

**REQUEST FOR PROPOSAL**

**Badge System**

**RFP# 0418UCIH2019**

**Date Issued: 06/03/2019 QUESTION DUE DATE: 06/07/19**

 **SUBMITTAL DUE DATE: 06/21/2019**

****

**Procurement Contacts**

**James Schmitt Laurie Gale**

**Tel #** (714) 509-2420 **Tel # (**714) 456-1674

**E-mail**: james.schmitt@uci.edu **E-mail:** lgale@uci.edu

**Return Response to:**

***Via email***

Subject line (Badge System) RFP# 0407UCIH2019

ucimcpurchasing@hs.uci.edu

AND

***Printed hard copy***

Purchasing Department

University of California, Irvine Health

#### 1331 South State College Boulevard

Fullerton, CA 92831

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1. Tier I Qualification
2. Tier II Qualification – Technical Proposal and Questions
3. Cost Proposal (also see Excel template labeled ID Badge Cost Proposal)
4. Badge Templates
5. Interface Summary Table
6. UC Terms and Conditions
7. UC Business Associate Appendix (BAA)
8. UC Data Security and Privacy Appendix (DSA)

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| --- |
| **Deviations from specifications:** Any deviation from the specifications shall be identified and fully described. The right is reserved to accept or reject quotations on each item separately, or as a whole, and to waive any irregularities in the quotation; irregularities may, however, render the quotation non-responsive.**Public disclosure:** Responses to Become Public Records: All materials submitted in response to this solicitation become a matter of public record and shall be regarded as public record.**Designation of Confidential Information:**The Regents will recognize as confidential only those elements in each response, which are trade secrets as that term is defined in the law of California and which are clearly marked as ‘TRADE SECRET, ’’CONFIDENTIAL,’ or ‘PROPRIETARY.’ Vague designations and blanket statements regarding entire pages or documents are insufficient and shall not bind The Regents to protect the designated matter from disclosure.The California Public Records Act limits The Regents’ ability to withhold prequalification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that a Contractor does not want disclosed to the public or used by The Regents for any purpose other than evaluation of the Contractor’s eligibility, each sheet of such information must be marked with the designation “Confidential.” The Regents will notify the submitter of data so classified of any request to inspect such data so that the submitter will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.**The Regents Not Liable for Required Disclosure:**The Regents shall not in any way be liable or responsible for the disclosure of any records if they are not plainly marked ‘TRADE SECRET,’ CONFIDENTIAL,’ or ‘PROPRIETARY,’ or if disclosure is required by law or by an order of the court. |

**I. INTRODUCTION**

## University of California at Irvine Health Profile

The University of California, Irvine Health (UCIH) provides the organizational framework that enables the University of California, Irvine to fulfill its teaching, research, patient-care and public service missions. It consists of the School of Medicine (SOM), the UC Irvine Medical Center (UCIMC), the UC Irvine Medical Group and several specific centers, such as the Chao Family Comprehensive Cancer Center, H. H. Chao Comprehensive Digestive Disease Center and Gottschalk Medical Plaza on the UCI campus. The UC Irvine Medical Group, the health system’s physician network, includes over 400 faculty physicians and surgeons in multiple outpatient locations.

UC Irvine Medical Center is one of five teaching hospitals operated by The Regents of the University of California. UCIMC is a 417-bed, fully accredited hospital, which serves as the main clinical education site for the UCI School of Medicine. Prior to its acquisition by The Regents in 1976, the hospital was owned and operated by Irvine County and served as the primary provider of health care to Irvine’s medically indigent population.

It serves as the primary tertiary and quaternary care referral center for nearly four million people residing in and around Orange County, western Riverside County and southeastern Los Angeles County. It is also Orange County’s only combined Level I Trauma Center and Level II Pediatric Trauma Center designated by the American College of Surgeons, combined high-risk obstetrics and regional neonatal programs, and American Burn Association-verified Regional Burn Center. The UC Irvine Medical Center is home to Orange County’s only National Cancer Institute-designated comprehensive cancer center, providing access to leading clinical care and trials not available anywhere else in the county.

Thank you for your interest in the University of California, Irvine Health. (UCIH)

**II. Scope of Work**

UC Irvine Health will be acquiring and implementing a new Badging System to replace the existing system before January 2020. The existing system was originally implemented in October 2006. The system creates the identification badges used by various systems around the UCIH Campus (Building access, Time and Attendance, Cafeteria, Milk system, etc.). Both employees and contractors have badges assigned to them while at the Medical Center.

