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COOK COUNTY HEALTH (CCH)

REQUEST FOR PROPOSAL RFP# H23-0024

TITLE: SLEEP DISORDERED BREATHING TREATMENT AND EQUIPMENT

GENERAL DESCRIPTION: The vendor shall provide patients with sleep disordered breathing with the equipment ordered by CCH providers and train these patients how to use and maintain the equipment.

DATE ISSUED: May 23, 2023

VENDOR QUESTIONS DUE DATE: June 1, 2023, by 2:00 P.M. CT

All questions regarding this RFP should be directed to <https://forms.office.com/r/kfu75yQceJ>

RESPONSE/ PROPOSAL DUE DATE: June 21, 2023 by 2:00 P.M. CT.

Responses to this RFP shall be submitted no later than 2:00 PM (CT) on June 21, 2023 by sending an electronic copy via email 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.

PRE-PROPOSAL CONFERENCE /FIELD INSPECTION: None

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1. Background

Cook County Health (CCH) provides a wide range of health care services and operates the John H. Stroger, Jr. Hospital of Cook County, a tertiary, acute care hospital and Provident Hospital of Cook County, a community acute care hospital. Cook County Health is also comprised of:

- 16 community health centers offering primary and specialty care and diagnostic services
- The Cook County Department of Public Health (CCDPH), a certified local public health department serving most of suburban Cook County
- Cermak Health Services of Cook County, which provides health care services to the detainee in the Cook County Sheriff's Department of Corrections and to the residents of Cook County's Juvenile Temporary Detention Center
- The Ruth M. Rothstein CORE Center, a comprehensive care center for care of HIV and other infectious diseases, and
- CCH, the largest Medicaid managed care plan in Cook County and one of the largest in the northeast region of the state.

CCH history and mission to care for all, regardless of the ability to pay, dates back to 1835. In that time, CCH has cared for millions of people, trained thousands of doctors, and conducted important research that has contributed to modern day practices in hospitals. We have centers of excellence in trauma, burn and emergency care, oncology, endocrinology, infectious disease and other areas. We have long been the safety net to the safety net when it comes to caring for the uninsured, a mission that remains today despite the new healthcare environment in which we operate.

CCH is one of the largest public health systems in the United States. As a provider of care, CCH sees approximately 300,000 unique patients annually through more than 1 million outpatient visits and more than 20,000 admissions, including 77,000 detainees at the Cook County Department of Corrections and residents of the Juvenile Temporary Detention Center. We are the largest provider of HIV care in the Midwest and one of the largest in the nation. On an average day, CCH fills nearly 20 times as many outpatient prescriptions than the average commercial pharmacy. The CCDPH is a state and nationally certified public health authority serving the majority of suburban Cook County.

CCH firmly believes that to obtain the true benefits provided by the Patient Protection and Affordable Care Act (ACA) health care transformation must go beyond simply increased access to health insurance and must extend to health practice as well. The launch of CountyCare in fall 2012 under the ACA's Early Enrollment Option set the course for CCH's transformation. In the two years since, CCH has seen a dramatic shift in its Payer mix such that a majority of CCH Patients is now insured – the first time this has been the case in CCH's 180-year history of direct care.

2. Purpose

The purpose of this proposal is to provide equitable care for patients with sleep disordered breathing seen at all CCH facilities. This purpose will be achieved by contracting with a vendor that will provide treatment equipment for uninsured and insured patients at the CCH clinics when ordered by CCH providers.

2.1 Term of Services

The term of services shall be for thirty-six (36) months with two optional two (1) year extensions.

2.2 Basis of Award

The basis of award shall be to one or more Respondents based on the highest rated Submittal 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	May 23, 2023
Pre-Proposal and Site Visit	None
Proposer Inquiry Deadline	June 1, by 2:00 P.M. CT.
CCH response to Vendor Questions-Tentative	Week of June 5, 2023
Proposal Due Date	June 21, 2023, by 2:00 P.M. CT.

4. Scope of Services

The vendor shall provide patients who have sleep disordered breathing with the equipment ordered by CCH providers and train these patients how to use and maintain the equipment. The awarded Vendor shall provide enough staff to attend all of the sleep clinic sessions and to coordinate care and scheduling with CCH providers. Vendor shall maintain a good stock of inventory, new and refurbished or lightly used, as well as maintain a loaner program. Vendor shall maintain documentation for all patients following standard practices. Vendor shall maintain warranties on equipment and provide monthly performance and quality reports. Vendor shall submit to CCH monthly billing for equipment delivered not covered by third party payers.

