REQUEST FOR PROPOSAL (RFP) # H20-0020

TITLE: Radiation Therapy Services

GENERAL DESCRIPTION: CCH seeks to identify the most competitive proposer(s) of qualified Radiation Oncology and other related professional services

DATE ISSUED: August 14, 2020

VENDOR QUESTIONS DUE DATE: August 27, 2020 by 2:00 p.m. (CT)

RESPONSE/PROPOSAL DUE DATE: September 16, 2020 by 2:00 p.m. (CT)

Responses to this proposal shall be delivered after 8:00 AM (CST) but no later than 2:00 PM (CST) to:
Cook County Health
C/O John H. Stroger Jr., Hospital of Cook County
1969 West Ogden Ave., Lower Level Room # 250A
Chicago, IL 60612
Attention: Supply Chain Management Department

Please note that it takes approximately 20 minutes to pass security and walk to room 250A.
Delivery of proposals must include the Proposal Acknowledgement Form included at the end of this document.

There will be a Pre-Submittal Conference on Monday 8/26/2020, at 10:00 A.M. CT. Location: John H. Stroger, Jr. Hospital at 1950 West Polk Street, Room 810A, Chicago, IL, 60612 All questions regarding this RFP should be directed to purchasing@cookcountyhhs.org

The RFP and related Addenda will be posted on the http://www.cookcountyhealth.org website under the “Doing Business with CCH” tab.
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1. **Background**
   The Cook County Health (CCH) is a unit within Cook County government. CCH provides a full continuum of health care services through its seven operating entities, referred to as System Affiliates. System Affiliates provide a broad range of services from specialty and primary care to emergency, acute, outpatient, rehabilitation and preventative care. CCH services are offered without regard to a patient's economic status or ability to pay. CCH operates John H. Stroger, Jr. Hospital of Cook County (JHSH), Provident Hospital of Cook County, and Ambulatory and Community Health Network (a system of fifteen clinics), the Cook County Department of Public Health, Cermak Health Services of Cook County (a health facility operated within the confines of the Cook County Department of Corrections), and the Ruth M. Rothstein Core Center. The System also operates County Care, a Medicaid managed care health plan for low-income adults established under the Affordable Care Act.

2. **Purpose**
   CCH seeks to identify the most competitive proposer(s) of Qualified Radiation Oncology and other related professional Services to support the Cancer Center Services Program and related Radiation Therapy Center.

3. **Business Goals and Objectives**
   CCH intends to award one multi-year contract, which is anticipated for thirty-six (36) months with an additional two (2) two-year extension options.

   Upon successfully completing this initiative, CCH expects to meet the following business goals and objectives:
   a. Effectively provide patient services;
   b. Implement best-in-class technology and equipment;
   c. Improve customer service;
   d. Increase efficiency.

4. **Schedule**
   CCH anticipates the following schedule.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP posted to the website</td>
<td>August 14, 2020</td>
</tr>
<tr>
<td>Pre-Proposal conference and/or site visit</td>
<td><strong>August 26, 2020 at 10:00 a.m.</strong></td>
</tr>
<tr>
<td>Proposer Inquiry Deadline</td>
<td>August 27, 2020 by 2:00 p.m. (CT)</td>
</tr>
<tr>
<td>CCH response to Inquiries – Tentative</td>
<td>Week of August 31, 2020</td>
</tr>
<tr>
<td>Proposal Due Date</td>
<td>September 16, 2020 by 2:00 p.m. (CT)</td>
</tr>
<tr>
<td>Evaluation of Proposals - Tentative</td>
<td>October</td>
</tr>
</tbody>
</table>

5. **Scope of Work**

5.1. **Current State**
   CCH performed approximately 10,238 routine treatments and 7,304 intensity modulated treatments and 2217 IGRT treatments.
CCH is an active academic environment with the institution sponsoring and hosting freestanding, affiliated, and integrated residencies and fellowships in virtually all medical specialties.

To effectively provide services under this program, CCH requires complete third party staffing and professional services for the Radiation Therapy Center. This third party provider is solely responsible for the provision of these services within the County-owned facility, while abiding to rules and regulations of CCH.

5.2. **Major Equipment**

Below is CCH’ list of major equipment related to this program:

a. CT Simulator;
b. 2 Linear Accelerators;
c. HDR Brachytherapy System;
d. Radiotherapy Record and Verify System with Appropriate Interfacing;
e. Eclipse Treatment Planning;
f. LDR Brachytherapy System;
g. Varian Patient Management System and Billing Software;
h. Computer;
i. Map Check IMRT Dose Verification System;
j. Profiler Dose Verification System;
k. Daily QC devices
l. Arc Check for V-map
m. MIM Software

5.3. **Professional Services**

CCH requires at least the following types of resources. Proposers may recommend a different staffing model as long it is clearly demonstrated that it meets the needs of CCH. The table below states special requirements, minimum, which are not inclusive of all required qualifications.

