Request for Proposal

Perioperative Supply Chain Redesign Consulting Services

UCDAVIS
HEALTH SYSTEM

Request for Proposal #16-0426-BC

Date Issued: 04/27/2016

Due Date: 05/25/2016

Submitted by the
University of California Davis Health System

This RFP is also available at:  http://www.ucdmc.ucdavis.edu/supplychain/

All questions regarding this RFP should be directed to:

Bill Corbett
UCDHS Purchasing Department
Email: wrcorbett@ucdavis.edu
Phone: (916) 734-5951

Questions should not be directed to any other University departments or staff. Material or substantive information provided to any bidder, as a result of questions received, will be provided to all bidders via an addendum to this RFP.
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University of California at Davis Health System Profile

The UC Davis Health System (UCDHS) provides an organizational framework that enables UC Davis to fulfill its teaching, research, patient-care and public service missions. UCDHS delivers primary, secondary and tertiary care throughout inland Northern California; and, from both a medical and a financial standpoint, UCDHS has a wide-ranging impact on the Sacramento area and the region. UCDHS consists of the UC Davis School of Medicine, the UC Davis School of Nursing, the UC Davis Medical Center and Children’s Hospital and the UC Davis Medical Group. The organization has over 7,700 faculty and staff, including over 1,300 physicians and 1,500 registered nurses.

UC Davis Medical Center (UCDMC) is located on 140 acres in central Sacramento, just three miles from the State Capitol, and was established in 1973 by the Regents of the University of California. It is inland Northern California’s only academic medical center and Level I trauma center. It includes a 619-bed, fully accredited hospital that serves as the main clinical educational site for the UCDSOM and is the main tertiary care referral center for a 33-county area of more than six million residents. Each year, UCDMC admits more than 30,000 patients, while its emergency room and 100-plus specialty and primary care clinics log more than 800,000 outpatient visits.

The UC Davis Medical Group (UCDMG) is the clinical/medical staff component of the UC Davis Health System. The Medical Group began as a primary care extension of the Medical Center’s hospital-based clinics in 1994. It now includes all medical staff, consisting of approximately 114 primary care physicians and more than 500 specialists serving patients in 13 communities throughout northern California. As the only provider of many specialty and sub-specialty services in inland northern California, UCDMG serves a diverse patient population. Just over one half of our outpatient population is classified as Caucasian, the balance being largely Hispanic, African American, southeast Asian and Russian. On-site interpreters provide interpreting services in approximately 20 languages.

The UC Davis School of Medicine (UCDSOM) is located seventeen miles west of UCDMC and was founded in 1966. The school now accepts ninety-three entering students each year and also provides advanced postgraduate training in numerous medical and surgical specialties through its twenty-four accredited residency and internship programs. Research is a major emphasis of the UCDSOM, with scientists and physicians conducting more than three hundred research and development projects at any given time. Faculty physicians provide patient care at UCDMC and several other affiliated hospitals and clinics in addition to conducting their teaching and research activities.

The Betty Irene Moore School of Nursing (BIMSON) was launched in 2010 with an unprecedented $100 million commitment from the Gordon and Betty Moore Foundation to establish a new school of nursing at UC Davis. The $100 million grant, announced in 2007, is the largest grant to any school of nursing in the country. BIMSON aims to foster nursing excellence through a comprehensive educational model that incorporates scientific rigor and immersive, inter-professional education for its students.
The **UC Davis Health System Perioperative Services Division:**

The Pavilion Operating Room is located in the main hospital and is a unit within the Perioperative Services Division. It is located on the third floor in the Surgery and Emergency Services pavilion. There are 24 operating room suites in the Pavilion.

The unit provides services for inpatients and outpatients of all age groups. The surgical specialty services consist of the following: Burn, GYN, Pediatrics, Vascular, Cardiac, Neurosurgery, Plastic, Urology, Dental, Oncology, Thoracic, ENT, Ophthalmology, Transplant, GI, Orthopedics, and Trauma.

