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COOK COUNTY HEALTH AND HOSPITAL SYSTEM (CCH)

REQUEST FOR QUALIFICATIONS

RFQ# H23-0027

FOR

PROJECT MANAGEMENT CONSULTING AND SUPPORT SERVICES

FOR VARIOUS SCOPE CATEGORIES

(Target Market)

GENERAL DESCRIPTION: CCH seeks qualifications from professional Project Management Consultant (“Consultant”) Services to provide healthcare related Project / Program Management Consulting and Support Services.

DATE ISSUED: March 17, 2023

VENDOR QUESTIONS DUE DATE: March 28, 2023, by 2:00 P.M. CT

RESPONSE/ SUBMITTAL DUE DATE: April 19, 2023, by 2:00 P.M. CT

Responses to this RFQ 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

PRE-SUBMITTAL CONFERENCE /FIELD INSPECTION: None

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

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

The RFQ 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. Introduction

1.1 Overview/Objective

Cook County Health and Hospital System (“CCH” or “County”), seeks responses from professional qualified Project Management Consultants (“Consultants”) to provide healthcare related Project Management and Support Services (“Services”) as described in this RFQ. These Services will be used by the CCH on an “as-needed”, Task Order Basis and may include other CCH Using Department as described further in the **Exhibit A, Project Category Descriptions**. Selected Consultants will enter non-specific, task order driven, Depends Upon Requirements (“DUR”) term agreements. It is CCH’s intention to select one or more Consultant(s) per project category and to enter into Master Services Agreements (“MSAs”) with 3 year terms, and two (2) one-year renewal options.

In accordance with Section 34-273 of the Cook County Procurement Code (“Procurement Code”) the County will issue a separate Non-Target Market RFQ for Project Management Consulting and Support Services for firms to submit Qualifications. *M/WBE firms are eligible to submit Qualifications to this RFQ and the Non-Target Market RFQ.*

This RFQ is divided in seven (7) distinct project categories:

- Category 1 - Project Management
- Category 2 - Planning
- Category 3 - Grants Management
- Category 4 - Performance Monitoring and Management and Data Analysis
- Category 5 - Process Improvement analysis and Implementation
- Category 6 - Evaluation
- Category 7 - Technical Assistance

Requirements for the services may vary in accordance with the specific need for the project. The Consultant must perform in a satisfactory manner consistent with standards of performance specified in the Project Category Descriptions in Exhibit A and in compliance with industry standards. Consultants, working under the direction of the CCH, must furnish all necessary personnel and equipment needed to complete the tasks described in the Scope of Services.

CCH, at its own discretion, may select a Respondent for anyone (1) project category or combination of multiple project categories for which the Respondent has submitted its qualifications.

The Services contemplated are professional in nature. The selected Respondent acting as an individual, partnership, corporation or other legal entity, such as a joint venture must be of professional status, authorized to do business in the State of Illinois and licensed for all applicable professional disciplines requiring licensing and will be governed by the professional ethics in its relationship to CCH. It is also understood that all reports, information or data prepared or assembled by the Respondent will be confidential in nature and will not be made available to any individual or organization except CCH, without prior written approval of CCH, unless otherwise required to be disclosed in accordance with the Illinois Freedom of Information Act.

The Respondent must be financially solvent, and each of its members or partners if a joint venture; or partnership; its employees, agents or subconsultants at any tier must be competent to perform the Services required under this RFQ document. The information contained in this RFQ is intended to

provide Consultants with background information on the overall project scope of services and is not intended for any other purpose.

Respondent(s) may submit their qualifications for one or more, or all categories. Separate responses are required for EACH category and EACH separate submission must meet the requirements for submittals described in this RFQ. Pre-qualification or awarding of an MSA in any pool is not a guarantee of work.

1.2 Purpose

The purpose of this Request for Qualifications (“RFQ”) is to establish a pre-qualified pool of project management consulting firm(s) with specialized experience in provide project /program management and support services. It is the CCH’s intention to select multiple firms for each service category from this RFQ and the Non-Target Market RFQ as prequalified, giving CCH departments access to multiple firms. Respondents can submit their qualifications for one, some or all services categories.

CCH, at its own discretion, may enter into Master Services Agreements with firms that have been selected as prequalified and will allow for work to be performed under more than one category. Zero (\$0) dollar value contracts will be used to establish the MSAs. After solicitation and evaluation of submittals for a specific project, purchase orders will be made based on the negotiated value of the awarded Task Order.

1.3 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.

1.4 Term of Services

It is CCH’s intention to select one or more firm(s) per project category and to enter into Master Services Agreements (“MSAs”) with 3 year terms, and two (2) one-year renewal options.

1.5 Basis of Award

The basis of award shall be to a single or multiple Respondents based on the highest rated Submission offering the best value to CCH meeting the specifications, terms, and conditions in accordance with the evaluation criteria set forth in this RFQ.