<table>
<thead>
<tr>
<th>Chief Radiation Oncologist/Division Chair (1 FTE)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Requirements</strong></td>
</tr>
<tr>
<td>The Chief Radiation Oncologist is expected to assume the responsibilities of Primary Investigators for the Radiation Therapy Oncology Group. Responsibilities include chairmanship of the working group meetings.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Staff Radiation Oncologist (4 FTEs)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Special Requirements</strong></td>
</tr>
<tr>
<td>While the majority of the patients will be seen and treated at John H. Stroger, Jr. Hospital of Cook County, there will be patients at the other Health and Hospitals System (primary inpatient) facilities who may require on-site consultations and radiation oncologist participation at clinical and educational conferences. Resources will be expected to be mobile and/or co-located at other multiple sites Staff Radiation Oncologist will assess patients and make recommendation regarding Radiation therapy</td>
</tr>
</tbody>
</table>
Medical Assistant (2 FTE’s)

**Special Requirements**

Duties include but are not limited to:

a. Assist nurse with management of acute side effects record vital signs/patients weights.
b. Assist with patient evaluation.
c. Stock treatment rooms.

Administrative Staff (3 FTEs)

**Special Requirements**

Duties include but are not limited to:

a. Assist with scheduling.
b. Assist with procedure reporting.
c. Assist with documenting including billing.
d. Provide documentation and assist CCH or its contractors with Medicare Medicaid billing.
e. Provide documentation and assist CCH or its contractors with Private Insurance billing.
f. Provide documentation and assist CCH or its contractors with billing of HMO and Other Health Carriers.

Other Support Staff (19)

**Special Requirements**

Proposers must describe typical duties (In the key personnel sections) from the following required resources:

a. Chief Physicists (1 FTE)
b. Radiation Physicists (2 FTE’s)
c. Dosimetrist (3Fte’s )
d. Treatment Technologist ACR Certified ( 8 ) FTE’s)
e. Simulator Technologist-ACR Certified ( 1 FTE )
f. Nursing Staff (2 FTE’s)
g. Physician Assistant /NP (1 FTE)
h. Manager (1 FTE)

5.4. **Key Performance Indicators**

**SAFETY:** Evaluation of patient safety measures which may include: proper patient identification, verification of correct dose administration, prevention of falls.

**QUALITY ASSURANCE:** Timely and accurate performance and evaluation of quality control metrics for the linear accelerators, treatment planning systems and treatment planning CT scan.

**CUSTOMER SERVICE:** Evaluation of patient satisfaction through the electronic medical event reporting system and other reports, response to patient complaints. Efforts to ensure cleanliness and order of the department and equipment.

**COMMUNICATION/COLLABORATION:** Evaluation, which may include expected participation in planned meetings, tumor boards and Cancer Committee as well as participation in research initiatives/grants as necessary. Timely completion of required hospital training. Timely escalation of operational issues to ensure the function of the division.
**STAFFING:** Evaluation, which may include compliance with proper certifications of staff and proper staffing levels.

### 5.5. General Staff Expectations

Though CCH expects Proposers to submit staff with minimum skills and qualifications to provide the required services, the Proposer must also acknowledge meeting following requirements.

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Proposer Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. The Selected Proposer will be solely responsible for the provision of services within the County-owned facility to insure proper functioning of the department.</td>
<td></td>
</tr>
<tr>
<td>b. The Selected Proposer must abide by rules and regulations of CCH.</td>
<td></td>
</tr>
<tr>
<td>c. The Selected Proposer must provide System-wide services.</td>
<td></td>
</tr>
<tr>
<td>d. The radiation oncology staff must be able to provide a wide variety of radiation oncology services including the potential to perform other types of treatments not currently provided such as stereotactic radiosurgery (SRS) and HDR brachytherapy.</td>
<td></td>
</tr>
<tr>
<td>e. The staff would be expected to institute and develop implementation of new or emerging technologies if necessary.</td>
<td></td>
</tr>
<tr>
<td>f. Anticipated patient volume will require staffing of at least staggered 8 hours shifts.</td>
<td></td>
</tr>
<tr>
<td>g. The Selected Proposer is expected to provide the necessary physician and technical expertise to support and perform all radiation oncology program procedures.</td>
<td></td>
</tr>
<tr>
<td>h. The Selected Proposer would be expected to participate in all relevant clinical studies.</td>
<td></td>
</tr>
<tr>
<td>i. The Selected Proposer and all of its staff will be eligible for Investor status as designated by the National Cancer Institute.</td>
<td></td>
</tr>
<tr>
<td>j. The Selected Proposer must ensure that all placed resources will be trained on compliance topics, including protection of patient information, Health Insurance Portability and Accountability Act (HIPAA), Occupational Safety and Health Administration (OSHA), and any other related compliance training.</td>
<td></td>
</tr>
</tbody>
</table>
k. All staff members must be familiar with Varian billing systems and will be responsible for encoding the department’s activities. Although the vendor will not be allowed any professional billing, they are expected to assist in billing charges by the hospital in whichever way deemed necessary by CCH.