The Pavilion Operating Room is responsible for providing a clinical setting equipped with progressive technology, providing current practices of surgery, anesthesia and Perioperative nursing.

The Pavilion PACU is comprised of 63 bays. Specialized care is provided both pre and post operatively to patients undergoing a wide variety of surgical procedures from 24 OR rooms. Surgical procedures range from complex Trauma, Neurosurgical, Vascular, Transplant, and Cardiothoracic cases, to simple outpatient procedures. We also provide specialized care to patients from ancillary procedure areas who have received general anesthesia.

The **Same Day Surgery Center** is comprised of four operating rooms and a twelve bay PACU. The operating room provides a specialized area in which surgical procedures are performed on an outpatient basis. The PACU provides specialized care to the patient both pre and post operatively. The types of surgical procedures performed in the Same Day Surgery Center include orthopedic sports injuries, Ophthalmology, ENT, Plastics, Urology, and selected General surgery cases.

The Surgical Admission Center is a screening clinic for the Anesthesia Department and Perioperative Services. The goal is to help prevent issues from arising that will delay or cancel the surgery on the operative day and assure safe outcomes for all patients.

The Children's Surgery Center is located on the first floor of the main hospital and is a unit within the Peri-Operative Services Division. It is comprised of four operating rooms with dedicated peri-operative and anesthesia staff trained in pediatric care.

Our unit cares for newborns, children and families in a warm, friendly atmosphere. The staff uniquely empathizes with our special population, kindly adapting our behaviors to meet needs while strategically maintaining the boundaries of safe, excellent care.

Our specialized teams care for patients within the unit, and follow patients throughout the hospital as needed.

Services include inpatient and outpatient care of primarily, pediatrics and secondly, adults. Surgical specialty areas span a wide spectrum including the following: Neonatal/Pediatric General Surgery, GYN, Muscular Skeletal (Botox inject for kids), Urology, Neurology, Ophthalmology, ENT, Oncology, Vascular, Cardiac, Plastic, Dental, Thoracic, Transplant, GI, Orthopedics, Trauma and Nephrology.
The Children's Surgery Center is responsible for providing a clinical setting equipped with progressive technology, providing current practices of surgery, anesthesia and peri-operative nursing.

The Children's Surgery Center PACU in University Surgery Center is comprised of 18 bays. Specialized care is provided both pre and post operatively to pediatric and adult patients undergoing a wide variety of surgical procedures from 4 OR rooms. Surgical procedures range from complex Pediatric Surgery cases, to simple outpatient procedures. We also provide specialized care to patients from ancillary procedure areas who have received general anesthesia.

The UC Davis Health System Supply Chain Management Division is responsible for providing the continuous flow of supplies and services needed by the UC Davis Health System. This includes the acquisition of everything from supplies and medical instrumentation used in providing patient care to the equipment and parts needed to operate and maintain the health system's physical plant. Our main objective is to place the right item, at the right price, in the right place, at the right time. The division consists of several departments.

Purchasing provides centralized purchasing services. The department is responsible for ensuring that all purchases are made in accordance with the policies and procedures set forth by the Regents of the University of California, the Office of the President, and the laws of the state of California.

Distribution serves the hospital and some hospital-based clinics in the delivery of medical/surgical supplies, patient care equipment, gases, linens and surgical scrub uniforms.

Stores provides central receiving, warehousing and record archiving services.

Transportation operates a fleet of large trucks, vans and sedans needed to accomplish the movement of materiel throughout the health system.
TIMELINE

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<td>April 27, 2016</td>
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<td>Deadline for Submission of Written Questions or Request for Clarification</td>
<td>May 13, 2016</td>
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<td>Responses to Written Questions</td>
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<tr>
<td>Receipt of Bidders' Proposals by 3:00 PM PDT</td>
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<td>Top bidders invited to Executive Presentation</td>
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<td>Executive Presentation</td>
<td>June 10, 2016 (TBD)</td>
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<td>Announce Selected Vendor</td>
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INSTRUCTIONS

Submission of Written Questions or Request for Clarification
Inquiries regarding this RFP must be received by 3:00 PM PDT on May 13, 2016. The UCDHS contact person is listed below. Questions via email are required.