2. Schedule

CCH anticipates the following schedule:*

Activity	Estimated Date
RFQ posted to the website	March 17, 2023
Pre-Submittal Conference and Site Visit	None
Respondent Inquiry Deadline	March 28, 2023, by 2:00 P.M. CT.
Submittal Due Date	April 19, 2023, by 2:00 P.M. CT.

*Dates are subject to change

3. Scope of Services

3.1 General

The work described below is to be performed by the selected Respondent(s). Each category shall include but not be limited to the tasks described and identified by CCH. Project Category Descriptions are in [Exhibit A](#).

3.2 Task Order Requests

Task Order Procedures are outlined in [Exhibit B](#), Cook County Health Task Order Procedures.

All Task Orders are subject to the approval of the Office of Supply Chain, Chief Procurement Officer (“CPO” or “SCM-CPO”) and no Task Order shall be considered as an offer or will otherwise become binding upon the CCH until it is approved in writing, by the CPO. Task Orders valued at \$150,000 or more will require approval by the Cook County Health Board of Directors. All task order assignments will be executed by the authorized department representative, vendor and SCM-CPO who will also execute the purchase order. For Task Orders \$150,000, using departments must solicit to the entire pool within the project category.

Task Orders valued below \$150,000 will be approved under the authority of the SCM-CPO and may be offered in a rotation of or more vendors within a project category. Absent approval of a Task Order by the SCM-CPO, CCH will not be obligated to pay or have any liability, under any theory of recovery (whether under the Agreement, at law or in equity), to the Consultant for any Services provided by the Consultant pursuant to the Task Order, or otherwise.

3.3 Master Services Agreements for Task Order Services

Once Respondents are selected for a category or categories of the pre-qualified pool, the Selected Respondent(s) will execute Cook County Health’s Master Services Agreement for Task Order Services (“Agreement”) with the same terms and conditions as set forth in the attached MSA Sample Agreement (Attachment B). The Respondent shall include as a part of its Cover Letter for submittal to this RFQ, an acknowledgement that it has read, understands and accepts the terms and conditions of the Agreement. Execution of the Agreement is not a guarantee of work. Selected consultants will enter non-specific, task order driven, term agreements.

3.4 MBE/WBE Requirements

The Cook County Board of Commissioners has adopted a Minority- and Women-owned Business Enterprise (“MBE/WBE”) Ordinance (the "Ordinance") which establishes annual goals for MBE and WBE participation. The County has established a goal of 35% MBE/WBE participation for the total of professional services and consulting services utilized by the County. At the time of submitting qualifications, respondents are required to submit a statement of commitment to comply with the MBE/WBE goals set by the Cook County Office of Compliance for this RFQ. Should Respondent be qualified and work be awarded under an MSA, adherence to the County Code regarding the MBE/WBE Program and a completed Utilization Plan as outlined in Section 5.2.7 herein is required. MBE/WBE project-specific goals per Task Order Request “TOR” may be set by the Contract Compliance Director based on the available pool of Cook County and Chicago certified MBE/WBE. The final Master Services Agreement further stipulates Respondents agree to abide by Cook County Health Task Order Request procedures as stated in Exhibit B.

Task Order Request documents will be sent to pre-qualified Consultants awarded an MSA based on the specific category and need of the agency or department.

Note: A complete MBE/WBE Utilization Plan will be required when responding to any task order pursuant to this pre-qualification.

3.5 Task Order Procedure Overview

Once Respondent(s) are selected to the pre-qualified pool, they will receive project-specific Task Order Request from an agency or department according to their category of prequalification. The Task Order Request will contain a scope of work, a start and end date for services, identification of key personnel, implementation plan, cost proposal, evidence of insurance, and with other information deemed appropriate by the CPO. Projects will vary in scope and size, and will be solicited on an as-needed basis. The County reserves the right to modify terms and conditions in task order request documents or task order award documents.

4. Submission Requirements

This RFQ provides potential Respondents 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 Respondent responding.

This RFQ also contains the instructions governing the submittal of a response and the materials to be included therein, which must be met to be eligible for consideration. All Submissions must be complete as to the information requested in this RFQ in order to be considered responsive and eligible for award. Respondents 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 submittal that Respondent 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 Submittals that mark all pages Confidential or are copyrighted. All responses submitted to CCH are the property of CCH.

Further, the Respondent is on notice that any part of its Submittal 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.]

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

4.1 Instructions for Submission

4.1.1 Number of Copies

Respondents 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 RFQ. The original hardcopy should be signed by an authorized signature and clearly marked “original.” For the hardcopy, separate categories may be submitted in one binder. However, each category submitted must have its own file name.

NOTE: One (1) paper copy 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
 - a. One (1) EDS hard copy in a separate envelope;
2. One (1) complete electronic response package (including each category submitted 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 RFQ section). The email must clearly indicate the RFQ Number and Title.

4.1.2 Format

Proposal should be left-bound with information on one side only. Material should be organized following the order of the Required Submittal Content requirements, with sections separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned.

CCH reserves the right to waive minor variances.

