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COOK COUNTY HEALTH (CCH)

REQUEST FOR PROPOSAL RFP# H21-0048

TITLE: Lead Risk Assessment and Clearance Investigation Services

GENERAL DESCRIPTION: Services; Provide HUD-approved Lead Risk Assessments and Clearance Investigations for Homes within Suburban Cook County

DATE ISSUED: November 18, 2021

VENDOR QUESTIONS DUE DATE: November 30, 2021, by 2:00 P.M. CT.

RESPONSE/ PROPOSAL DUE DATE: December 14, 2021 by 2:00 P.M. CT.

Responses to this RFP shall be delivered after 8:00 AM (CT) but no later than 2:00 PM (CT) to:

Cook County Health C/O John H. Stroger, Jr. Hospital
1969 West Ogden Ave., Lower-Level Room # 250A
Chicago, IL 60612
Attention: Supply Chain Management Department
Electronic copy should be sent to Purchasing@cookcountyhhs.org

Pre-Proposal Conference /Field Inspection: None

Delivery of RFP must include the RFP Acknowledgement Form included at the end of this document.

All questions regarding this RFP should be directed to purchasing@cookcountyhhs.org

The RFP and related Addenda will be posted at the http://www.cookcountyhealth.org website under the "Doing Business with Cook County Health" tab.

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1. Hospital System 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.

The Cook County Department of Public Health (CCDPH) is the local health department certified by the Illinois Department of Public Health (IDPH) with jurisdiction throughout suburban Cook County covering over 700 square miles. While Evanston, Skokie, Stickney, and Oak Park are served by their own IDPH-certified local health departments, these communities will be included as part of the focus area of this grant. The CCDPH provides public health services to over 2.2 million residents of suburban Cook County.

2. Purpose

This RFP is to contract with an Illinois licensed lead risk assessor to conduct HUD-approved Lead Inspection Risk Assessments (LIRA) and clearance investigations in HUD-eligible homes located within suburban Cook County.

a. Term of Services
The term of services shall be for thirty-six (36) months with two optional one (1) year extensions. It is estimated that approximately 172 LIRA inspections will be conducted. The number of LIRA and clearance investigations may increase if funding is available.

b. Basis of Award
The basis of award shall be to a single Proposers based on the highest rated Proposal offering the best value to CCH meeting the specifications, terms, and conditions in accordance with the evaluation criteria set forth in this RFP.

3. Schedule

CCH anticipates the following schedule.

Activity	Estimated Date
RFP posted to the website	11/18/2021
Pre-Proposal and Site Visit	none
Proposer Inquiry Deadline	11/30/2021 - 2:00 pm CT
CCH response to Vendor Questions-Tentative	Week of 11/29/2021
Proposal Due Date	12/14/2021 - 2:00 pm CT

4. Program Description Overview

Lead is a highly toxic metal. It only takes a small amount of lead to enter the body to develop lead poisoning. Lead poisoning causes serious damage to the nervous system, and effects behavior and learning development in children. Lead-based paint was regularly used on the inside and outside of buildings until 1978 when its use was banned by the U.S. Consumer Product Safety Commission. Approximately 80% of the homes in suburban Cook County were built before 1978. Persons can be exposed to lead through a variety of sources, including, but not limited to soil; water; household dust; paint; cosmetics; certain occupations such as construction or renovation; and hobbies such as lead soldering. Children under the age of six and pregnant women are especially vulnerable to lead poisoning. The most common sources of lead poisoning in children are caused by ingestion of lead-based paint chips and breathing lead contaminated dust in the air in older buildings.

CCDPH operates the Lead Poisoning Prevention Unit (LPPU), the Environmental Health Services Unit (EHS) and the Integrated Health Support Services Unit (IHSS). LPPU, EHS and IHSS work together to reduce the exposure to lead- based paint hazards by pregnant women and young children.

Through grant funding from the U.S. Department of Housing and Urban Development, (HUD), CCDPH is addressing lead hazards within suburban Cook County that are at high risk for lead poisoning. The Grant funds assessment, remediation and clearance of lead-based paint hazards in income-eligible units where children under six years of age reside or spend a significant amount of time. If a property owner or occupant qualifies for the Grant program, all costs associated with assessment, lead abatement and/or mitigation and clearance, as set forth in the work order, will be covered by the Grant.

