:00 p.m.
- B. Response to Proposer Questions received.

### 4. Attachments

- A. Attachment A – Material Management Daily Package Tracking Log
- B. CCH Information Security Questionnaire Template (*Excel File – File name: CCH\_Information-Security-Questionnaire-A1*). The Excel file is attached to this pdf file.

Note: To open the file, Download, Save, and Open the file using Adobe. Expand the “Navigation Pane” on left window of the Adobe application and click the “Paperclip” icon to view the Attachment

Responses to Vendor Questions

	Section of the RFP	Question	CCHHS Response
1		<p>"Please detail the following:            * Number of Drivers?            * Number of users that are engaged with truck loading, sorting, i.e., users that engaged with transaction entry?            * Number of management/administrative personnel who need to enter transactions?            * Number of delivery locations?"</p>	<p>*Drivers – six (6)  <b>*Stroger Hospital</b></p> <ul style="list-style-type: none"> <li>• Receivers -five (5)</li> <li>• Administrative - six (6)</li> </ul> <p><b>Provident Hospital</b></p> <ul style="list-style-type: none"> <li>• Receivers – two (2)</li> <li>• Administrative – one (1)</li> </ul> <p><b>Cermak Health Center</b></p> <ul style="list-style-type: none"> <li>• Receivers – two (2)</li> <li>• Administrative – one (1)</li> </ul> <p><b>Stroger Hospital Delivery Locations</b></p> <ul style="list-style-type: none"> <li>• Inventory - 80</li> <li>• Non-Inventory – 100+</li> </ul> <p><b>Provident Hospital Delivery Locations</b></p> <ul style="list-style-type: none"> <li>• Inventory - 20</li> <li>• Non-Inventory – 25</li> </ul> <p><b>Cermak Health Center Delivery Locations</b></p> <ul style="list-style-type: none"> <li>• Inventory - 20</li> <li>• Non-Inventory – 7</li> </ul> <p>*Sixteen (16) outlying clinics</p>
2	5 - Services Overview, Paragraph A	How many individuals will receive packages off delivery trucks? How many workstations for processing received items are needed?	<p><b>*Stroger Hospital</b></p> <ul style="list-style-type: none"> <li>• Receivers -five (5)</li> <li>• Workstations – Three (3)</li> </ul> <p><b>Provident Hospital</b></p> <ul style="list-style-type: none"> <li>• Receivers – two (2)</li> <li>• Workstations – One (1)</li> </ul> <p><b>Cermak Health Center</b></p> <ul style="list-style-type: none"> <li>• Receivers – two (2)</li> <li>• Workstations – One (1)</li> </ul>
3	5 - Services Overview, Paragraph E	How many individuals will be involved in sorting packages for recipients?	<p><b>*Stroger Hospital</b></p> <ul style="list-style-type: none"> <li>• Receivers -five (5)</li> </ul> <p><b>Provident Hospital</b></p> <ul style="list-style-type: none"> <li>• Receivers – two (2)</li> </ul> <p><b>Cermak Health Center</b></p> <ul style="list-style-type: none"> <li>• Receivers – two (2)</li> </ul>