4.1.3 Time for submission

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

4.1.4 Late Submittals

The Respondent remains responsible for ensuring that its Proposal is received at the time, date, place, and office specified. CCH assumes no responsibility for any Proposal not so received, regardless of whether the delay is caused by the U.S. Postal Service, the CCH Postal Delivery System, or some other act or circumstance.

4.1.5 Packaging and Labeling

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

4.1.6 Timely delivery of RFQ

The RFQ(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 RFQ. Include the RFQ number on any package delivered or sent to CCH and on any correspondence related to the RFQ. 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 RFQ not so received.

4.2 Submission Content Requirements

4.2.1 Executive Summary/Cover Letter

The cover letter shall indicate the Respondent's commitment to provide the services identified in the RFQ. The cover letter shall indicate which specific category or categories for which the Respondent is submitting their qualifications and contact name, email and phone number. The cover letter shall identify the members of the joint venture that comprise the Respondent (if applicable). The cover letter should be signed by an authorized representative of the Respondent, and state that the Respondent takes no exceptions to the Terms and Conditions of the Master Services Agreement.

4.2.2 Qualifications of Respondent

Provide responses and back-up documentation as required to the following questions.

- A. Firm Profile. Provide the full name of Respondent's Organization and the addresses of both the home office and the Chicago metropolitan area office, if any.
- B. Respondent History and Experience. The Respondent shall provide a brief history of their organization, including number of employees, number of years in business and a general description of the Respondent's background in the project category for which your company is applying.
- C. Service Location. From what location will the services relative to any contract which may result from this Request for Qualifications be administered? Provide the principal contact, telephone, and fax for this location.
- D. Business Type; Authorization to Conduct Business. Provide documentation of the type of business entity (e.g., corporation, LLC, etc.) Respondent's organization consists of and documentation of authorization to conduct business within the State of Illinois.
- E. FEIN. Please provide Respondent's Federal Employer Identification Number here or in the Economic Disclosure Statement.
- F. Bankruptcy. Has any part of Respondent's organization or any of its officers, directors or owners filed for bankruptcy or reorganization within the past three years? If yes, please provide the pertinent details of these actions.
- G. Mergers or Acquisitions. Are there any pending agreements for merger or acquisition of Respondent within the next two years?
- H. Healthcare Sector Experience. For each practice category that the Respondent is proposing to provide Project Management Consulting Services for, please describe in detail any experience in advising employers in the areas/departments outlined in the scope by scope category, including length of time performing work in each particular category. Has Respondent previously contracted with Cook County Health or other public entities of similar size or provided consulting services on behalf of the Cook County Health? If yes, explain.
- I. References. Please provide three (3) references from current or recent clients, including any healthcare or governmental clients. Respondent must name a specific contact person, email, and telephone number for each reference. Respondent agrees that the CCH may contact these persons and agrees to release and hold harmless CCH and the firm and individual contacted to provide a reference against any liability as a result of providing such reference.
- J. Respondent's Current Contracts. Please describe Respondent's current client portfolio. Indicate the number of corporations, private and governmental, currently served and whether Respondent provides services as a direct contractor.
- K. Contract Terminations. During the past five years, has Respondent ever had a client terminate an engagement for cause? Please list the principal contact, title, address and telephone number(s) for these clients.

- L. Organizational Chart. Please provide a general organization chart demonstrating the firm’s corporate organizational structure, including relevant key personnel hierarchy, and firm’s relationship with any parent company, if applicable.

4.2.3 Key Personnel and Key Support Personnel

Please identify the key personnel in your organization by project category who will be designated to manage the services provided to the CCH

Professional resumes must also be included for all key personnel who would oversee and provide the services set forth in the RFQ.

- A. Respondent’s key personnel must demonstrate a record of successful experience in leading the delivery of technology services such as those required by CCH, excellent qualifications, technical expertise, interpersonal skills and communication skills. Please provide a detailed description of this experience, including any technical licenses or certifications. Resumes may be used.
- B. Additionally, please provide narrative descriptions of at least two (2) past professional experiences and achievements relevant to the scope of this RFQ.
- C. In the event that named Key Personnel is no longer able to perform duties for CCH as a member of your firm, please name and submit the credentials of a potential replacement. Upon departure of key personnel working on a specific engagement, CCH reserves the right to terminate that engagement and enter into a new engagement with another firm.
- C. Please complete the chart below describing name, job classification and availability of Key Personnel committed to CCH for the specific project category.

Key Personnel Availability

CATEGORY # _____

Name of Key Personnel	Time Commitment in Proposed Project	Proposed Role in Proposed Project	%Time committed to Each current project	Date for End of Commitment

4.2.4 Qualifying Projects

- A. Experience
Please describe in detail any experience in performing Project Management Consulting and support services to Healthcare sector employers in the areas outlined in the project category(s) for which you are applying.

Submit three (3) sample projects, be sure to include:

- the type of project
- type of client (private, public)
- the size of the project (dollar value of contract, volume of work)
- the period of engagement

Please indicate any previous contract with Cook County Health or other public entities of similar size for Project Management Consulting and Support Services.