5.6. Capacity Building
Proposers must describe their capacity building plan including but not limited to:

   a. Recommended capacity building;
      i. If Proposers recommends a different staffing model, it must provide the rationale.
   b. Approach for onboarding/training of new resources;
   c. Required qualifications and certifications for specific roles;
   d. Process to vet required certifications/qualifications;
   e. Resource performance tracking.

5.7. Supplies
CCH shall supply the medical supplies for the proposer and professional provision of services as well as all the items reasonably necessary for the selected Proposer to provide the services required by this RFP.

However, several procedures, particularly Prostate Seed Implants and Syed Implants require specialized supplies they may be directly acquired by the selected Proposer subject to pre-approval. CCH is expected to reimburse the vendor for specialized supplies on a per-case basis.

CCH shall provide all other necessary medical and office supplies.

Proposers must describe their procurement process, including submission of itemized cost reports for approved specialized supplies, in coordination with the Office of Supply Chain Management (SCM). Acquisition of specialized supplies must be in coordination with Office of Supply Chain Management.

5.8. Technology
Proposers must provide screenshots, and/or links to sample/demo sites that demonstrate the technologies or applications used to manage resources and report costs.

   a. Proposers must provide screenshots to demonstrate available functionality for the following:
      i. Proactive resource management;
      ii. Management of special initiatives;
      iii. Workflow and staff management;
      iv. Invoicing;
      v. Dashboard and reporting visibility/access by CCH.

5.9. Reporting
Proposer must describe frequency and type of reporting expected including:
a. Reporting of effectiveness of the staffing model;
b. Method to establish baseline data to measure performance;
c. Reporting of performance measurements based on defined goals and objectives;
d. Transparent cost reports including costs for any specialized supplies or services.

5.10. Escalation Procedures
Proposers must describe the steps required to escalate incident to the highest level of organizations.

a. Escalation procedure including Contact names, emails and cell phone numbers, before and after business hours;
b. Process to mitigate further incident progression.

5.11. Contract Performance Review
Proposers should describe all expected contract performance metrics, and approach to report Contract Performance at least twice a year and including the following:

a. Service levels agreement;
b. Resources Performance;
c. Tracking in reporting of the stated business goals and objectives:
   i. Effectively provide patient services;
   ii. Implement best- in -class technology and Equipment;
   iii. Improve customer service;
   iv. Increase efficiency.

6. Required Proposal Content
This RFP provides potential Proposers with sufficient information to enable them to prepare and submit proposals. CCH is supplying a base of information to ensure uniformity of responses. It must be noted, however, that the guidelines should not be considered so rigid as to stifle the creativity of any Proposer responding.

This RFP also contains the instructions governing the submittal of a Proposal and the materials to be included therein, which must be met to be eligible for consideration. All Proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive. CCH expects all responses to reflect exceptional quality, reasonable cost and overall outstanding service.

Any page of a Proposal that Proposer asserts to contain confidential proprietary information such as trade secrets or proprietary financial information shall be clearly marked “CONFIDENTIAL PROPRIETARY INFORMATION” at the top of the page. Additionally, the specific portions of the page that are asserted to contain confidential proprietary information must be noted as such. However, note that ONLY pages that are legitimately confidential should be marked Confidential. CCH will return proposals that mark all pages Confidential or are copyrighted. All proposals submitted to CCH are the property of CCH.
Further, the Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

Proposals shall not contain claims or statements to which the Proposer is not prepared to commit contractually. The information contained in the Proposal shall be organized as described in this section.

6.1 Cover letter
Please limit this to one page. The cover letter shall be signed by an authorized representative of the Proposer. The letter shall indicate the Proposer’s commitment to provide the services proposed at the price and schedule proposed. Do not forget to sign your cover letter.

6.2 Executive Summary
Please limit this section to two pages or less, including:

a. A brief description of the proposer’s capability to provide the described services;

b. Point of Contact (name, email, phone) for this RFP;

c. Key team members and Partners (subcontractors) and respective services alignment (work to be performed by each subcontractor team under this contract);

d. Signature by authorized representative.