4.1 Availability of Funding:

Funding from the Cook County Department of Public Health via the U.S. Department of Housing and Urban Development is available from November 1, 2021 through August 31, 2025. Any agreement awarded pursuant to this RFP shall be for this period of time. Agreement extensions may be possible, contingent upon funding availability and prior performance.

4.2 Responsibilities of CCDPH:

CCDPH or its subcontractor will be responsible for identification and approval of all units that apply for the grant program and will be responsible for initial correspondence with the residents and/or unit owners regarding application status. Units will qualify for grant program participation according to requirements by the grant funder.

CCDPH will schedule the Lead Inspection/ Risk Assessments (LIRAs) with the residents of each unit to be assessed.

Assignments will be provided by CCDPH once weekly by email. CCDPH will work with a successful proposer to ensure that weekly assignments are regular and able to be completed in expected timeframes.

4.3 Responsibilities of Proposer:

1. The Proposer will be required to undertake the following activities:
   a. Conduct LIRA for all income-eligible units within one week of assignment by CCDPH. Inspections and risk assessments must follow the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Demonstration Grant Program.
   b. Within seven business days of LIRA inspection, provide CCDPH with an inspection report for all units receiving a lead inspection/lead risk assessment. Report must follow the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Demonstration Grant Program
   c. Provide and maintain, in good working condition, an XRF that detects lead in paint
   d. Comply with all applicable local, state and federal laws and regulations concerning lead riskassessments and portable XRF radiation safety
   e. Maintain eligibility for participation in the program
   f. Submit invoices to CCDPH, along with required documents, for payment. CCDPH will pay for the cost of the LIRA and report, and will reimburse real cost of lab processing fees for dust wipe samples.

4.4 Legal Requirements

a. Proposers must comply with all applicable local, state and federal laws and regulations concerning licensing as a lead inspector and lead risk assessor and storage, transportation and use of portableXRF equipment, but not limited to, the following:
   I. Illinois Lead Poisoning Prevention Act (410 ILCS 45 et seq.);
   II. Illinois Lead Poisoning Prevention Code (77 Ill. Adm. Code 845 et seq.);
   III. Occupational Safety and Health Administration ("OSHA") General Industry Standards (29 CFR1910.1025 et seq.);
   IV. OSHA Respiratory Protection Standard (29 CFR 1910.134 et seq.);
   V. OSHA Hazard Communication Standard (29 CFR 1910.1200 et seq.);
   VI. OSHA Construction Standards (29 CFR 1926.62 et seq.);
   VII. OSHA Lead Exposure in Construction (29 CFR 1926.62 et seq.);
   VIII. Department of Housing and Urban Development ("HUD") Lead-Based Paint PoisoningPrevention in Certain Residential Structures (24 CFR Part 35 et seq.);
   IX. HUD Guidelines for the Evaluation and of Control of Lead Based Paint Hazards in Housing (2012 Edition), available at http://portal.hud.gov/hudportal/HUD?src=/program_offices/healthy_homes/lbp/hudguideli nes;
   X. Environmental Protection Agency ("EPA") National Emissions Standards for Hazardous Air Pollutants (40 CFR Par 64 et seq.)
   XI. EPA Lead Renovation, Repair and Painting (40 CFR Part 74 et seq.)
   XII. Illinois Environmental Protection Agency ("IEPA") (415 ILCS 5 et seq.)
   XIII. IEPA Regulations (35 Ill. Adm. Code 101.100 et seq.)
   XIV. Illinois State Agency Historic Resources Preservation Act, 20 ILCS 3420/1
   XV. TITLE 32: ENERGY CHAPTER II: ILLINOIS EMERGENCY MANAGEMENT AGENCY SUBCHAPTER b: RADIATION PROTECTION PART 340 STANDARDS FOR PROTECTION AGAINST RADIATION

XVI. Title 49 Code of Federal Regulations (Oct. 1, 1996), U.S. Department of Transportation, Class7, Radioactive Materials

Proposer must also comply with all applicable local, state and federal laws and regulations

4.5 Licensing Requirements

I. Proposers must be licensed by the State of Illinois as a Lead Risk Assessor and must be in good standing with the State of Illinois and any other necessary regulatory organization(s) as required by statute or applicable state, local, and federal requirements.