A. PATIENT CARE

1. Provide patients with all the equipment ordered by the CCH provider. Upon receiving a provider's order, the Vendor will contact the patient, verify information including insurance status, obtain the required documentation, and schedule delivery of the equipment at clinic, home, office, or hospital.
2. Notify the provider immediately if there were any barriers for the delivery of equipment including, but not limited to insurance requirements and incorrect contact information.
3. This equipment includes but is not limited to:
 - a. Continuous positive airway pressure (CPAP) devices. This includes fixed pressure and auto-adjusting devices.
 - b. Bi-level positive airway pressure (BIPAP) devices. This group of devices includes spontaneous, spontaneous/times, and average volume assured devices. This includes, when available, fixed pressure and auto-adjusting devices.
 - c. Non-invasive ventilation devices.

- d. Masks including but not limited to face masks, nasal masks, and nasal pillows.
 - e. Humidifiers compatible with the devices mentions above.
 - f. Oxygen concentrators: stationary, portable, and refill systems.
 - g. All accessories including: filters, circuits, power cords, connectors, straps, and oximeters for home monitoring.
4. Other respiratory equipment not mentioned above to provide standard care for patients with sleep-disordered breathing.
 5. All devices given to patients shall have, when possible, remote monitoring and adjustment capabilities.
 6. Set-up and maintain CCH accounts of manufacturer appropriate software for remote monitoring of patient use of devices.
 7. Provide patients with the equipment in the sleep clinics, at the Vendor's office, on CCH hospital wards for hospitalized patients, and at patient homes. This includes teaching each patient how to use the equipment and how to maintain it.
 8. Schedule the equipment delivery and coordinate this schedule with CCH scheduling staff a week ahead of the appointment.
 9. Ship equipment to patients if it replaces identical existing equipment.
 10. Replace masks within 30 days of delivery free of charge if the patient is unable to use it or the mask fit was inadequate.
 11. Maintain a loaner program: The purpose of this program is to provide equipment within 24 hours of the order by a CCH to patients that need urgent therapy. This equipment will be replaced by permanent equipment when it is approved by the patient's insurance.
 12. Monitor adherence with therapy after in the first 15 days after providing a new device. Attempt to resolve any difficulties a patient might have remotely or in person. Notify CCH provider when problems persist.
 13. Maintain an equipment resupply schedule for patients in compliance with patient insurance.
 14. Obtain order for resupply when required.
 15. Respond to patient and provider calls and inquiries within 24 hours.
 16. Regular home visits for patients on non-invasive ventilation devices.

B. ON SITE STAFF

Provide sufficient on site staff to attend all sleep clinic sessions.

This staff will:

1. Set up patients with the ordered equipment.
2. Educate patients on how to use their equipment.
3. Adjust equipment setting in person or remotely.
4. Answer patient questions and concerns about their equipment.
5. Notify CCH providers any changes in patient equipment or patient condition.
6. Notify CCH providers with adherence problems.
7. Determine insurance eligibility.
8. Obtain required documentation for insurance eligibility.
9. This staff shall comply at all times with the requirements to see patients in any of the CCHHS facilities.

C. INVENTORY

1. Maintains a good stock of inventory of the aforementioned equipment at the Vendor facility.
2. Maintain a small inventory of equipment at CCH to be used as instructed by CCH providers.

3. Maintain an inventory of refurbished, lightly used devices for use as indicated by CCHHS providers. The vendor should expect to provide at least 50 such devices per year.

D. MEDICAL RECORDS

1. Obtain standard consents and agreements with all patients relevant to the provision of medical equipment.
2. Follow all insurance guidelines for requested documentation. This includes but is not limited to documentation of all services provided including initial assessment, consents, letters of necessity, delivery tickets, instructional information, and clinical reports.
3. Maintain such documentation independent of insurance status.
4. Obtain all information needed for reimbursement and patient set-up from the CCH medical records systems.
5. Maintain warranty on all equipment.
6. Follow all applicable laws and regulations relevant to the handling of patient information.

E. QUALITY MANAGEMENT

Maintain a quality program that includes a minimum of:

1. Monthly report of all patients set-up for the first time.
2. Monthly report of patients waiting more than 30 days for set-up of new equipment and supplies.
3. Compliance report of patients on therapy for the first 30 days.
4. Vendor senior management to meet quarterly with CCHHS the sleep clinic leadership to review progress and improve operations.