6.3 Response to Scope of Work
Please insert your response to the Scope of Work Section 6 in this section.

6.4 Qualifications of the Proposer
The proposer must include a description of the organization’s track record as follows:

<table>
<thead>
<tr>
<th>Company Profile (Prime only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Legal Name</td>
</tr>
<tr>
<td>b. Assumed Names if any</td>
</tr>
<tr>
<td>c. Legal Structure (e.g. sole proprietor, partnership, corporation, joint venture)</td>
</tr>
<tr>
<td>d. If a subsidiary, provide the same information about the Parent Company as required in this table format.</td>
</tr>
<tr>
<td>e. Date and State where formed.</td>
</tr>
<tr>
<td>f. Proposer’s principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, Chief</td>
</tr>
</tbody>
</table>

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<p>| | |</p>
<table>
<thead>
<tr>
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<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Financial Officer, and related contact information.</strong></td>
<td></td>
</tr>
<tr>
<td>g. <strong>Proposer Business background and description of current operations</strong></td>
<td></td>
</tr>
<tr>
<td>h. <strong>Number of employees</strong></td>
<td></td>
</tr>
<tr>
<td>i. <strong>Number of years in business</strong></td>
<td></td>
</tr>
<tr>
<td>j. <strong>Total number of years providing the proposed services</strong></td>
<td></td>
</tr>
<tr>
<td>k. <strong>Is Proposer a licensed business to perform the work in scope? If so, please specify relevant certifications.</strong></td>
<td></td>
</tr>
<tr>
<td>l. <strong>Proposer’s Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)</strong></td>
<td></td>
</tr>
<tr>
<td>m. <strong>Is proposer authorized to conduct business in Illinois? Please provide Registration Number issued by the Illinois Secretary of State, and attach Cook County Assumed Business Name Certificate, if applicable. Also, provide a copy of the Certificate of Good Standing.</strong> If not authorized, please explain.</td>
<td></td>
</tr>
<tr>
<td>n. <strong>Describe any merger or acquisition discussions in which the proposer is involved.</strong></td>
<td></td>
</tr>
<tr>
<td>o. <strong>List any contracts that the Proposer has entered into during the past ten (10) years with Cook County, and Cook County Department, or CCH.</strong></td>
<td></td>
</tr>
<tr>
<td>p. <strong>Provide the addresses of office locations where the services pursuant to this RFP will be performed.</strong></td>
<td></td>
</tr>
</tbody>
</table>

### 6.5 References and Track Record

Proposers must provide at least three (3) relevant references in the required table format below, from clients that used similar services from your firm. If partners/subcontractors plan to perform a major part of the scope, they should also provide three (3) references in alignment with their proposed project role. CCH plans to call references: please alert your clients.
6.6 **Key Personnel**

Provide a table with the following information:

- i. Proposed project resources;
- ii. Roles;
- iii. High level skills (project alignment);
- iv. Proposed work location for each resource (onsite/offsite);
- v. Time commitment to the project if awarded;

The Chief Procurement Officer reserves the right to reject any key personnel proposed if it is determined not to be in CCH’ best interest. The evaluation of proposals includes the qualifications of the personnel proposed; therefore, proposers must name key personnel as part of their response. Key Personnel must not be replaced during the project without the approval of the Chief Procurement Officer.

6.7 **MBE/WBE Participation**

The Proposer may be comprised of one or more firms as to assure the overall success of the project. The proposer must present a team chart that clearly identifies each team member and specify their role in the project (this should be more detailed than the information provided in the executive summary). For each subcontractor, provide the name of the firm(s), brief company background, level of participation, MBE or WBE if applicable, the type of services each resource, from each firm, will provide. For each MBE/WBE certified firm proposed, provide the appropriate information in the Economic Disclosure Statement Forms (in a separate envelop).

The Chief Procurement Officer reserves the right to accept or reject any of the team members if in The Chief Procurement Officer’s sole opinion replacement of the team member, based on skills and knowledge, is in the best interest of the County. Consistent with Cook County, Illinois Code of Ordinances (Article IV, Division 8, and Section 34-267), and CCH has established a goal that MBE/WBE firms retained as subcontractors receive a minimum 35% MWBE overall participation of this procurement. The Office of Contract Compliance has determined that the participation for this specific contract is 35% MWBE participation.
The Proposer shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. In the event that the Proposer does not meet the MBE/WBE participation goal stated by CCH for this procurement, the proposer must nonetheless demonstrate that it undertaken good faith efforts to satisfy the participation goal. Evidence of such efforts may include, but shall not be limited to, documentation demonstrating that the proposer made attempts to identify, contact, and solicit viable MBE/WBE firms for the services required, that certain MBE/WBE firms did not respond or declined to submit proposals for the work, or any other documentation that helps demonstrate good faith efforts. Failure by the proposer to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by CCH in its evaluation of the proposer’s responsibility and responsiveness.