II. Lead Risk Assessor shall be defined as set forth in the Lead Poisoning Prevention Code (77 III.Adm Code 845.10 et seq.) and shall meet the requirements stated therein at 77 III. Adm Code 845.27.

III. All Portable XRF's that detect for lead in paint, used on this project must be maintained in good working order, be leak tested every 6 months and user must follow all applicable local, state and federal laws and regulations concerning portable XRF radiation safety.

IV Upon request, Proposer must submit a copy of Lead Risk Assessor license and documents related to the licensing and use of portable XRF used on this project.

4.6 Background Requirements

Upon award, Proposer must provide documentation of the results of a criminal background check and drug testing for all employees that it will use to fulfill the requirements of this project. Such results shall be within the last 12 (twelve) months. Proposer understands that CCDPH, at its discretion, may request updated criminal background checks and drug testing of subcontractors and subcontractor's employees working on the project, any time after award.

4.7 Language Requirements

Subcontractor's employees must be able to communicate in English. It is preferable that subcontractor's employees can also communicate in Spanish.

4.8 Location requirements

Proposer must have offices and management staff located within 100 miles of the CCDPH office at 7556 W. Jackson in Forest Park, IL.

4.9 Timeline Requirements

i. Lead risk assessment must be scheduled within one week of assignment by CCDPH
ii. Assessment reports must be submitted to CCDPH within seven business days of completion of the lead risk assessment.
iii. Timeline extensions may be granted at the discretion of CCDPH.

4.10 Submit Invoices to CCDPH

a. Once the Lead Inspection/Risk Assessment and the assessment report is submitted to CCDPH, Proposer may submit invoices to CCDPH.
b. Proposer must ensure that all documentation (inspection reports, laboratory reports, certificates of compliance, etc.) is submitted to CCDPH before invoice will be paid.

5. Required Proposal Content

This RFP provides potential Proposers with sufficient information to enable a proposer 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.

5.1 Executive Summary/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. Do not forget to sign your cover letter.

5.2 Response to Scope of Services

a. To respond to the Scope of Services, please provide the information requested in Section 4.

5.3 Proposer's Profile and Track Record

Proposer must include a ***description*** of the organization's track record as follows:

Company Profile (Prime only)

a. Legal Name
b. Assumed Names if any
c. Address, City, State, Zip Code
d. Legal Structure (e.g. sole proprietor, partnership, corporation, joint venture)
e. If a subsidiary, provide the same RFP about the Parent Company as required in this table format.
f. Date and State where formed.
g. Proposer's principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, Chief Financial Officer, and related contact RFP.
h. Point of contact for this RFP including contact information
i. Proposer Business background and description of current operations
j. Number of employees licensed as lead risk assessors
k. Number of employees licensed as lead risk assessors who speak a language other than English (please indicate language(s) spoken).
l. Number of years in business
m. Total number of years providing the proposed services
n. Is Proposer a licensed business to perform the work in scope? If so, please specify relevant certifications.
o. Please indicate if you have worked for Cook County in this program in the past, when, and for how long. Responsive Proposers who have participated in the contractor pool in the past and are in good standing with CCDPH will be awarded an extra point during proposal evaluation.
p. Proposer's Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)

q.	Is Proposer registered as a Section 3 business? If so, please include a copy of the registry page from HUD. (https://portalapps.hud.gov/Sec3BusReg/BRegistry/What). Responsive Proposers will be awarded an extra point during proposal evaluation for current Section 3 registration.
r.	Is proposer authorized to conduct business in Illinois? Provide Registration Number issued by the Illinois Secretary of State, a copy of the Certificate of Good Standing, and include Cook County Assumed Business Name Certificate, if applicable.