Current Badge Templates –

* Medical Center – 11 templates (3 active )
* School of Medicine – 3 templates (all active)

Current Printers –

The printers are NiSCA: model PR5350 (PR5302) and PR-C151 (PR-L151). The associated lamination printer model numbers are shown in parentheses next to the badge printer. Also, there needs to be support for Proximity iClass cards.

The average number of badges created each month varies dependent on time of year. Monthly totals can be from 300 to 600 badges which includes new and replacement badges. The current system retains all information including terminated employees, in case the employee returns at a later date.

There are approximately 99 API and 6 Deduct readers.

The selected vendor will be responsible for the following:

* Assisting UCIH with the new template(s) - Create a new template(s) per UCIH Marketing’s campaign.
* Convert the existing system data to new system – Need to convert existing Badge templates, Employee information, Pictures and Demographics information to the new badge system.
* The system must print bar-coding.
* The system must include an SQL or relational database to support both inbound and outbound interfaces.
* Develop and test integration with API (Demographics, Picture, Badge ID, etc.).
	+ Outbound interface from API to the badge system on demographics and Inbound interface from the badge system to API on pictures and badge ID’s. Must support the existing integration formats.
* Training and documentation – Train 6 UCIH resources on system functionality.
* Equipment/Supplies - New Badge System needs to support current printers and Proximity iClass cards.
* Testing - Test badges must be readable to CCure, POC, API and Deduct readers which read the Proximity number or Bar Code.

**III. BIDDER INQUIRIES**

**If you plan to respond to the RFP, you must notify James Schmitt and Laurie Gale via email no later than 06/07/19 in order to receive timely addendums.** Questions or requests for clarification regarding the RFP must also be submitted to James Schmitt or Laurie Gale, via email, no later than 06/07/19 by 3:00 pm PDT. Individual questions will not be answered directly to submitter. All questions submitted shall be responded to as an Addendum to this RFP. The Addendum will be provided to each qualified responder of record**.** The identity of the submitter of any particular question will not be disclosed. Inquiries and questions regarding this **RFP** will not be entertained after 06/07/19. Answers will be posted at the above Purchasing web site by 06/14/19.

James Schmitt, Procurement Manager Laurie Gale, IT Buyer

Email: james.schmitt@uci.edu lgale@uci.edu

Phone: (714) 509-2420 (714) 456-1674

**IV. PROPOSAL SUBMITTAL INSTRUCTIONS**

All proposals submitted must be received in the UCIH Purchasing Department no later than 3:00 PM 06/21/19 VIA EMAIL to James Schmitt and Laurie Gale. NOTICE: UCIH Purchasing Department will not accept proposal responses received after the due date and time. Please put “Badge System” in the subject in your emailed response to james.schmitt@uci.edu and lgale@uci.edu.

**V. TIMETABLE / DUE DATES**

 RFP release date 06/03/19 3:00 PM

 Bidder Questions due by 06/07/19 3:00 PM

 Responses posted by UCIH 06/14/19 3:00 PM

RFP Bidder Response due date and time 06/21/19 3:00 PM

 Vendor presentations to take place TBA

Anticipated award date TBA

 Anticipated contract start date TBA

**All responses must be sent digitally to james.schmitt@uci.edu. Please note: email message size is limited to 10 Mb. One complete and final hard copy should also be sent to:**

**Purchasing Department**

**ATTN: Laurie Gale**

**University of California, Irvine Health**

**1331 South State College Boulevard**

**Fullerton, CA 92831**

**VI. PRE-QUALIFICATION QUESTIONS**

**NOTE:** YOUR PROPOSAL RESPONSE MUST INCLUDE A RESPONSE TO EVERY QUESTION AND SECTION THAT REQUESTS INFORMATION. FAILURE TO RESPOND TO ANY QUESTION MAY BE GROUNDS FOR DISQUALIFICATION. PLEASE REFER TO THE SECTION AND ITEM NUMBER (i.e. RESPONSE TO REQUIREMENTS) IN YOUR REPONSE.

**Mandatory**

The following represents pre-qualification criteria.  Responses of “NO” or that are incomplete and/or do not meet the University’s expectations, basic requirements, and standards of performance may be disqualified and the bid rejected.  UCIH reserves the right to set the criteria for and make the determination independently in each case. **Please answer Yes or No to each numbered item.** All answers must be in the order of the questions listed herein, and properly identified. In the event Bidder has a conditional response, Bidder must supply additional information; otherwise, the question may be deemed as unanswered. Any questions deemed unanswered may result in the disqualification of Bidder. A conditional response is one that limits, modifies, expands or supplements any of the terms and conditions and/or specifications of this RFP. Alternate proposals will not be considered. An alternate proposal is defined as one which is submitted in addition to the bidder’s primary response to the RFP. The successful Bidder shall be bound by the terms and conditions of the RFP and as it may be modified by Contract of the Parties. **Technical or Promotional materials may be referenced as attachments or appendices; however, such technical or promotional materials may NOT be used in lieu of answering any questions.**