4.2.5 Project Organizational Plan

Please provide a project organizational chart for each project category for which Respondent is applying. The project chart should show the expected structure of project management and other key personnel that would apply for the project category.

Provide a brief narrative of your approach for implementing the type of work described in the project category (limit 5 pages).

4.2.6 Project Category Rating Forms

Respondents must submit the Project Category Requirement Ratings Forms in the Appendices based on the categories of services it intends to provide. Submittal of these forms is required as part of the RFQ and Respondent may be deemed non-responsive if omitted. Instructions are provided within the forms.

4.2.7 MBE/WBE Participation

No MBE/WBE Utilization Plan is needed at the time of submittal to this RFQ. For purposes of your response to this RFQ for all Categories, Respondent must only submit a MBE/WBE Commitment letter on their company letterhead addressed to the SCM CPO stating your company commitment to achieving a minimum of 100% MWBE participation of the total dollar value of all Task Orders awarded in Services Categories as applicable.

As reference, the MBE/WBE Utilization Plan can be viewed in Attachment A, CCH MBE/WBE Utilization Special Conditions and utilization Forms. These documents must be submitted in response to a Task Order Request ("TOR"). In this section of your submittal, please provide a statement of commitment to the MBE/WBE goals on company letterhead.

4.2.8 Economic Disclosure Statement

Execute and submit the Economic Disclosure Statement ("EDS") in Attachment B, Economic Disclosure Statement Form. In the event any further clarification is required on any of the information provided, CCH reserves the right to make any necessary communication with the Respondent for such purpose. Such communication, if made, may include a deadline by which time any necessary clarifying information must be submitted.

4.2.9 Financial Status

Provide the audited financial statements for the last three fiscal years. Include the letter of opinion, balance sheet, schedules, related auditor's notes, and any other documentation that demonstrates financial stability. CCH reserves the right to accept alternative information and/or documentation submitted by a Respondent. In its response to this question, Respondent must

also represent that it is solvent and that no financial or legal impediments exist to its full performance of a Contract. State whether the proposer or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

4.2.10 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.

4.2.11 Master Services Agreement

Sample Contract General Terms and Conditions are available in Attachment C, CCH Master Services Agreement for Task Order Services. 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 respondent 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 Respondent in negotiations of a possible Contract.

4.2.12 Category and Pricing Form

In Exhibit C, Respondents must outline their pricing according to the format noted within the exhibit. **While price is not a factor in the evaluation of responses received, should the Respondent be selected as qualified, pricing will be included in the final MSA.**

Exhibit C must be submitted in a separate sealed envelope.

CCH reserves the right to negotiate rates that are lower than those set forth in the Pricing Form based on the needs of specific projects. Respondents are encouraged to offer modest fees.

4.2.13 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 RFQ.

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

4.2.14 Confidentiality of Information

The Selected Respondents 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 RFQ. The Respondent 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.

4.2.15 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/>

4.2.16 Other

Submit any information the Respondent deems pertinent to demonstrate its qualifications to perform the services being requested such as memberships in any professional associations.

5. Evaluation and Selection Process

5.1. Responsiveness Review

An Evaluation Committee comprised of the CCH personnel will review all Qualifications to ascertain that they are responsive to all submission requirements.

5.2. Acceptance of Submittals

The Chief Procurement Officer of the Office of Supply Chain Management reserves the right to reject any or all Submittals or any part thereof, to waive informalities, and to accept the Submittal deemed most favorable to CCH.

5.3. Evaluation Process

An evaluation committee comprised of the CCH personnel will evaluate all responsive submittals in accordance with the evaluation criteria detailed below.

This evaluation process may result in a short-list of submittals. The evaluation committee, at its option, may request that all or short-listed Respondents make a presentation, other customer testimonials, submit clarifications, schedule a site visit of their premises (as appropriate), provide a best and final offer, provide additional references, respond to questions, or consider alternative approaches.

5.3.1. Submittal Evaluation

The RFQ 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 Qualifications to establish a list of qualified Respondents or Shortlist Respondents.

5.3.2. Shortlist Respondent 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.

5.3.3. Respondent Presentations

CCH reserves the right to, but is not obligated to, request and require that each Respondent provide a formal presentation at a date and time to be determined. No Respondent will be entitled to present during, or otherwise receive any information regarding, any presentation of any other Respondent.

5.4. 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 RFQ 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 RFQ.

5.5. Selection Process

Upon review of all information provided by shortlisted Respondents, the evaluation committee will make a recommendation for selection to the Chief Procurement Officer for concurrence and submission to the CCH Board of Directors. CCH reserves the right to check references on any projects performed by the Respondent whether provided by the Respondent or known by the CCH. The selected Respondent(s) will be submitted for approval to the CCH Board. CCH intends to select a Respondent(s) that best meets the needs of CCH and provides the best overall value. Upon approval of the selected Respondent, a contract will be prepared by CCH and presented to the Selected Respondent for signature.

5.6. 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.