5.4 Key Personnel

a. List key personnel for this project and the role they will play.

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.

5.5 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).

A. It is the policy of the County of Cook to prevent discrimination in the award of or participation in County Contracts and to eliminate arbitrary barriers for participation in such Contracts by local businesses certified as a Minority Business Enterprise (MBE) and Women-owned Business Enterprise (WBE) as both prime and sub-contractors. In furtherance of this policy, the Cook County Board of Commissioners has adopted a Minority- and Women-owned Business Enterprise Ordinance (the "Ordinance") which establishes annual goals for MBE and WBE participation as outlined below:

Contract Type	**Goals**	
	MBE	WBE
Goods and Services	25%	10%
Construction	24%	10%
Professional Services	35% Overall	

B. **The County may set contract-specific goals, based on the availability of MBEs and WBEs that are certified to provide commodities or services specified in this solicitation document. The MBE/WBE participation goals for each Contract are stated in the Special Conditions.** A Bid, Quotation, or Proposal shall be rejected if the County determines that it fails to comply with this General Condition in any way, including but not limited to: (i) failing to state an enforceable commitment to achieve for this contract the identified MBE/WBE Contract goals; or (ii) failing to include a Petition for Reduction/Waiver, which states that the goals for

MBE/WBE participation are not attainable despite the Bidder or Proposer Good Faith Efforts, and explains why. If a Bid, Quotation, or Proposal is rejected, then a new Bid, Quotation, or Proposal may be solicited if the public interest is served thereby.

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% MBE/WBE of this procurement. **The Office of Contract Compliance has determined that the participation for this specific contract is 35% MBE/WBE 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 undertook 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.

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.

5.6 Cost Proposal

Proposers must submit pricing RFP in a separate sealed envelope clearly marked with the RFP number and the label "Pricing RFP." Proposers are required to submit one (1) paper copy (original) and one (1) electronic copy emailed to the email addresses specified on the cover page.

The pricing information must include any supplemental options or schedules offered by the proposer. All pricing must include all assumptions to facilitate Analysis. Proposers should include elements or references to the pricing RFP only in this section and separate the pricing RFP 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 RFP.
Pricing Proposal

Proposer should provide pricing, per unit. Proposer will provide the following for each unit:

a. Lead inspection/risk assessment (LIRA) that follows the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Grant Program.

b. Inspection report that follows the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Demonstration Grant Program.
The proposed pricing will be one of the metrics by which proposals will be evaluated.

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

5.7 Financial Status

A. Provide the audited summary financial statements for the last two fiscal years. 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.

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

5.8 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 RFP.

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

5.9 Contract

Sample Contract General Terms and Conditions are available in **Attachment A, CCH Sample Master Service Agreement**. 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.

5.10 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:

Action	Date

5.11 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.

5.12 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 in a separate envelope.

5.13 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. Addenda issued prior to the proposal due date shall be made available via Cook County Health website: http://www.cookcountyhealth.org/about-Cook County Health/doing-business-with-Cook County Health/

6. 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.

6.1. Proposal Assessment

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

6.1.1 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.

6.1.2. 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.

6.2. 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.

6.3. 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.

7. General Evaluation Criteria

7.1. 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.

7.1.1 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

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. Section 3 status
3. Financial Status;
4. Conflict Interest;
5. Insurance Requirements;
6. Contract Terms and Conditions (objections and/or suggested alternate language);
7. Legal Actions;
8. Addenda acknowledgement (See Addenda Section)

8. Instructions to Proposers

These instructions to proposers contain important RFP and should be reviewed carefully prior to submitting the Required RFP 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 RFP.

8.1. 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.

ID	Vendor Name	RFP Section	Question
1.			
2.			
3.			

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 RFP. Such inquires must reference the RFP due date and CCH RFP number.

8.2. Pre-RFP Conference (if Applicable)

CCH will hold a Pre-RFP 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 RFP procedures. If a mandatory pre-RFP conference is required, the proposer must sign the pre-RFP conference or site inspection sheet and include a copy of this sign-in sheet in the response to the RFP.

8.3. 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.