**Bidder agrees to the following: all terms will be binding and included in the final contract. Any conditions placed upon any of the following terms must be documented in Bidder’s proposal and may or may not be accepted by UCIH for the final contract.**

1. Bidder shall release and hold harmless UCIH from any and all claims, liability, judgments, losses and expenses, including reasonable costs, collection expenses and attorney’s fees, which Bidder may suffer as a result of a claim by any of Bidder’s employee(s) for injury(s) suffered by Bidder’s employee(s) while such employee(s) is in any of the UCIH’s facilities or vehicles. **Agree\_\_\_\_\_ YES \_\_\_\_\_ No.**
2. Venue and jurisdiction shall be exclusively in Orange County, California Superior Court applying California law and procedure for any and all claims of loss or injury between UCIH and Bidder. **Agree\_\_\_\_\_ YES \_\_\_\_\_ No.**
3. Bidder consents and agrees that UCIH shall be able to terminate for convenience, upon 30 days written notice, the relationship, and all contracts entered between Bidder and UCIH pertaining to the subject matter of this RFP. **Agree\_\_\_\_\_ YES \_\_\_\_\_ No.**
4. Bidder consents and agrees that UCIH is the final authority and has sole discretion to prohibit any of Bidder’s staff, agents, employees, supervisors and /or managers from remaining on university property. UCIH’s decision is final. **Agree\_\_\_\_YES\_\_\_\_\_No.**
5. Bidder consents and agrees to be subject to the UC Terms and Conditions as written in this RFP, and as attached to this RFP. **Agree \_\_\_\_ YES \_\_\_\_No.**
6. Bidder must consent and agree to execute UC’s HIPPA BAA, as attached to this RFP. **Agree\_\_\_\_\_YES\_\_\_No.**
7. Bidder must consent and agree to execute UC’s Data Security and Privacy Appendix, as attached to this RFP. **Agree\_\_\_\_YES\_\_\_\_No.**

**VII. PRICING AND TERM**

* Bidder must present its best and final pricing, including a complete description of any value Bidder offers in addition to what is specified in the requirements.
* Bidder must fully complete the pricing proposals.

***To be considered, Bidders must propose three complete pricing proposals: for three-year, four-year, and five-year termed agreements.***

Please include all costs, including the following, in all three of your proposals:

* Software license fees and types, if prices differ, e.g., hosted v. on-premises or single v. concurrent users;
* Maintenance fees and options;
* Implementation and consulting fees, including estimated travel expenses, if any;
* Any other costs associated with the purchase, implementation, and maintenance of the system;
* Pricing for any options that are available;
* Systems integration fees, i.e., interfaces or other technical requirements;
* Hardware, if any is required.

 **VIII. ADDENDUM OR SUPPLEMENT TO REQUEST FOR PROPOSAL**

UCIH may modify this RFP prior to the RFP due date by issuance of amendments sent by email, facsimile, overnight courier or mail to all vendors who receive a copy of this RFP from UCIH. Amendments will be clearly marked as such. Each amendment will be numbered consecutively and will become part of this RFP. Any vendor who fails to receive such amendments shall not be relieved of any obligation under this quotation as submitted. SPECIFI­CATIONS OR RFP REQUIREMENTS MAY BE REVISED ONLY THROUGH WRITTEN NOTICE OF ADDENDUM ISSUED BY JAMES SCHMITT OR LAURIE GALE, UNIVERSITY OF CALIFORNIA, IRVINE MEDICAL CENTER, PURCHASING DEPARTMENT. CHANGES BY ANY OTHER INDIVIDUALS ARE NOT AUTHORIZED.

**IX. BASIS OF AWARD**

In addition to the questions listed above in the RFP,

Proposals will be evaluated using a two-tier evaluation. Responses shall initially be evaluated for factors listed in **Tier 1 Qualification Statement, Attachment 1.** To be eligible to advance to **Tier 2 Technical Proposal and Questions, Attachment 2** a Bidder must meet the minimum requirements and receive at least seventy (70%) of the available Tier 1 quality points. Those Bidders receiving less than (seventy) 70% of the total quality points in the Tier 1 evaluation shall be eliminated from further consideration. Qualified Bidders must also receive at least 70% of available points in the Tier 2 evaluation to be considered for contract award.