6.8 Financial Status
a. Provide the audited financial statements for the last three fiscal years. Include the letter of opinion, balance sheet, schedules, and related auditor’s notes. Summary format and links to online financials are allowed. If applicable, submit the financial report of your parent company.

b. State whether the proposer or its parent company has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code, and, if so, the date and case number of the filing.

c. State whether the proposer or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

6.9 Conflict of Interest
Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

*If no conflicts of interest are identified, simply state “[Company X] has no conflict of interest.”*

6.10 Insurance Requirements
Prior to Contract award, the selected proposer will be required to submit evidence of insurance in the appropriate amounts. However, with its Proposal, the proposer is required to provide a statement on their company letterhead stating their agreement, or objections if any, to meet all insurance requirements stated below. Proposers may also submit current certificates of insurance evidencing compliance with this insurance provision. The standard Insurance Requirements captured in the sample Contract General Terms and Conditions (GC-03) may be modified to meet the needs of the future project.

6.11 Contract
Sample Contract General Terms and Conditions are available in the Doing Business with CCH website. Execution of the Contract is not required at the time the qualifications are submitted. However, if the proposer disagrees with any Contract provisions, or is proposing alternate language, it shall include the language for consideration by submitting the proposed redlines on
the sample Contract General Terms and Conditions document. CCH will not consider any exceptions or proposed alternate language to the Contract General Terms and Conditions if the proposer does not include these objections or alternate language with the proposal. CCH shall not be deemed to have accepted any requested exceptions by electing to engage a Proposer in negotiations of a possible Contract.

6.12 Legal Actions
Provide a list of any pending litigation in which the proposer may experience significant financial settlement and include a brief description of the reason for legal action.

If no Legal actions are identified, simply state “[Company X] has no pending legal actions in which our firm will experience any significant impact to this Contract.”

History of Legal Actions for the last 36 months:

<table>
<thead>
<tr>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

6.13 Confidentiality of Information
The Selected Proposer may have access to confidential information, including Protected Health Information (PHI) to perform the functions, activities, or services for, or on behalf of, CCH as specified in this RFP. The Proposer must acknowledge that if awarded there is a high likelihood that the Selected Proposer may have access to PHI, in paper or electronic form, and thus, it shall sign a Business Associate Agreement with CCH. As a Business Associate, the Selected Proposer will agree to comply with all federal and state confidentiality and security laws and regulations, including HIPAA, HITECH, the Medicaid Confidentiality Regulations, as defined herein, and all other applicable rules and regulations. The Proposer must commit to require all staff, including drivers, Attendants, and other personnel, and Subcontractors to complete HIPAA training upon hire, and no less frequently than annually thereafter. CCH reserves the right to review and accept the training program prior to implementation, or require the Selected Proposer to use HIPAA materials or training sessions supplied by CCH.

6.14 Economic Disclosure Statement
Execute and submit the Economic Disclosure Statement (“EDS”). The EDS form can be found at https://cookcountyhealth.org/about/doing-business-with-cook-county-health/. The EDS must be submitted with the pricing proposal in a separate envelope.

6.15 Pricing Proposal
Proposers must submit pricing proposals in a separate sealed envelope clearly marked with the RFP number and the label “Pricing Proposal.” Proposers are required to submit one (1) paper pricing file and one (1) electronic pricing file (in excel and emailed to the email addresses specified on the cover page).
The pricing proposal must include any supplemental options or schedules offered by the proposer. All pricing information must be submitted in the required MS Excel form to facilitate analysis and must include all assumptions. Proposers should include elements or references to the pricing proposal only in this section and separate the pricing proposal according to the Instructions above.

CCH makes no guarantee that the services or products identified in this RFP will be required. The proposer must provide sufficient pricing details to permit CCH to understand the basis for the proposal.

CCH is neither obligated to purchase the full quantities proposed by the proposer, nor to enter into an agreement with any one proposer.

**Pricing Proposal Submission**

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Quantity</th>
<th>Salary / Hr. Rate</th>
<th>Year 1</th>
<th>Year 2</th>
<th>Year 3</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chief Radiation Oncologist</td>
<td>(1 FTE)</td>
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<tr>
<td>Staff Radiation Oncologist</td>
<td>(4 FTE)</td>
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<tr>
<td>Nurse Aide</td>
<td>(2 FTE)</td>
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<tr>
<td>Physician Assistant / NP</td>
<td>(1 FTE)</td>
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<tr>
<td>Administrative Staff</td>
<td>(3 FTE)</td>
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<tr>
<td>Chief Physicist</td>
<td>(1FTE)</td>
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<tr>
<td>Radiation Physicist</td>
<td>(2 FTE’s)</td>
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<tr>
<td>Simulation Tech</td>
<td>(1 FTE)</td>
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<tr>
<td>Dosimetrist</td>
<td>(3 FTE’s)</td>
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<tr>
<td>Treatment Technologist ACR Certified</td>
<td>(8 FTE’s)</td>
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<tr>
<td>Nursing Staff</td>
<td>(2FTE’s)</td>
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<tr>
<td>Manager</td>
<td>(1FTE)</td>
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</table>

| Annuals/ Grand Totals         |          |                   |        |        |        |       |