F. BILLING

1. The Vendor shall directly submit to CCH a monthly bill for equipment delivered to patients without medical insurance and for equipment delivered to insured patients when not covered by their insurance. This bill should include the order, provider name, patient name and phone number, the equipment delivered to the patient, and the date it was delivered. The charges for the equipment cover all the aforementioned services.
2. The charges for devices, masks, and all other accessories will be based on the agreed upon per unit price. The prices of devices, masks, and other accessories not included in the contract will be agreed upon between CCH and the Vendor. These prices shall not exceed reimbursement by Medicare.
3. The Vendor shall always submit bills to third-party payers when applicable.

G. VENDOR REQUIREMENTS

1. The Vendor must hold all the required licenses and insurances to provide the medical equipment relevant to this proposal.
2. The Vendor must be an approved vendor for Medicare, Medicaid, CountyCare, and the majority of other insurances accepted by CCH.

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.

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 Statute.

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.

5.1 Executive Summary/Cover Letter

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 (Limit this to one page).

5.2 Response to Scope of Services

Please insert your response to the Scope of Services, Section 4, in this section.

5.3 Qualifications and Key Personnel Experience

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.

- a. Indicate who the project manager will be and those key individuals with a role in the project and include the following:
 - i. Project team organization chart.

ii. Provide a table with the following information:

Proposed project resources	Roles	High level skills (project alignment)	Proposed work location for each resource (onsite / offsite)	Time commitment to the project
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- For each key individual involved, emphasize their role on the proposed project, their corporate affiliation, and include a resume detailing related experience in working with similar contracts and healthcare systems. Include their educational background and experience as directly related to their assigned duties under the proposed contract.

5.4 Proposer's Profile and Track Record

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

Business Name (Legal Name)					
Legal Structure (e.g., sole proprietor, partnership, corporation, joint venture)				Date and State where formed	
Point of Contact / Title					
List of Proposer's Principals/Officers including Executive Leadership					
Business Address	Address, City, State, Zip Code				
Phone Number			Fax Number		
Email Address					
FEIN for organization					
Business background and description of current operations:					
# of Years in Business			# of Employees		
Respondent's copy of W-9:				Yes	No
Respondent a licensed business to perform the work in scope: Please specify relevant certifications.				Yes	No
Respondent 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				Yes	No

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 **Attachment A - MBE/WBE Utilization Plan** (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 25% MBE participation and 5 % 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.

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. 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 B – CCH Master Services 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 Attachment C - Economic and Disclosures Statement. The EDS must be submitted with the pricing proposal 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
- 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)

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](#).

Link to submit Questions: <https://forms.office.com/r/kfu75yQceJ>

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 inquiries 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 an electronic copy (emailed to the email addressed on the cover page) and no later than the time and date indicated in the RFP.

- Submission must have one (1) complete electronic response package (including Attachments) 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.
- One (1) EDS copy must be submitted separate from the rest of the response.
- Material should be organized following the order of the Required RFP Content Section separated by **labeled tabs**.
- CCH reserves the right to waive minor variances.

8.4. 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.**

8.5. Labeling

The email subject shall clearly indicate the RFP title and proposer's Name with naming convention "**Response RFP # H23-0024 - [Vendor Name]**" to be followed. The email body should include proposer's address and point of contact RFP. The **completed Attachment C - Economic and Disclosures Statement** and shall be submitted in the same email as attachments.

8.6. 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.

8.7. 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.

8.8. 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.

8.9. 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.

8.10. RFP Interpretation

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

8.11. Specifications and Special Conditions

The specifications in this document provide sufficient RFP 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 set forth in the RFP documents.

8.12. 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.

8.13. 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.

8.14. 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.*]

8.15. 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.

8.16. 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.

8.17. 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 conjunction with Neglect.

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

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

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

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.

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. List of Attachments

The following Attachments are included electronically to this RFP.

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

1. Attachment A - MBE/WBE Utilization Plan
Respondent(s) may review a file name CCH_MWBE_Utilization_Forms.pdf.
2. Attachment B – CCH Master Services Agreement
Respondent(s) may review a representative Master Services Agreement, file name CCH General Terms-Conditions.pdf. Respondent's response to the CCH General Terms-Conditions is required at the time of RFQ submission.
3. Attachment C - Economic and Disclosures Statement
Respondent(s) may review a representative Master Services Agreement, file name CCH_EDS_Form.pdf. Respondent's