To determine the lowest cost per quality point, each Bidder’s quoted fee(s), as specified in the **Cost Proposal, Attachment 3,** will be divided by the total quality points awarded to that particular Bidder’s response for **Tier 2 Technical Proposal.** More than one person may evaluate responses. If evaluated by two or more individuals, an average of all the quality points awarded per category will be used.

Live, in-person presentations or demonstrations may be requested of 2 or more Bidders having the lowest cost per quality point scores. All live events will be scored. After the individual presentations/demonstrations are completed, if any, the cost per quality point will be re-calculated to include the points awarded in Tier 2 and the presentations/demonstrations.

The Bidder with the lowest cost per quality point shall be given the opportunity to enter into contractual negotiations with UCIH if the cost is within the project funding allotment and Bidder's proposal is in compliance with all terms and conditions expressed within this RFPdocument. If UCIH and Bidder are unable to come to satisfactory terms, UCIH reserves its right to pursue other alternatives, including, but not limited to, awarding the opportunity to negotiate with the next lowest cost per quality point Bidder.

**Responses that are incomplete, in that there has been failure to respond in all of the requested areas, may be disqualified. UCIH reserves the right to set the criteria for and make this determination independently in each case. There is no appeal.**

UCIH reserves the right to accept, reject or waive any irregularities in any proposal. UCIH reserves the right to reject all responses received in response to this request. There is no appeal.

Termination due to Non-Funding. Bidder understands that the obligation of University to proceed is conditioned upon the appropriation of state, federal and other sources of funds not controlled by University ("Funding"), that in the event that through no action or inaction on the part of University, the Funding is withdrawn, University shall have the right to withdraw the RFP without damage, penalty, cost, or further obligation.

An agreement shall be entered into only after it has been determined that prices are reasonable. The University reserves the right to have the Bidder provide supporting documentation justifying Bidder’s pricing and Bidder’s ability to meet proposed University agreement obligations prior to issuance of an award or agreement. Any proposal that appears to have unrealistically low prices or other implausible terms may be rejected, in the University’s sole discretion. There is no appeal.

**X. PROPOSAL CONDITIONS**

1. Notwithstanding any other provision of the RFP, Bidders are hereby advised that this RFP is a solicitation of proposals only and is not to be construed as an offer to enter into any contract or agreement. Thus, UCIH reserves the unqualified right to reject any or all proposals for any reason.
2. UCIH shall have the unconditional and unqualified right to withdraw, cancel, or amend this RFP at any time. Bidders shall bear all costs associated with the preparation and furnishing of responses to this RFP. UCIH, in its sole discretion, reserves the right to determine whether any Bidder meets the minimum qualification standards, to determine whether a proposal is responsive, and to select a proposal which best serves the health system’s objectives. UCIH reserves the right to negotiate a contract with the selected Bidder.
3. All proposals shall be firm for a period of 180 days following the proposal submission due date.
4. Responses to this RFP should be made according to the instructions contained herein. Failure to adhere to RFP instructions may be cause for rejection of the proposal. A proposal which contains conditions or limitations set up by the Bidder may be deemed irregular and subsequently rejected by UCIH. There is no right to appeal.
5. False, incomplete, or unresponsive statements in the proposal response may be cause for its rejection. The evaluation and determination of the fulfillment of the RFP requirements will be UCIH's responsibility and its judgment shall be final. There is no right to appeal.
6. UCIH reserves the right to interpret or change any provision of this RFP at any time prior to the proposal submission date. Such interpretation or change shall be in the form of a written addendum to this RFP. Such addendum will become part of this RFP and any resultant contract. Such addendum shall be made available to each company that has received an RFP. Should such addendum require additional information not previously requested, a Bidder's failure to address the requirements of such addendum in the proposal response might result in the proposal not being considered.UCIH has, at its sole discretion, the unconditional and unqualified right to determine that a time extension is required for submission of proposals, in which case, a written RFP addendum issued by UCIH shall indicate

the new submission date for proposals. This action may be taken by UCIH up to and until it has formally awarded the contract.

Prior to the final submission date, any Bidder may retrieve their proposal to make additions or alterations. Such retrieval, however, shall not extend the final submission date.Bidders wishing to submit proposals in response to this request do so entirely at their own expense, and submission of a proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise.