6. Evaluation Criteria

6.1. Responsiveness of Submittal

Respondent is compliant with all the submission requirements of the RFQ. Respondent(s) submittals which are incomplete and missing key components necessary to fully evaluate the Response may, at the discretion of the Chief Procurement Officer or designee, be rejected from further consideration due to "Non-Responsiveness" and rated Non-Responsive.

6.1.1. Criteria Submittal

Submittals will be reviewed and selected based on the following criteria:

- A. Qualifications and specialized experience of the Respondent to successfully perform the services under the scope categories, as evidenced by the successful performance of similar services for current and past clients, particularly other government entities
- B. Professional qualifications and specialized experience of Key Personnel and Key Support Personnel committed to provide Management Consulting and Support Services.
- C. Relevant Local Availability of Key Technical Personnel and Support Personnel assigned to the Project(s) including the current and future commitments of all key and support personnel.
- D. Approach to accomplish the goals and objectives of the services in the project category
- E. Statement of commitment to meet MBE/WBE Goals

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

- 1. Financial stability of the Respondent;
- 2. Legal Actions;
- 3. Conflict Interest;
- 4. Compliance with all technical, financial and submittal requirements
- 5. Acceptance to CCH MSA for Task Order Services (objections and/or suggested alternate language);
- 6. Compliance with the Cook County Economic Disclosure Statement and Execution Documents

7. Instructions to Respondents

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

7.1 Questions and Inquiries

Questions regarding this RFQ will be submitted in writing to the contact(s) email listed on the cover page of this RFQ 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 RFQ#, Title and Respondent’s Name.

ID	Vendor Name	RFQ 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 RFQ. Such inquires must reference the RFQ due date and CCH RFQ number.

7.2 Pre-Submittal Conference (if Applicable)

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

7.3 Availability of Documents

CCH publishes competitive bid, RFQ, and other procurement notices, as well as award RFQ, at www.CookCountyheath.org under the "Doing Business with CCH" tab. Respondents 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.

7.4 Alteration/Modification of Original Documents

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

7.5 Cost of Respondent Response

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

7.6 Respondent's Responsibility for Services Proposed

The respondent must thoroughly examine and read the entire RFQ document. Respondent's failure to fully 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.

7.7 RFQ Interpretation

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

7.8 Specifications and Special Conditions

The specifications in this document provide sufficient RFQ 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 RFQ documents.

7.9 Errors and Omissions

The proposer is expected to comply with the true intent of this RFQ 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 RFQ and for satisfying the requirements set forth in the RFQ. Respondent 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 RFQ together.

7.10 Submission Material

The material submitted in response to the RFQ becomes the property of CCH upon delivery to the Supply Chain Management Office and may become part of a Contract.

7.11 Confidentiality and Response Cost and Ownership

From the date of issuance of the RFQ until the due date, the Respondent must not make available or discuss its Qualifications, or any part thereof, with any employee or agent of CCH or the County. The Respondent is hereby warned that any part of its Qualifications or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

7.12 Use of Subcontractors

The respondent's Qualifications must include a description of which portion(s) of the work will be subcontracted out, the names and addresses of potential Subcontractors and the expected amount of money each will receive under the Contract. CCH reserves the right to accept or reject any subcontractor if in CCH's sole opinion it is in the best interest of CCH. Completion of Attachment F- Identification of Subcontractor/Supplier/Sub consultant Form is a requirement for Qualifications submission.

7.13 MBE/WBE Participation Goals

TARGET MARKET

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Section 34-260 through 273), the County has established a goal of 17.5% MBE/WBE participation for the total of professional services and consulting services utilized by the County. Furthermore, to address more specifically the barriers to MBE/WBE participation, Code provides that the County may designate a Target Market Program for any particular supplies, equipment, goods or services procurement. Pursuant to the County's Code of Ordinance, the County has implemented the Target Market Program that seeks to award competitively or on a negotiated bid process to certified MBE/WBEs. Participation in the Target Market program shall be limited to Minority Business Enterprises, Women's Business Enterprises and Joint Ventures consisting exclusively of Minority Business Enterprises, Women's Business Enterprises or both. The MBE/WBE Contractor on a Target Market Contract may subcontract up to 49 percent of the dollar value of the Target Market Contract to subcontractors who are not Minority Business Enterprises or Women's Business Enterprises.

A. Eligibility

1. Contracts included in the Target Market Program have been identified by the Contract Compliance Director as having at least three MBEs or three WBEs, as the case may be, which indicated their interest in participating in the contract's designated commodity area(s) by successfully being certified by the Office of Contract Compliance.

2. The MBE/WBE vendor may not subcontract more than fifty percent (51%) of the dollar value of the contract. The prime Target Market vendor must perform at least 51% of the awarded contract amount with their own workforces. The MBE/WBE vendor may subcontract up to 49% of the contract value to non-MBE/WBEs.

3. MBE or WBE firms will be allowed to participate in this Target Market Contract only in their Areas of Specialty as certified. Certification must be substantiated by current certification letters of all MBE and WBE participating in the contract being a part of the submittals.