6.16 **Addenda**

Since all Addenda become a part of the Proposal, all Addenda must be signed by an authorized Proposer representative and returned with the Proposal. Failure to sign and return any and all Addenda acknowledgements shall be grounds for rejection of the Proposal.

7. **Evaluation and Selection Process**
   An Evaluation Committee comprised of the CCH and County personnel will evaluate all responsive Proposals in accordance with the selection process detailed below.

7.1. **Proposal Assessment**
   The Evaluation Committee will review all Submittals to ascertain that they are responsive to all submission requirements.

7.1.1 **Proposal Evaluation**
   The RFP provides requirements and data, which will be used as a basis for a written presentation of qualifications of the firm(s) and proposed staff, project approach, systems and methodologies for delivery of the Project. CCH will evaluate the Proposals to establish a list of qualified Proposer for Shortlist.

7.1.2 **Shortlist Proposer Presentation**
   The Evaluation Committee, at its option, may invite one or more proposers to make presentations and/or demonstrations. The Evaluation Committee may request that all or a shortlisted group of proposers engage in proactive pricing feedback, submit clarifications, schedule a site visit of their premises (as appropriate), provide additional references, respond to questions, or consider alternative approaches.

7.2. **Right to Inspect**
   CCH reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the proposer and any proposed subcontractors and to reject any RFP regardless of price if it shall be administratively determined that in CCH’s sole discretion the proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. CCH reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

7.3. **Consideration for Contract**
   Any proposed contract including all negotiations shall be subject to review and approval of CCH management, CCH Legal and CCH’s Board of System Board. Proposed Contracts are also subject to review by the Cook County Office of Contract Compliance.

   Following finalization of Contract documents to the satisfaction of CCH executive management, CCH shall secure appropriate reviews and may approve the proposed Contract for execution in its sole discretion. The identity of the successful proposer shall be posted on the website.

8. **Evaluation Criteria**

8.1. **Responsiveness of Proposal**
   The Proposal(s) will be reviewed for compliance with and adherence to all submittal requirements requested in this RFP. Proposal(s) which are incomplete and missing key
components necessary to fully evaluate the RFP may, at the discretion of the Chief Procurement Officer or designee, be rejected from further consideration due to “Non-Responsiveness” and rated Non-Responsive.

Proposer must be compliant with all the submission requirements of the RFP. The evaluation committee will evaluate all responsive Proposal in accordance with the evaluation criteria detailed below.

8.1.1 Criteria Proposal
Proposals will be reviewed and selected based on qualifications of the Proposer to successfully perform the Services for the County throughout the course of the contract as evidenced by the following criteria:

A. Ability to achieve the CCH’s business goals, objectives, and Scope of Work described in this RFP, by providing a succinct and feasible description of the proposed implementation approach.

B. Qualifications and experience of the proposer to successfully perform and provide the services described in this RFP, as evidenced by the successful provision of similar services in similar environments and in compliance with all applicable laws.

C. Relevant Experience

D. Reasonableness of Overall Price
   Price will be evaluated separately for overall reasonableness and competitiveness.

   In addition, the Evaluation Committee may review and consider the information and evidence Proposer’s responsiveness to the following categories:

   1. MWBE Utilization Plan (EDS forms);
   2. Financial Status;
   3. Conflict Interest;
   4. Insurance Requirements;
   5. Contract Terms and Conditions (objections and/or suggested alternate language);
   6. Legal Actions;
   7. Addenda acknowledgement (See Addenda Section)

9. Instructions to Proposers
These instructions to proposers contain important information and should be reviewed carefully prior to submitting the Required Proposal Content. Failure to adhere to the procedures set forth in these instructions, failure to provide positive acknowledgement that the proposers will provide all services and products or failure to provide acceptable alternatives to the specified requirements may lead to disqualification of the submitted proposal.
9.1 Questions and Inquiries
Questions regarding this RFP will be submitted in writing to the contact(s) email listed on the cover page of this RFP no later than the date stated in the Schedule.

Question must be submitted in the following format, in MS Excel, and the subject of the email should reference the RFP #, Title and Proposer’s Name.