1. PUBLIC INFORMATION AND TRADE SECRETS--The California Public Records Act limits UCIH's ability to withhold pre-qualification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that Bidder does not want disclosed to the public or used by UCIH for any purpose other than evaluation of the Bidder's eligibility, each sheet of such information must be marked with the designation "Confidential." UCIH will notify the Bidder of any request, by another party, to inspect such confidential information. Bidder will have

an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

1. All computer programs and data made available by UCIH to Bidders hereunder shall remain the property of the UCIH and shall be maintained, used, and disseminated in accordance with the California Information Practices Act of l911, Civil code Sections 1798 through 1798.76, and the California Public Records Act, Government Code Section 6250 through 6260. All listings and all copies of listings that reveal names or identification numbers of individuals (i.e., employees, patients, etc.) shall be destroyed or returned to UCIH.
2. Bidders may not distribute any announcement or news release regarding this RFP project without written approval by the University of California Irvine Health. Any materials to be provided to regulatory agencies, other entities, or to the public shall be submitted to the UCIH for review and distribution unless otherwise directed by a UCIH representative.
3. All agreements resulting from this RFP shall be construed and enforced in accordance with the laws of the State of California.
4. Piggyback: The University of California Irvine Health (UCIH) grants other University of California (UC) entities the right to acquire the properties and/or services from a resulting contract based on this competitively bid Request for Proposal (RFP). By submitting an RFP that results in a contract, the Contractor agrees to make the same bid terms and price, exclusive of freight and transportation fees, available to other University of California entities. UCIH will not be responsible for any problems or issues, which may arise between UC entities and the Contractor as a result of any sales and/or purchases made.

**XI. TERMS AND CONDITIONS** (This is in conjunction with UC Terms and Conditions, Attachment 4.)

University of California, Irvine Health, Purchase Agreement, Standard University Terms and Conditions for Purchase and Privacy will be in effect for this engagement. The University of California Terms and Conditions are attached to this agreement.

Payments for University purchases for services for any future Agreement shall not be subject to any late or interest charges.

As part of this agreement, the vendor must meet the insurance requirement outlined in the University of California Terms and Conditions. All of the required policies shall name the Regents of the University of California as an additional insured, shall be in a form as issued by an insurer approved by the UCIH, and shall contain an endorsement requiring not less than thirty (30) days written notice to UCIH prior to any cancellation or modification thereof. Thereafter, a certificate evidencing the renewal of each such policy shall be furnished to UCIH at least ten (10) days prior to the expiration of the term of such policy. Failure to comply with this requirement may result in cancellation of any order resulting from this Request for Proposal and/or resulting contract(s).

Any order resulting from this Request for Proposal shall be subject to the examination and audit by the California State Auditor for a period of three years after final payment under this order. The examination and audit shall be confined to those matters connected with the performance of the contract, including, but not limited to, the cost of administering the contract.

Supplier shall exercise extreme care and due diligence to prevent any action or conditions which could result in

conflict with the best interest of the University and the UC Regents.

Throughout the term of any subsequent Agreement, Supplier shall not accept any employment or engage in any work, which creates a conflict of interest with the University or in any way compromises the work to be performed under this RFP or subsequent Agreement. Supplier and/or its employees shall not offer gifts, entertainment, payment, loans, or other gratuities or consideration to University employees, their families, other Suppliers, subcontractors, or other third (3rd) parties for the purpose of influencing such persons to act contrary to the University’s interest or for personal gain. Supplier shall immediately notify the University of any and all such violations of this clause upon becoming aware of such violations.

**XII. GENERAL INFORMATION / CERTIFICATION**

The Bidder shall not maintain or provide racially segregated facilities for employees at any establishment under the Bidder’s control. The Bidder agrees to adhere to the requirements set forth in Executive Orders 11246 and 11375, and with respect to activities occurring in the State of California, to the California Fair employment and Housing Act Government Code section 2900 et seq.). Expressly, the Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, medical condition, marital status, age, physical and mental handicap in regard to any position for which the employee or applicant for employment is qualified, or because he or she is a disabled veteran or veteran of the Vietnam era. The Bidder shall further specifically undertake an outreach effort in regards with the hiring, promotion and treatment of minority group persons, women, the handicapped, and disabled veterans and veterans of the Vietnam era. The Bidder shall communicate this policy in both English and Spanish to all people as concerned within its company, with outside recruiting services and the minority community at large. The Bidder shall provide the University, upon request, a breakdown of it labor force by groups, specifying the above characteristics within job categories, and shall discuss with the University its policies and practices relating to its programs.

Outsourcing (Public Contract Code section 12147) Compliance. Supplier warrants that if the Agreement will displace UC employees, no funds paid under the Agreement will be used to train workers who are located outside of the United States, or plan to relocate outside the United States as part of the Agreement. Additionally, Supplier warrants that no work will be performed under the Agreement with workers outside the United States, except as described in Supplier’s bid. If Supplier or its subsupplier performs the Agreement with workers outside the United States during the life of the Agreement and Supplier did not describe such work in its bid, Supplier acknowledges and agrees that a) UC may terminate the Agreement without further obligation for noncompliance, and b) Supplier will forfeit to UC the amount UC paid for the percentage of work that was performed with workers outside the United States and not described in Supplier’s bid.