B. Required Documents And Information Regarding MBE/WBE Participation

When responding to a Letter of Engagement or TOR, the vendor shall state the name(s) of all subcontractors including non-MBE/WBEs and the level of participation proposed for each firm that will participate in the task.

To receive MBE/WBE participation credit towards the MBE/WBE contract commitments, MBE/WBE firms must perform a commercially useful function (CUF). An MBE/WBE performs a CUF when the MBE/WBE is responsible for a clearly defined and distinct scope of work. MBE/WBE firms must be responsible for the execution of the work by actually performing, managing, and supervising the work involved.

1. Utilization Plan

The Utilization Plan shall be submitted at the time that the Letter of Engagement is due. Each Letter of Engagement shall include a complete Utilization Plan. The Utilization Plan shall include the name(s), mailing address, email address, and telephone number of the principal contact person of the relevant subcontractors, sub-consultants, and suppliers (collectively referred to "Subcontractors") that will participate in such Letter of Engagement. If the Respondent submits Qualifications, and any of their subcontractors, suppliers or consultants, are certified MBE or WBE firms, they shall be identified as an MBE or WBE within the Utilization Plan.

2. Letter(s) of Intent to Perform as a Subcontractor

For each subcontractor identified in the Utilization Plan, a Proposal Letter(s) of Intent- shall be submitted at the time that the Letter of Engagement is due along with the Utilization Plan. The Letter(s) of Intent will be used to confirm that each firm listed in the Utilization Plan shall perform work as a subcontractor, supplier, joint venture, or consultant on the Letter of Engagement. Each Letter of Intent shall indicate whether and the degree to which the subcontractor will provide goods or services directly or indirectly during the term of the Contract. The box for direct participation shall be marked if the proposed MBE/WBE will provide goods or services directly related to the scope of the Contract. The box for indirect participation shall be marked if the proposed subcontractor will not be directly involved in the Contract but will be utilized by the Respondent for other services not related to the Contract. Indirect Participation shall not be counted toward the participation goal. Each Letter of Intent shall accurately detail the work to be performed by the relevant subcontractor firm, the agreed dollar amount, the percentage of work, and the terms of payment.

Failure to include Letter(s) of Intent will render the submission not Responsive and shall be cause for the CPO to reject the submittals.

All submittals must conform to the commitments made in the corresponding Letter(s) of Intent, as may be amended through change orders.

The Contract Compliance Director may at any time request supplemental information regarding Letter(s) of Intent, and such information shall be furnished if the corresponding submittals are to be deemed responsive.

3. Letter(s) of Certification

Only current Letter(s) of Certification from one of the following entities may be accepted as proof of certification for MBE/WBE status, provided that Cook County's requirements for certification are met:

- County of Cook
- City of Chicago

Firms that are currently certified by the City of Chicago in any area other than Construction/Public Works shall also complete and submit a MBE/WBE Reciprocal Certification Affidavit along with a current letter of certification from the City of Chicago. This Affidavit form can be downloaded from www.cookcountyl.gov/contractcompliance under Contract Documents.

The Contract Compliance Director may reject the certification of any MBE or WBE on the grounds that it does not meet the requirements of the Ordinance, or the policies and rules promulgated thereunder.

4. Joint Venture Affidavit

In the event a Respondent achieves MBE and/or WBE participation through a Joint Venture, the Respondent shall include the required Joint Venture Affidavit, which can be downloaded from www.cookcountyl.gov/contractcompliance. The Joint Venture Affidavit shall be submitted with the Qualifications, along with current Letter(s) of Certification.

C. Changes in Utilization Plan

A Contractor, during its performance of a Letter of Engagement, may not change the original MBE or WBE commitments specified in the relevant Utilization Plan, including but not limited to, terminating a MBE or WBE Contract, reducing the scope of the work to be performed by a MBE/WBE, or decreasing the price to a MBE/WBE, except as otherwise provided by the Ordinance and according to the policies and procedures promulgated thereunder.

Where a Person listed under the Contract was previously considered to be a MBE or WBE but is later found not to be, or work is found not to be creditable toward the MBE or WBE goals as stated in the Utilization Plan, the Contractor shall seek to discharge the disqualified enterprise, upon proper written notification to the Contract Compliance Director, and make every effort to identify and engage a qualified MBE or WBE as its replacement. Failure to obtain an MBE or WBE replacement within 30 business days of the Contract Compliance Director's written approval of the removal of a purported MBE or WBE may result in the termination of the Contract or the imposition of such remedy authorized by the Ordinance, unless a written Petition for Reduction/Waiver is granted allowing the Contractor to award the work to a Person that is not certified as an MBE or WBE.

D. Non-Compliance

If the CCD determines that the Contractor has failed to comply with its contractual commitments or any portion of the Ordinance, the policies and procedures promulgated thereunder, the Contract Compliance Director shall notify the Contractor of such determination and may take any and all appropriate actions as set forth in the Ordinance or the policies and procedures promulgated thereunder which includes but is not limited to disqualification, penalties, withholding of payments or other remedies in law or equity.