<table>
<thead>
<tr>
<th>ID</th>
<th>Vendor Name</th>
<th>RFP Section</th>
<th>Question</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

Should any proposer have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Supply Chain Management Office via the email provided on the cover sheet no later than the date stated on the Schedule and obtain clarification prior to submitting a Proposal. Such inquiries must reference the proposal due date and CCH RFP number.

9.2 Pre-proposal Conference (if Applicable)
CCH will hold a Pre-Proposal conference call on the date, time, and location indicated on the cover page. Representatives of CCH will be present to answer any questions regarding the goods or services requested or proposal procedures. If a mandatory pre-proposal conference is required, the proposer must sign the pre-proposal conference or site inspection sheet and include a copy of this sign-in sheet in the response to the RFP.

This Pre-Proposal conference is not Mandatory.

9.3 Number of Copies
Proposers are required to submit one (1) original hard copy, and one (1) electronic copy (emailed to the email addressed on the cover page) and no later than the time and date indicated in the RFP.

NOTE: One (1) paper copy of the pricing proposal and one (1) EDS copy must be submitted separate from the rest of the response.

Each submission must then be separated as follows:

1. One (1) technical hard copy - the original - excluding Pricing and EDS forms;
2. One (1) Pricing and EDS hard copies in a separate envelope;
3. One (1) complete electronic response package (including excel pricing file and EDS) emailed to the email addresses on the cover page. The technical response must be a single electronic file (do not submit a file per RFP section). The email must clearly indicate the RFP Number and Title.
Please see the Proposal Receipt Acknowledgement form at the end of this file for the form required at delivery time.

DO NOT USE EXPENSIVE PAPER OR MARKETING GRAPHICS THAT MAY DISTORT ELECTRONIC PAGES. PLEASE USE STANDARD PAPER.

9.4 Format
Hardcopies of the proposals should be submitted in 3-ring binders only (except pricing which may be submitted in a separate envelop). Material should be organized following the order of the Required Proposal Content Section separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned. Numbered titles and pages are required.

CCH reserves the right to waive minor variances.

9.5 Time for submission
Proposals shall be submitted no later than the date and time indicated on the cover page of this RFP. Late submittals will not be considered.

9.6 Packaging and Labeling
The outside wrapping/envelope shall clearly indicate the RFP title, proposer’s Name, proposers address, and point of contact information. The Price Proposal and EDS shall be submitted in a separate sealed envelope, but can be in the same box. The envelope shall clearly identify the content as “Price Proposal”. All other submission requirements shall be included with the Technical Proposal.

9.7 Timely delivery of Proposals
The proposal(s) must be either delivered by hand or sent to CCH through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to CCH and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and drop box. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered. CCH assumes no responsibility for any Proposal not so received.

9.8 Availability of Documents
CCH publishes competitive bid, RFP, and other procurement notices, as well as award information, at http://www.cookcountyhhs.org under the “Doing Business with CCH” tab. Proposers intending to respond to any posted solicitation are encouraged to visit the website above to ensure that they have received a complete and current set of documents.

9.9 Alteration/Modification of Original Documents
The proposer certifies that no alterations or modifications have been made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this proposal). Any alternates or exceptions
(whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Proposer understands that failure to comply with this requirement may result in the proposal being disqualified and, if determined to be a deliberate attempt to misrepresent the proposal, may be considered as sufficient basis to suspend or debar the submitting party from consideration from future competitive procurement opportunities.

9.10 Cost of Proposer Response
All costs and expenses in responding to this RFP shall be borne solely by the proposer regardless of whether the proposer’s Proposal is eliminated or whether CCH selects to cancel the RFP or declines to pursue a Contract for any reason. The cost of attending any presentation or demonstration is solely the proposer’s responsibility.

9.11 Proposer’s Responsibility for Services Proposed
The proposer must thoroughly examine and read the entire RFP document. Failure of proposers fully to acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

9.12 RFP Interpretation
Interpretation of the wording of this document shall be the responsibility of CCH, and that interpretation shall be final.

9.13 Specifications and Special Conditions
The specifications in this document provide sufficient information for proposers to devise a plan and provide pricing. Minor variations from those specifications will be considered as long as proposers identify any instance in which their services specifications differ from those outlined in the proposal documents.

9.14 Errors and Omissions
The proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or CCH. Should the proposer suspect any error, omission, or discrepancy in the specifications or instructions, the proposer shall immediately notify CCH in writing, and CCH will issue written corrections or clarifications. The proposer is responsible for the contents of its Proposals and for satisfying the requirements outlined in the RFP. Proposer will not be allowed to benefit from errors in the document that could have been reasonably discovered by the proposer in the process of putting the proposal together.