Please complete the vendor contact information requested below:

 Company Name

 Federal Employer Identification # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Contact Person/Title

 Address

 Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax - \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I certify that I am authorized to sign on behalf of the organization I represent for this offer, and agree to all terms and conditions described herein.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_

Authorized Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name

**ATTACHMENT 1**

**TIER 1**

**QUALIFICATION STATEMENT**

**YOUR PROPOSAL MUST INCLUDE A RESPONSE TO EVERY QUESTION AND SECTION THAT REQUESTS INFORMATION, REFERRING TO THE SECTION AND CORRESPONDING ITEM NUMBER.**

Failure to provide the information necessary to fully evaluate the bid response may result in disqualification of the bid.

NOTICE: These questions are scored as part of basis for award per Article IX above.

The Qualification Statement must contain a description of the Bidder’s corporate qualifications, area of expertise, and prior experience with providing services similar to those described in this RFP, including, but not limited to the following:

1. **Company Ownership and Management**
	1. Company name:
	2. Address:
	3. Phone:
	4. Fax:
	5. E-mail:
	6. Internet address:
	7. Provide names and titles of company principals.
	8. When was your company founded?
	9. Who owns the company? If a subsidiary of another company, please provide name and location of the company’s headquarters and principal place of business, if different.
	10. Is your organization a corporation, partnership, LLC, or sole proprietorship, and of which State?
	11. Is your organization an Equal Opportunity Employer?
	12. Provide the name and title of the individual, telephone number, and e-mail address with whom to communicate for this bid.
	13. Has your company ever been sued for breach of contract? If so, describe in detail, including what the issues are/were and the outcome.
	14. Has your company ever sued a client and/or customer for breach of contract? If so, describe in detail, including what the issues are/were and the outcome.
	15. Has your company ever filed for bankruptcy? If so, provide dates, details, jurisdiction, and anticipated outcome.

1. **Company Organization and Staff**
	1. Identify by name all firm staff to be involved in the project as well as engaged in management/oversight. Provide profiles or resumes for all of these individuals.
	2. Please include a detailed description of the experience, qualifications, and expertise that your company will provide to UCIH, as they pertain to this RFP.
	3. It is essential that qualified professionals are selected for this engagement. Please describe your company’s hiring and employee selection and retention process, in detail.
2. **References**
	1. Provide organization names and specific individual contacts for at least three (3) **similar customers** you have that may furnish a reference. The references may be from current or prior clients. The references will be used as a basis for inquiry concerning the Bidder’s quality of service. Furnishing incorrect and/or incomplete reference information may lead to bidder’s elimination from consideration for award. The decision to eliminate Bidder from consideration for award for poor reference checks or for incorrect and/or incomplete reference information shall be at the sole discretion of UCIH and shall not be subject to appeal.
3. **Conflict of Interest**
	1. Identify by name and University position any University officer, faculty member, or other employee who holds a position of director, officer, partner, trustee, manager, or employee in the Bidder's organization, as well as the name of any near relatives who are employed by the University.
	2. Provide a statement of the total dollar amount of work performed for the University of California in the past twelve (12) months and listing of the campus(es) served.
	3. The contract will not be awarded to any person, company, or corporation that has failed to perform in a satisfactory or faithful manner on any previous contract or purchase order with the University of California.
4. **University Terms and Conditions**
	1. Please indicate your compliance and acquiescence with the University terms and conditions specified in the RFP, including the University of California Purchase Agreement and BAA and Data Security and Privacy Appendices.
5. **Health Care Criminal Offence Exclusion**
	1. Does Bidder certify that neither the Bidder, nor any of its shareholders, members, directors, officers, agents, employees, servants, or members of its workforce have ever been excluded or served a notice of exclusion or have been served with a notice of proposed exclusion, or have committed any acts which are cause for exclusion, from participation in, or had any sanctions, or civil or criminal penalties imposed under, any federal or state healthcare program, including but

not limited to Medicare or Medicaid, or have been convicted, under federal or state law (including without limitation a plea of nolo contendere or participation in a first offender deferred

adjudication or other arrangement whereby a judgment of conviction has been withheld), of a criminal offense related to (a) the neglect or abuse of a patient, (b) the delivery of an item or service, including the performance of management or administrative services related to the delivery of an item or service, under a federal or state healthcare program, (c) fraud, theft, embezzlement, breach of fiduciary responsibility, or other financial misfeasance or malfeasance in connection with the delivery of a healthcare item or service or with respect to any act or omission in any program operated by or financed in whole or in part by an federal, state or local government agency, (d) the unlawful, manufacture, distribution, prescription or dispensing of a controlled substance, or interference with or obstruction of any investigation into any criminal offense described in (a) through (d), above. Does Bidder further agree to notify UCIH immediately after

the Bidder becomes aware, or reasonably suspects, that any of the foregoing representation and warranties may be inaccurate or may become incorrect?