	Section of the RFP	Question	CCHHS Response
4	5 - Services Overview, Paragraph G	How many mobile computers (delivery scanners) does CCH need for package delivery?	<b>Stroger Hospital</b> <ul style="list-style-type: none"> <li>• Three (3)</li> </ul> <b>Provident Hospital</b> <ul style="list-style-type: none"> <li>• Two (2)</li> </ul> <b>Cermak Health Center</b> <ul style="list-style-type: none"> <li>• Two (2)</li> </ul> Drivers <ul style="list-style-type: none"> <li>• Six (6)</li> </ul>
5	5- Services Overview, Paragraph H	Does CCH currently use outside couriers or internal employee couriers to deliver tissue and biological items? Is this part of your regular delivery process or do you have a separate process for delivering these items? If so, please describe current process.	Internal Employees  Separate process for tissue delivery.  Supply Chain Management (SCM) personnel receive the package by performing the receive package function in Automated dispensing cabinet for tissue and implant at the hospital Receiving Dock, complete the tissue and implant log form, and contact the Storeroom Clerk/Inventory Specialist to retrieve the tissue for delivery to the MOR and the Ophthalmology Clinic. The person releasing the item and the person receiving the item sign the tissue and implant log to maintain the Chain of Custody. The Storeroom Clerk/Inventory Specialist delivers the tissue to the MOR Automated dispensing cabinet for tissue and implant unit and the Ophthalmology Clinic and then performs the receive item function in Automated dispensing cabinet for tissue and implant Procedure Station and affixes the automated dispensing cabinet for tissue and implant label to the tissue package.
6	Due Date (page 1)	RFP states that due date for response packages are 2/25 at 2PM CST but there is also a mention of not earlier than 8AM. Would CCH accept electronic and/or paper copies of the RFP earlier than 2/25, or only that specific day between those specific times?	Yes, Proposal must be received before the due date.

	Section of the RFP	Question	CCHHS Response
7	1.03	Can provide detailed information on what you are manually logging today when you receive a package? Can you provide a picture of the log?	Please see forms attached.
8	1.05	Is there a specific requirement you are looking for the tracking solution to manage related to tissue management and other biological deliveries? Further details are greatly appreciated.	See 5
9	1.06	Would it be beneficial to track route activity logging and mail center productivity related to receiving and delivering packages?	Yes
10	1.06	Do you want end users to have the ability to view packages received and obtain tracking information? If so, how many users would need access?	Yes – Needs to be accessible to hundreds of users at a minimum.
11	1.08	Is the PO number in a barcode form internally or coming from the distributor and if so, what type of barcode?	Currently the PO is not in a barcode format. Several vendors including our prime distributors are providing the ASN in a barcode format.

	Section of the RFP	Question	CCHHS Response
12	1.08	What is the process today to reconcile a PO via line-item detail within Oracle (orders complete vs orders incomplete)?	<ol style="list-style-type: none"> <li>1. Receiving Clerk validates the item and quantity against what is listed on the packing list: If quantity is accurate, the clerk circles the number; if incorrect, a line is drawn thru the inaccurate number and the actual number is written next to it and circled. Finally, the clerk should sign or initial and date the packing list.</li> <li>2. Receiving Clerk completes receipt of only the quantity shipped in Oracle.</li> <li>3. Receiving Clerk marries the Receiving Delivery Ticket to the packing list and places packet with the items.</li> <li>4. Receiving Clerk delivers items to department during normal scheduled delivery route.</li> <li>5. Receiving Clerk <b>obtains the signature</b> of the person the packages are left with on the system generated Delivery Ticket. (If there is no one to sign for package(s), the item should be brought back to the dock. Follow-up with a voicemail and/or email alerting the recipient that the package(s) has arrived and that an attempt to deliver has already taken place.)</li> <li>6. All signed copies of delivery tickets and/or packing list are placed in the envelope of receiving documents for that day along with the tracking number log.</li> <li>7. BOLs (Bill of Ladings) are stapled to the Daily Driver Log and filed each day.</li> </ol>

**Attachment A**  
**Material Management Daily Package Tracking Log**





**DATE:**

**COMPANY NAME:**

**DEPARTMENT & LOCATION:**

**PURCHASE ORDER #:**

<b>QUANTITY</b>	<b>UNIT</b>	<b>DESCRIPTION</b>

**ADDENDUM ACKNOWLEDGEMENT FORM**

As required by the RFP, Proposers must submit this acknowledgement form with their response. One acknowledgement form per response, listing all addenda, is appropriate.

**Addendum No.:** \_\_\_\_\_

**Company Name:** \_\_\_\_\_

**Representative's Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

END OF ADDENDUM