Bill Corbett  
UCDHS Purchasing Department  
4800 2nd Avenue, Suite 3010  
Sacramento, CA  95817  
email: wrcorbett@ucdavis.edu

Responses to Written Questions
Responses to inquiries will be posted and emailed to vendors in an addendum. The addendum will contain all questions received, responses to all questions and any changes. Questions will not be identified by vendor so please do not include any vendor-specific inquiries.

The addendum with responses to written questions and inquiries received on this RFP will be posted and emailed no later than May 20, 2016 at 3:00 PM PDT.

Proposal Submittal Instructions
Each Bidder is required to submit RFP by email to Bill Corbett ONLY.

UCDHS Purchasing Department  
4800 2nd Avenue, Suite 3010  
Sacramento, CA  95817  
RFP #16-0426-BC

All proposals submitted must be received in the UCDHS email inbox of Bill Corbett no later than 3:00 PM PDT on May 25, 2016. UCDHS Purchasing Department will not accept proposals received after the due date and time.
OVERVIEW

UC Davis Health System will be implementing Infor Cloudsuite Healthcare Procure to Pay Modules. The organization is soliciting proposals from qualified bidders to provide organizational and business process redesign, and change management services for its Division of Perioperative Services.

The scope of service will include optimization of the Perioperative Purchasing, Receiving, Put-Away, Storage, Case Cart Picking and Replenishment of Consumable Supplies. Bidders’ proposals should describe services, which includes an Assessment and Evaluation of the current system, Outline and Recommendation of Business Process Redesign in coordination with the Infor System Implementation and Action Plans for Executing the proposed changes into the organization. Additionally, bidders’ proposals should provide details on Readiness Assessment, Project Management, Risk Assessment and Mitigation Plan, Stakeholder Analysis and Management, Communication Planning, Risk/Impact Analysis, End User Adoption, and Post Go live evaluation and usability auditing.

Vendor shall provide biographies and relevant experience for all proposed full-time, on-site staff (not typical or representative staff profiles). The contract period will run concurrently with the Infor Cloudsuite ERP project implementation and include 6 month post go live evaluation.

SCOPE

UC Davis Health System wishes to engage in the services of a consulting firm with significant expertise and experience in the Perioperative Services Business Process Redesign, Inventory Optimization and Organizational Change Management as it relates to the implementation of Infor Cloudsuite Healthcare Procure to pay modules.

The scope includes the following risk areas within the Perioperative Services Division

a) Pavilion Operating Room  
b) Children’s Surgery Center  
c) Same-Day Surgery Center  

1. Development and execution of a Comprehensive Business Process Redesign and Organizational Change Management and Communications Plan  
2. Development of a plan to measure the effectiveness of the Business Process Changes and Organizational Change Management execution  
3. Project Management of the Change Management Agents for the risk areas, in coordination with the implementation team  
4. Provide tools for the organization to manage the effectiveness post implementation  
5. Post-implementation Audit Report
PROPOSAL DELIVERABLES

YOUR PROPOSAL MUST INCLUDE A RESPONSE TO EVERY QUESTION AND SECTION THAT REQUESTS INFORMATION. REFERENCE THE SECTION AND CORRESPONDING ITEM NUMBER NOTED BELOW IN THE FORMATTING OF YOUR RESPONSE.

A. Complete Qualification Statement
B. Complete Screening Questions
C. Complete Cost Proposal
PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by an evaluation committee at UCDHS. The participants will review, evaluate, and score each bidder’s proposal based on the following criteria:

- The written response to the Qualification Statement and Screening Questions
- Cost Proposal
- UC Davis will use a cost per quality scoring method to select the top bidders who will be invited to provide an executive presentation on-site to highlight professional services and methodology.