E. Prohibited Provisions

Any agreement between a Contractor and a MBE or WBE in which the Contractor requires that the MBE or WBE not provide subcontracting quotations to other Contractors is prohibited.

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

7.15 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 RFQ, in any combination that is in the best interest of CCH.

7.16 Cancellation of RFQ; Requests for New or Updated Information

CCH, in its sole discretion, may cancel the RFQ at any time and may elect to reissue the RFQ later. CCH may also issue an Addendum modifying the RFQ and may request supplemental RFQ or updated or new RFQ.

8. 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.

“Agreement” or “Master Services Agreement” (MSA) means a non-specific, task order driven, term agreement including all exhibits attached to it and incorporated in it by reference, and all amendments, modifications, or revisions made in accordance with its terms and conditions as established in Attachment C of this RFQ and entered into by and between the Consultant and Cook County.

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

“Addendum” or “Addenda” shall refer to a one or more documents posted to the website by which modifies this Request for Qualifications 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.

“Contract” means a properly executed Contract that has been negotiated between CCH and a proposer for some or all of the Deliverables described in this RFQ.

“Contractor(s)” and “Selected Respondent(s)” means the individuals, businesses, or entities that have submitted a Submittal and have negotiated a Contract that has been properly executed on behalf of the Contractor and CCH.

“County” means 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 RFQ.

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

“General Conditions” means the terms and conditions posted to the website. "Submittal" shall mean the document(s) submitted by Respondent(s) in response to this RFQ that constitute a Respondent's offer to enter into contract with CCH under terms consistent with this RFQ, subject to the negotiation of a contract and approval by the Board.

“Chief Procurement Officer” or “SCM Chief Procurement Officer” means the Chief Procurement Officer for CCH Office of Supply Chain Management any representative duly authorized in writing to act on their behalf.

“Respondent(s)” means the individuals or business entities, if any, submitting a Submittal in response to this RFQ.

“Request for Qualifications” or “RFQ” shall refer to this solicitation of qualifications by CCH that may lead to the negotiation of a Contract

“Services” means performance of all tasks, activities and deliverables associated with individual Task Orders as performed by qualified personnel of the Consultant for each applicable service category in Exhibit A.

“Submittal” means the documents submitted in response to this RFQ.

“Task Order Request” or (**TOR**) means the solicitation document issued by a Using Agency for a specific project.

“Task Order” is an authorization to provide professional services meeting the requirement of a specific scope of work identified by a CCH user department.

“Using Department” means the departments or agencies within Cook County government, including Elected Officials.

9. Exhibit A - Project Category Scope Descriptions

Category 1 - Project Management

Provide project management and implementation support for projects approved by the Cook County Health Project Management and Operational Excellence Office (PMOE) in support of CCH's strategic plan and/or the community health improvement plan for suburban Cook County. The type of support would be to create and maintain project plans and supporting templates (risks logs, issues log, etc.). Development of realistic project plans based on identified deliverables, work duration, resource allocation, risks, and constraints. Structuring scope change process. Develop and implement communication plan from pre-planning to close out phase. Track project tasks and assist with implementation. Preparing and presenting project presentation materials. Please see [Attachment E](#) for more detailed description and other requirements.

Category 2 - Planning

Lead and/or assist with project-based activities related to "planning." This may include establishment and implementation of strategies and collaborations that advance the health and well-being of CCH patients, CountyCare members and/or suburban Cook County residents. Other planning-related activities include grant writing, strategic planning, meeting/training planning and facilitation, and community needs assessments and improvement planning. Contractors will be sought based on their content expertise (e.g., population knowledge, geographic knowledge, or disparity-specific knowledge) and specific skills. Please see [Attachment E](#) for more detailed description and other requirements.

Category 3 - Grants Management

Provide grants management support to ensure compliance with grant requirements. Prepare documentation related to internal and external administrative processes related to grants management including procurement and contract management, tracking expenditures, and preparing reports related to grant metrics and reporting. Please see [Attachment E](#) for more detailed description and other requirements.

Category 4 - Performance Monitoring and Management and Data Analysis

Provide data analyst support to work on market analyses, benchmarking, establishing program metrics and performance dashboards all associated with projects approved by the PMOE in support of the strategic plan. Assistance in establishing grant metrics and assist with performance monitoring/management systems that require data collection, analysis, and visualization. Please see [Attachment E](#) for more detailed description and other requirements.

Category 5 - Process Improvement Analysis and Implementation

Process Improvement analysis and implementation. Process improvement work on various clinical and administrative process documentation and public health programming processes. Document current state process, identify areas for improvement and implement process improvement. Please see [Attachment E](#) for more detailed description and other requirements.

Category 6 - Evaluation

Lead and/or support evaluation design and implementation for projects, programs and/or initiatives. This includes, but is not limited to, the development of evaluation plans, data collection and analysis, and creation of products to share key findings. This may also include building the ability of CCH staff and/or

key partner organizations to conduct evaluations. Please see [Attachment E](#) for more detailed description and other requirements.