* 1. Notification Requirements. Bidder shall notify UCIH immediately in the event that: (1) Bidder is convicted of a criminal offense related to health care and/or related to the provision of services paid for by Medicare, Medicaid, or another federal health care program; or (2) Bidder is excluded from participation in any federal health care program, including Medicare and Medicaid. Does Bidder agree to notify UCIH of the above, throughout the term(s) of this engagement?
1. **Termination.** Does Bidder agree that UCIH may terminate any resulting Agreement, immediately, and bar Bidder from UCIH property in the event that: (1) Bidder is convicted of a criminal offense related to health care and/or related to the provision of services paid for by Medicare, Medicaid or another federal health care program; or (2) Bidder is excluded from participation in any federal health care program, including Medicare and Medicaid?

**ATTACHMENT 2**

**TIER 2**

**TECHNICAL PROPOSAL AND QUESTIONS**

NOTICE: Failure to provide the information necessary to fully evaluate the bid response and/or providing a response that is not customized to completely address the requested information, may result in disqualification of the bid.

NOTICE: These questions are scored as part of basis for award per Article IX above.

**MANDATORY QUESTIONS**

Please, fully and completely, answer the questions below:

1. Describe your company’s area of expertise and prior experience with healthcare facility ID Badging systems as specified in this RFP.
2. How many other active contracts is your company a party to in California? Provide a list of your current clients/customers and describe the nature and extent of each contract.
3. Provide a complete and comprehensive implementation plan for UCIH through this RFP.
4. Describe your company’s policy for increasing the diversity of your workforce, and the diversity of your company’s management structure.
5. Describe your company’s recent practice of increasing the diversity of your personnel, and explain how your company promotes inclusion through diversity.
6. Does your company have any prior experience with UCIH or any other University of California locations (Campus, Medical Centers, etc.)? If so, provide details of those engagements.

**ID BADGE QUESTIONS**

1. Does the system support unlimited badge templates?
2. Describe how your system supports barcoding of ID codes and printing of these codes on badges. Are there limits on barcode size or format?
3. Describe how your system supports single and double sided printing.
4. Describe your system’s archiving solution and any limitations.
5. Describe the options available for a cloud-based solution – Saas – (Software as a Service). What other options do you offer? Include pricing for all options.
6. Please provide a list of Operating Systems and Databases that are certified on your system. What relational databases are included?
7. Provide a list of the 3rd- party systems with which your system integrates. Describe how these integrations are accomplished.
8. Describe your system’s capabilities for storing and supporting ID Scan images, JPEG, OCR?
9. List the languages available for printing badges with your system.
10. Include pricing and cost information including the type of licensing, e.g., Single User or Concurrent Network.
11. Please describe any reports available from your system on a daily, weekly, monthly, and yearly basis. Provide samples and explanations of each report.
12. Include a detailed Implementation Plan and Timeline with the following Assumptions:
	1. Assuming a project start date of July 2019, the vendor must able to implement the complete Badge System solution by September 2019, including:
		1. Create new badge templates per Marketing’s campaign.
		2. Convert the existing system data to new system: Need to convert badge templates, employee information, pictures and demographics information to the new badge system.
		3. Develop and test integration with UCIH applications: API (Time and Attendance system), demographics, picture, Badge ID, etc.)
			1. Outbound interface from API to the badge system on demographics and Inbound interface from the badge system to API on pictures and badge ID’s. Must support the existing integration formats and successfully tested.
		4. Training – Train 6 – 10 UCIH resources on system functionality.
		5. Equipment/Supplies - New Badge System needs to support current printers and Proximity iClass cards.
		6. Testing- Test badges must be readable to CCure, API and deduct readers.
		7. What implementation method is used? Does your company implement, train, test, and support the system during go-live onsite? Describe the resources involved in these tasks.
13. Describe your Customer Support hours and procedures. Explain escalation procedures and Service Level Agreements (SLA’s).

Process, Protocol, and Training

1. Describe your company’s training methodology for training UCIH staff and please provide samples of training materials utilized.

Quality control

1. What dashboards or scorecards do you provide to your clients to measure accountability of your organizations performance? What impact would you expect if you fail to meet your benchmarks and goals? Please describe how you hold yourselves accountable to your clients.