Following evaluation of this RFP and executive presentations, the finalist shall be given the opportunity to enter into negotiations with UCDHS if the cost is within the project funding allotment and bidder’s proposal is in compliance with all terms and conditions expressed within the RFP document. If UCDHS and finalist are unable to come to satisfactory terms, UCDHS 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.

UCDHS expects to negotiate a contract with the selected finalist. UCDHS reserves the right to award this RFP in part or in full.

Responses that are incomplete in that there has been failure to respond in all of the requested areas may be disqualified. UCDHS reserves the right to set the criteria for and make this determination independently in each case.

UCDHS reserves the right to accept, reject or waive any irregularities in any proposal. UCDHS reserves the right to reject all responses received in response to this request.

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.
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, UCDHS reserves the unqualified right to reject any or all proposals for any reason.

2. UCDHS 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. UCDHS, 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 that best serves its programmatic objectives. UCDHS reserves the right to negotiate a binding 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 UCDHS.

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 UCDHS's responsibility and its judgment shall be final.

6. UCDHS 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.

7. UCDHS 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 UCDHS shall indicate the new submission date for proposals.

8. Prior to the final submission date, any Bidder may retrieve its proposal to make additions or alterations. Such retrieval, however, shall not extend the final submission date.

9. 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.

10. PUBLIC INFORMATION AND TRADE SECRETS--The California Public Records Act limits UCDHS’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 UCDHS for any purpose other than evaluation of the Bidder’s eligibility, each sheet of such information must be marked with the designation “Confidential.” UCDHS will notify the Bidder 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.

11. All computer programs and data made available by UCDHS to Bidders hereunder shall remain the property of the UCDHS and shall be maintained, used, and disseminated in accordance with the California Information Practices Act of 1911, 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 UCDHS.
TERMS AND CONDITIONS

1. The Independent Contractor’s Agreement (Attachment 1) shall apply to any contract for services awarded from this solicitation for proposals. The selected Bidder will be required to comply with all the terms and conditions as specified therein. A Bidder’s inability to comply with, or exceptions and modifications to, UC’s terms and conditions must be stated in its proposal and may disqualify Bidder from further consideration.

2. The final contract(s) with the selected Bidder(s) will be prepared by the UCDHS Health Systems Contracts Department and will incorporate this Request for Proposal, including terms and conditions referenced herein.

3. 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.

4. Records developed by the Bidder and related to the project costs will be maintained for a period of five years following the completion of the project.

5. The Bidder or Bidders awarded a contract as a result of this RFP may not assign or sublet the whole or any part of the contract without the prior written consent of the University.

6. No form of the University’s name shall be used in promotional materials, signs, announcements, or other forms of communication or advertising originated by Bidder unless the University’s express written permission for such use has been obtained in advance.

7. Under existing campus policy (P & P Manual #260-15) a gift or donation to the University may not be coupled with the expectation of tangible compensation or with the imposition of contract or grant requirements. Each purchasing transaction, business contract, research contract, affiliation agreement, and grant shall be considered as separate and whole in itself. As such, it is the policy of the University of California Medical Center and Health System that no gift or donation to the University, or any of its business contracts, purchasing transactions, research contracts, affiliation agreements, or grants shall be used as partial consideration for any other transaction, contract, agreement, grant or gift/donation.

8. Until the expiration of four years after the furnishing of the services provided under the contract, vendor will make available to the Secretary, U.S. Department of Health and Human Services, the U.S. Controller General, and their representatives, the contract and all books, documents and records necessary to certify the nature and extent of the costs of those services. If vendor carries out the duties of the contract through a subcontract worth $10,000 of more over a 12-month period with a related organization, the subcontract will also contain a clause to permit access by the Secretary, Controller General, and their representatives to the related organization’s books and records.
9. Copyright. The Parties agree that any copyrightable work(s) developed under this agreement constitute work(s) made for hire under the United States copyright laws and that all right, title and interest therein, including copyright, shall vest with the University. In the event that any such work does not qualify as a work made for hire under the United States copyright laws, or for any other reason does not constitute a work made for hire, the independent contractor signing below, by this agreement, hereby assigns all right, title and interest, including copyright in the work(s) to the University, in perpetuity.