Category 7 - Technical Assistance

Provide specialized technical expertise to CCH departments or key partner organizations to support the advancement of priority projects, programs and/or initiatives. Contractors will be sought based on their content expertise and specific skills. Please see [Attachment E](#) for more detailed description and other requirements.

10. Exhibit B - Cook County Health Task Order Procedures

Task Order Procedures

Once a Master Services Agreement for Task Order Services (“MSA”) is awarded to the Consultant, the Chief Procurement Officer (“CPO”), CCH Office of Supply Chain Management will issue a Notice of Award letter to the Consultant notifying the Consultant of their awarded project category. Upon award of an MSA, County departments and using agencies may issue a Task Order Request based upon project specific requirements for a scope of work. All services must be authorized by a written Task Order. By accepting an MSA, Consultant acknowledges and agrees that CCH is under no obligation to issue any Task Orders for Services.

CCH will issue a Task Order Request specifically referencing the Agreement, identifying the project, and setting forth the Services to be performed pursuant to the proposed Task Order and a desired completion date. Consultant must respond by proposing a time schedule, budget, deliverables and a list of key personnel, all of which must conform to the terms of the Task Order Request and the terms and conditions of the MSA. Consultant must not respond to any Task Order Request received from anyone other than a Cook County Health representative. Costs associated with the preparation of Task Orders are not compensable and CCH is not liable for any additional costs.

Task Order Thresholds & Rotations

Pursuant to Section 34-123 of the Cook County Procurement Code, the Chief Procurement Officer may approve Procurements, execute Contracts and execute Contract amendments up to an amount less than \$150,000 without Board approval. Any actions above \$150,000 require approval by the Cook County Health Board of Directors (the “Board”).

CCH will maintain a separate pool for **Target Market and Non-Target Market** qualified vendors. Task order requests for specific projects will be rotated between **the Target Market and Non-Target Market pools for qualified vendors**. Within each project category, those task orders with an estimated dollar value of \$150,000 or more will require solicitation to the entire pool within the applicable category. Task Orders to provide services above the threshold will be submitted to the CCH Board of Directors for approval with the start date of the task order beginning the first of the following month after approval. Those task order requests estimated to be below \$150,000 will be solicited within the project category on a rotational basis of 4 or more vendors listed in alphabetical order. Task Orders below the \$150,000 threshold will be approved by the Chief Procurement Officer, Office of Supply Chain Management. In those project categories with 5 or fewer qualified vendors the entire pool will be solicited.

Task Order Awards

Following Consultant’s selection to receive a Task Order, the using department and the Chief Procurement Officer, CCH Office of Supply Chain Management (SCM-CPO) will review the Task Order and may elect to approve it, reject it, or use it as a basis for further negotiations with the Consultant regarding the scope of the project and the project completion date. If the using department and the Consultant negotiate the scope of the project and the project completion date, the Consultant must submit a final scope of work for the Task Order (based upon such negotiations) to the County for approval. This task order and attached scope of work and letter of commitment to provide the

services at the negotiated cost will be presented to the Board for approval based on the above thresholds.

All Task Orders are subject to the approval of the CPO, Office of Supply Chain Management and no Task Order will become binding upon CCH until it is approved, in writing, by the SCM-CPO. Absent approval of a Task Order by the CPO, Office of Supply Chain Management, CCH will not be obligated to pay or have any liability, under any theory of recovery (whether under the Agreement, at law or in equity), to the Consultant for any Services provided by the Consultant pursuant to a Task Order, or otherwise.

The Consultant will commence its Services immediately upon receipt of an executed Task Order award notification issued by the Chief Procurement Officer, Office of Supply Chain Management.

- Master Services Agreement
- Sample Task Order Request Template

11. Exhibit C - Cook County Insurance Requirements of the Contractor

12. List of Attachments

The following Attachments are included electronically to this RFQ.

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 –CCH MBE/WBE Utilization Special Conditions and utilization Forms.

Respondent(s) may review the MBE/WBE Special Conditions, file name

CCH MWBE Utilization Forms.pdf.

2. Attachment B - Economic and Disclosures Statement

Respondent (s) may review Economic and Disclosures Statement, file name **CCH EDS Form.pdf**

3. Attachment C – Sample CCH Master Services Agreement

Respondent(s) may review a representative Master Services Agreement, file name **CCH Master-**

Service-Agreement-TOS.pdf. Respondent'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.

4. Attachment D - Sample Task Order Request Template

5. Attachment E - Project Category Requirement Rating Query

13. Appendix A – RFQ Receipt Acknowledgement Form
RFQ 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 RFQ Number and Title, Respondent’s Name, Respondents Address, and Point of Contact RFQ. **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

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



RFQ 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 RFQ Number and Title, Respondent’s Name, Respondents Address, and Point of Contact RFQ. **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

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

Respondents 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

Time Stamp Here