Performance Management and Reporting

1. Has Bidder ever been sued for breach of contract, regardless of disposition, including workers’ compensation claims involving serious bodily injury or death?

Invoicing and Inventory Control

1. Provide a sample(s) invoice for all your itemized services and products.
2. Are badging supplies available from your company? If so, include pricing information as an option within your cost proposal.

**ATTACHMENT 3**

**COST PROPOSAL**

All Bidders must provide complete and detailed cost proposals for a three-year, four-year, and five-year agreement. *Please see Excel file for formatting.* Include the following in your proposal:

* Software license fees and types, if prices differ, e.g., hosted v. on-premises or single v. concurrent users;
* Maintenance fees and options;
* Implementation and consulting fees, including estimated travel expenses, if any;
* Any other costs associated with the purchase, implementation, and maintenance of the system;
* Pricing for any options that are available;
* Systems integration fees, i.e., interfaces or other technical requirements;
* Hardware, if any is required.

**NOTICE**: the top two (2) scoring bidders may be invited for an in-person presentation.

Each Bidder must include definitive pricing, including any and all costs, expenses, charges and fees, based on the information contained in this RFP, and the following:

1. Provide a specific example of your company’s invoice consistent with the pricing proposals in this RFP.
2. UCIH has the right to audit your company’s billing process at any time during the term of contract.
3. Please specify any and all ancillary charges, how these charges will be assessed and measured. Any fees, charges, costs, or other monetary invoicing expenses that are not included in your pricing proposals hereto, but are later presented to UCIH to become part of the contract negotiation process for this engagement, may be rejected by UCIH at the sole discretion of UCIH; moreover, such non-disclosures may disqualify bidder from this engagement. Please indicated in detail what factors will be used to adjust pricing (if applicable) upward and downward, during the term of the contract.
4. Net terms are thirty (30) days from receipt of undisputed invoices, with no fees or interest for untimely payment.

**ATTACHMENT 4**

**BADGE TEMPLATE**

**HID iCLASS CONTACTLESS SMART CARD WITH PROX**

**COLORID CONFIGURATION# 44337365**

**PART NUMBER: 2120HBGGMNM**

**BASE MODEL:**

**Composite (60/40) Shrink-Wrapped in 50's**

**SR - Programmed with Secure Identity Object (SIO) and Standard iClass Access Control Application for Maximized compatibility with added security into installations that DO contain standard iCLASS credentials.**

**iCLASS MEMORY SIZE & ALLOCATION:**

**2k Bits (256 Bytes) - 2k/2 Application Areas PROGRAMMING:**

**Programmed iCLASS & Proximity**

**iCLASS PROGRAMMING: BITS: 35 bit (Corp 1000)**

**FORMAT NUMBER: H52251 FACILITY CODE: 2320**

**PROX PROGRAMMING: BITS: 35 bit (Corp 1000)**

**FORMAT NUMBER: H52251**

**FACILITY CODE: 2320**

**FRONT PACKAGING:**

**Plain White with Gloss Finish**

**BACK PACKAGING:**

**Plain White with Gloss Finish**

**MAG STRIPE:**

**None**

**iCLASS CARD NUMBERING:**

**Laser Engraved, Sequential Matching Internal/ External**

**SLOT PUNCH:**

**No Slot Punch (Printed location of vertical will remain)**

**PROX CARD NUMBERING:**

**Laser Engraved, Sequential Matching Internal/ External**

**ATTACHMENT 5A**

INTERFACE SUMMARY

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **App/System name** | **Description** | **Technology used** | **Population affected** | **Potential # of employees affected** | **Data Feeds** |
| Abbott Precision Xceed Pro (PXP)  | Glucometer  | **Bar Code** | Nurses | 1600 | Manual |
| API | Time and Attendance | **Proximity** | MC staff | 5100 | API Database |
| API | Payroll Deduction | **Proximity** | MC/SOM staff, residents and faculty | 9000 | API Database |
| Ccure | Door Access Control | **Proximity** | All Faculty;residents; MC and SOM staff; contractors, vendors; community physicians w/ med privileges, volunteers, students | 10000+ | Interface from API Database |
| ScrubEx | Scrub Dispensing Unit | **Proximity** | OR staff | 1900 | Manual |
| Wave ID (Impravata) | Badge number reading system that has various application including WaveID | **Proximity** | Mainly clinical  employees, but also who has Hsnetid | 2000+ | Interface from API Database |
| Attendance Tracking | HAIS developed attendace tracking system | **Proximity** | MC/SOM staff, residents and faculty | 9000 | Interface from API Database |
| WinPak | Door Access Control (Bldg200) | **Proximity** | Bldg200 occupants | 1200 | Manual |