10. Deliverables, Methodologies and Standards: Deliverables include: feasibility studies; functional specifications; and specifications evaluations; data modes; and process models. Contractor’s employees shall adhere to University application methodology and standards of quality while producing deliverables.

11. Contract Revisions: University may make revisions within the general scope of this contract in task descriptions for services by giving notice to Contractor and subsequently confirming such revisions in writing in the form of an addendum or change order to the contract issued by the University Contracting Services Office. If such changes affect the cost of services for this contract, an equitable adjustment in the rates shall be made according to the rates listed in this contract, or both parties shall negotiate additional rates to the contract. No revisions by Contractor shall be allowed without written approval of University. Any claim of Contractor for an adjustment under this Section must be made in writing within thirty (30) days from the date of receipt by Contractor of notification of such revision request unless University waives this condition in writing. Contractor shall bear the burden of proof for additional rates or rate revisions required by any University request. Nothing in this Section shall excuse Contractor from proceeding with performance of the contract as revised hereunder.

12. Waiver or Modification of Terms: No waiver, amendment or other modifications of the terms of this contract shall be binding upon either party unless expressed in writing and signed by both parties hereto.

13. Audit: Any order resulting from this Request for Quotation shall be subject to the examination and audit of the Auditor General of the State of California 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.

14. Independent Contractor: It is understood and agreed by the University and Bidder that in the performance of this agreement, the Bidder shall be and act as an independent contractor and not as the agent or employee of the University. It is expressly understood and agreed that this agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between the University and the Bidder. The Bidder is not an employee of the University and is not entitled to the benefits provided by the University to its employees, including, but not limited to, group insurance, pension plans, workers’ compensation or unemployment insurance.

15. Contractor Responsibility: The Contractor shall be solely responsible for the conduct and control of the work to be performed by the Contractor under this Agreement. The Contractor’s services for the University shall be performed in accordance with currently approved methods and ethical standards applicable to the Contractor’s professional capacity.
16. Records About Individuals (Contractor refers to all Contractor workers): Contractor acknowledges that the creation and maintenance of records pertaining to individuals is subject to certain requirements set forth by the California Information Practices Act (Civil Code 1798, et seq.) and by University policy. Such requirements include provisions governing the collection, maintenance, accuracy, dissemination, and disclosure of information about individuals, including the right of access by the subject individuals. If Contractor creates confidential or personal records about an individual, as defined by the Information Practices Act, including notes or tape recordings, the information shall be collected to the greatest extent practicable directly from the individual who is the subject of the information. When collecting the information, Contractor shall inform the individual that the record is being made and the purpose of the record. Records containing confidential or personal information about individuals are the property of the University of California and subject to University policies and applicable federal and state laws. Contractor agrees to deliver all such records, including originals and all copies and summaries, to the University upon termination of this contract. Contractor shall not use recording devices in discussion with University employees.

17. Ethics: 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. 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.

18. Vendor Debarment: Vendor/Contractor warrants that it is not excluded from participation in any governmental sponsored program, including, without limitation, the Medicare, Medicaid or Campus programs (http://exclusions.oig.hhs.gov/search.html) and the Federal Procurement and Non-procurement Programs (http://epls.arnet.gov/PrivacyActProvisionsEPLS.html). This purchase order shall be subject to immediate termination in the event that Vendor/Contractor is excluded from participation in any federal healthcare or procurement program.