9.15 Proposal Material
The Proposal material submitted in response to the RFP becomes the property of CCH upon delivery to the Supply Chain Management Office and may become part of a Contract.
9.16 **Confidentiality and Response Cost and Ownership**
All information submitted in response to this RFP shall be confidential until CCH has executed a Contract with the successful proposer or has terminated the RFP process and determined that it will not reissue the RFP shortly. Following such actions, the contents of Proposals submitted in response to this RFP may be disclosed in response to requests made under the provisions of the Illinois Freedom of Information Act ("FOIA"). If a proposer wishes to preserve the confidentiality of specific proprietary information outlined in its Proposal, it must request that the information is withheld by specifically identifying such information as proprietary in its Proposal. CCH shall have the right to determine whether it shall withhold information upon receipt of an FOIA request, and if it does so pursuant to a proposed request, the proposer requesting confidential treatment of the information shall bear the costs of asserting that there is a proper exemption justifying the withholding of such information as proprietary in any court proceeding which may result. This notwithstanding, the proposer is on notice that the CCH is subject to the FOIA and that any documents submitted to the CCH by the proposer may be released pursuant to a request under the FOIA.

9.17 **Awards**
CCH may, at its discretion evaluate all responsive Proposals. CCH reserves the right to make the award on an all or partial basis or split the award to multiple proposers based on the lowest responsible proposers meeting the specifications, terms, and conditions. If a split award impacts the outcome of the project, it must be so stated in the proposal.

9.18 **CCH Rights**
CCH reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the proposer, to accept any item in the offer. CCH also reserves the right to accept or reject all or part of your Proposal, in any combination that is in the best interest of CCH.

9.19 **Cancellation of RFP; Requests for New or Updated Proposals**
CCH, in its sole discretion, may cancel the RFP at any time and may elect to reissue the RFP later. CCH may also issue an Addendum modifying the RFP and may request supplemental information or updated or new Proposals.
10. Definitions

The following definitions shall apply to this RFP:

“Abuse” means (i) a manner of operation that results in excessive or unreasonable costs to the Federal or State health care programs, generally used in conjunction with Fraud; or (ii) the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish, generally used in conjunction with Neglect.

“Appeal” means a request for review of a decision made by proposer with respect to an Action.

"Addendum" or “Addenda” shall refer to a one or more documents posted to the website by which modifies this Request for Proposal or provides additional information.

“Board” or “System Board” shall refer to the Board of Directors of the Cook County Health and Hospitals System.

"Contract" shall mean a properly executed Contract that has been negotiated between CCH and a proposer for some or all of the Deliverables described in this RFP.

“Contractor(s)” shall mean the individuals, businesses or entities that have submitted a Proposal and have negotiated a contract that has been properly executed on behalf of the Contractor and CCH.

"County" shall mean the County of Cook, Illinois, a body politic and corporate.

“Deliverables” shall refer to the items, supplies, equipment or services that will be provided pursuant to any Contract entered into as a result of this RFP.

“Fraud” means knowing and willful deception, or a reckless disregard of the facts, with the intent to receive an unauthorized benefit.

“General Conditions” shall mean the terms and conditions posted to the CCH website.

"Proposal" shall mean the document(s) submitted by proposer(s) in response to this RFP that constitute a proposer’s offer to enter into contract with the CCH under terms consistent with this RFP, subject to the negotiation of a contract and approval by the Board.

"Proposer(s)" shall mean the individuals or business entities, if any, submitting a Proposal in response to this RFP.

"Procurement Director" or “System SCM Director” shall mean the System Director of Supply Chain Management who serves as chief procurement officer for the CCH.

"Request for Proposals" or "RFP" shall refer to this solicitation of Proposals by CCH which may lead to the negotiation of a contract and the recommendation that the CCH authorize a Contract with a proposer.

“Solution” the specific configuration of Deliverables that is submitted in a Proposal to meet the needs and goals of the CCH as articulated in this RFP.
11. Appendix A – Proposal Receipt Acknowledgement Form

This acknowledgment of receipt should be signed by a representative of Supply Chain Management located at Stroger Hospital, 1969 W. Ogden Avenue, lower level (LL) Room 250A, Chicago IL, 60612.

The outside wrapping shall indicate the RFP Number and Title, Proposer’s Name, Proposers Address, and Point of Contact information. **Prefill the first two lines before submission.**

| Solicitation Number and Title: | |
| Vendor Name: | |
| Accepted By: | |
| Date: | |
| Time (if time machine is not available, hand write the time): | A.M  P.M |

Proposals shall be submitted no later than the date and time indicated on the cover page of the RFP. **Late submittals will not be considered.**

Proposers must cut this sheet in two. SMC will time-stamp top and bottom sections. SCM will keep one section, and the proposer will keep the other section.