8.4. Format

Hardcopies of the RFPs should be submitted in a separate envelope (or electronic file) Material should be organized following the order of the Required RFP 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.

8.5. Time for submission

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

8.6. Packaging and Labeling

The outside wrapping/envelope shall clearly indicate the RFP title, proposer's Name, proposers address, and point of contact RFP. EDS shall be submitted in a separate sealed envelope. The envelope shall clearly identify the content as "EDS". All other submission requirements shall be included with the Technical RFP.

8.7. Timely delivery of RFP

The RFP(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 RFP. 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 RFP not so received.

8.8. Availability of Documents

CCH publishes competitive bid, RFP, and other procurement notices, as well as award RFP, at www.CookCountyheath.org under the "Doing Business with CCH" tab. Proposers intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents.

8.9. 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 RFP). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered RFP. Proposer understands that failure to comply with this requirement may result in the RFP being disqualified and, if determined to be a deliberate attempt to misrepresent the RFP, may be considered as sufficient basis to suspend or debar the submitting party from consideration from future competitive procurement opportunities.

8.10. 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 RFP 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.

8.11. 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.

8.12. RFP Interpretation

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

8.13. Specifications and Special Conditions

The specifications in this document provide sufficient RFP for proposers to respond. Minor variations from those specifications will be considered as long as proposers identify any instance in which their services specifications differ from those set forth in the RFP documents.

8.14. 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 RFP and for satisfying the requirements set forth 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 RFP together.

8.15. Proposal Material

The 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.

8.16. 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. 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 a page that are asserted to contain confidential proprietary information must be noted as such. However, note that ONLY pages or specific information that are/is legitimately confidential should be marked confidential and proprietary. CCHHS will return proposals that mark all pages Confidential or are copyrighted. All proposals submitted to CCHHS are the property of CCHHS.

Further, the Proposer is on notice 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 law, including but not limited to the Illinois Freedom of Information Act [5 ILCS 140 *et seq*.]

8.17. 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 highest rated Proposer and best value to CCH meeting the specifications, terms and conditions in accordance with the evaluation criteria set for in this RFP. If a split award impacts the outcome of the project it must be so stated in the proposal.

8.18. 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 RFP, in any combination that is in the best interest of CCH.

8.19. Cancellation of RFP; Requests for New or Updated Information

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 RFP or updated or new RFP.

9. Definitions

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 conjugation with Neglect.

"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.

"Appeal" means a request for review of a decision made by proposer with respect to an Action, he is following definitions shall apply to this RFP:

"Board" or "Cook County Health" shall refer to the Board of Directors of the Cook County Health or 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)" and "Selected Proposer" 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 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 CCH under terms consistent with this RFP, subject to the negotiation of a contract and approval by the Board.

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

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

"**Request for Proposals**" or "RFP" shall refer to this solicitation of proposals by CCH that may lead to the negotiation of a Contract

10. Appendix A – RFP Receipt Acknowledgement Form

RFP Receipt Acknowledgement Form

This acknowledgement 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 clearly indicate the RFP Number and Title, Proposer's Name, Proposers Address, and Point of Contact RFP. **Prefill the first two lines prior to 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

RFP 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. SCM will time-stamp top and bottom sections. SCM will keep one section and the proposer will keep the other section.**

Time Stamp Here

RFP Receipt Acknowledgement Form

This acknowledgement 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.

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Time Stamp Here

11. List of Attachments

The following Attachments are included electronically to this RFP.

Proposer(s) may access the following attachments by 1) download and save this RFP file to a local drive and 2) open the RFP document using Adobe application, 3) expand the navigation pane (left of window) and click on the paper-clip icon.

1. **Attachment A – CCH Master Services Agreement**
   Proposer(s) may review a representative Master Services Agreement, *file name* ***CCH_CCH MASTER SERVICES AGREEMENT_81821b.pdf***. Proposer's redlined response to the CCH Master Services Agreement is required at the time of RFP submission. All responses to the Master Services Agreement must be submitted in a Microsoft Word compatible format with redline and included in electronic form as a separate file with the Proposal.