19. Taxpayer Identification: California Public Contract Code Section 10518 requires contractor (vendor) who enters into a contract with the University of California for $10,000 or more shall list their Taxpayer Identification Number (Federal Employer Identification Number or Social Security Number, if applicable) on each contract or PO. The number shall remain unchanged regardless of future name changes. Pursuant to the Federal Privacy Act of 1974, and the California Information Practices Act of 1977, you are hereby notified that disclosure of your social security number and/or your Employer Identification Number is required pursuant to Sections 6109, 6011 and 6051 of Subtitle F of the Internal Revenue Code and pursuant to Regulation 4, Section 404, 1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended. The social security number is used to verify your identity. The principal uses of the number shall be to report payments and income taxes withheld to Federal and State governments.
20. Rejection of Offer/Bid: University shall reject any and all non-responsive bids, and may reject a bid submitted by any party who is or has been delinquent or unfaithful in any previous agreement with University. University reserves the right to re-solicit information or proposals, and further reserves the right to issue a partial award or not to issue an award under this solicitation.

21. Legal Aliens: Contractor shall ensure that all “Workers” employed by Contractor and supplied to the University are US Citizens or legal aliens in accordance with the employment verification provisions of the Immigration and Nationality Act, according to the Illegal Immigration Reform and Immigrant Responsibility Act (IIRIRA) signed on September 30, 1996 and any revisions of such Act. It is the contractor’s responsibility to verify legal alien’s compliance with current laws and regulations of the United States and State of California as they pertain to alien status and employment. Prior to work on University of California owned or leased property, Contractor shall have proof of work authorization for every Contractor employee assigned at the contractor’s employee's initial assignment date. Proof of authorization can be provided by an “Employment Eligibility Verification Form”, INS Form I-9, obtained by the Contractor for every such employee in compliance with applicable law. Contractor shall make these records available for view and/or audit by University or other governing agency upon request.

22. Examination of Records UCDHS and, if the applicable contract or grant so provides, the other contracting party or grantor (and if that be the United States, or an agency or instrumentality thereof, then the Controller General of the United States) shall have access to and the right to examine any pertinent books, documents, papers and records of Agency involving transactions and work related to this Agreement until the expiration of five years after the final payment hereunder. Agency shall retain project records for a period of five years from the date of final payment.

23. Conflict of Interest: Agency will not hire any officer or employee of UCDHS to perform any service covered by this Agreement. If the work is to be performed in connection with a federal contract or grant, Agency will not hire any employee of the United States government to perform any service covered by this agreement. Agency affirms that to the best of its knowledge there exists no actual or potential conflict between Agency’s family, business or financial interest and the services provided under this Agreement, and in the event of change in either private interests or service under this Agreement, any question regarding possible conflict of interest which may arise as a result of such change will be raised with UCDHS.

24. Travel and Lodging: None authorized.

25. Piggyback Clause: The University of California Davis Health System (UCDHS) 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. UCDHS will not be responsible for any problems, which may arise between UC entities and the Contractor as a result of any sales and/or purchases made

26. Other Terms applicable to this RFP:
FAIR WAGE/FAIR WORK
If the Services will be performed at one or more UC campuses and/or medical centers, do not involve furnishing goods, are not a Public Work with a wage determination at or above the UC Fair Wage (defined as $13 per hour as of 10/1/15, $14 per hour as of 10/1/16, and $15 per hour as of 10/1/17), and are not subject to extramural awards containing sponsor-mandated terms and conditions, Supplier warrants that Supplier pays its employees performing the Services no less than the UC Fair Wage. Supplier agrees UC may conduct such UC Fair Wage/Fair Work interim compliance audits as UC reasonably requests, as determined in UC’s sole discretion.
For Services that exceed $100,000 annually, Supplier will, a) at Supplier’s expense, provide an annual independent audit performed by Supplier’s independent auditor or independent internal audit department in compliance with UC’s required audit standards and procedures (http://insidepublicaccounting.com/newsletters/ipa-100-and-ipa-200/), concerning Supplier’s compliance with this provision, and b) ensure that in the case of a UC interim audit, its auditor makes available to UC its UC Fair Wage/Fair Work work papers for most recently audited time period. Supplier agrees to provide UC with a UC Fair Wage/Fair Work certification annually, in a form acceptable to UC, no later than ninety days after each one year anniversary of the agreement’s effective date, for the twelve months immediately preceding the anniversary date.
QUALIFICATION STATEMENT

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. Provide the Bidder’s name, address, telephone and facsimile numbers, a contact name, a brief description of the company’s history, including name and address of the parent company, and the size of the company. State whether your company is local, regional, national, or international. Include information on any affiliates and/or subsidiaries. State the locations from which the support services will be administered if your company is awarded the contract. Specify your geographic locations, number of field service/sales representatives/engineers in northern California.

2. Provide a corporate profile, service portfolio, and description of the Bidder’s service philosophy and approach. Do you have a written service guarantee? If so, please submit with the proposal. What separates and distinguishes your company from other applicants?

3. Provide a report of the Bidder’s financial status, including the most recently audited financial statements and profit and loss statements or equivalent evidence of financial stability and include auditor’s opinion.

4. Provide gross revenue figures for 2014 and percentage growth from 2010 – 2014 for total company revenue, revenue associated with healthcare information systems, and revenue for the products included in your response.

5. 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 company, as well as the name of any near relatives who are employed by the University.

6. Provide a statement of the total dollar amount of work performed by Bidder for the University of California in the past twelve (12) months and specify the campus(es) served.

   The contract will not be awarded to any Bidder that has failed to perform in a satisfactory or faithful manner on any previous contract or purchase order with the University of California.

7. Provide a reference list of three clients located in California, if possible, for whom the Bidder was directly responsible for providing services similar to those requested herein within the past two years. 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 products and 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 UCDHS and shall not be subject to appeal.
8. How do you measure client satisfaction? Provide examples of tangible changes that have been implemented as a direct result of client feedback. Please furnish a copy of your company's service standards. Include your company's Mission Statement and samples of Service Level Agreement(s).

9. Provide profiles or resumes of principal staff who will manage and support UCDHS' account. Describe the role and title of each key individual assigned to the account. Include the length of time each individual has been performing that role at your company.

10. Unless otherwise indicated in the proposal response, the selected Bidder must perform all work. Any work that is to be subcontracted by the Bidder must be indicated and will be subject to the terms and conditions of this RFP and any resultant contract or purchase order awarded.

11. Provide a description of your firm's area of expertise and prior experience with similar projects as specified in the RFP. If your company has experience leading projects affecting operations at academic medical centers, please detail as well.

12. What are the greatest benefits that your organization brings to UCDHS regarding the products and services outlined in this RFP?
SCREENING QUESTIONS

Please respond to the following questions that will highlight your OCM experience. Provide as much detail as necessary to highlight your prior experience with providing the services The Screen Questions 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. Provide a brief description of prior experience in business process redesign for OR inventory fulfillment, PAR optimization, migration to periodic, consignment supplies and EMR integrations.
2. Please describe your Organizational Change Management methodology related to supporting best-in-class inventory optimization and redesign?
3. Please describe your approach for incorporating your project deliverables with those of the Infor Cloudsuite implementation team. What strategies would you employ to ensure successful OCM integration with technology deployment?
4. The Perioperative Division has several manual and paper-based processes, with the implementation of Infor Cloudsuite solution, these processes with be automated. How would you ensure user acceptance and adoption of the new processes? How would you ensure continued adoption ongoing after the technology project is completed?
5. The Health System is exploring a possible conversion of (3) major departments from periodic to perpetual inventories; please describe your prior experience with assessing periodic versus perpetual inventory candidates, as well as managing this type of change for a department.
6. When implementing a new system, organizations often have to restructure, what factors would you consider in making restructuring recommendations?
7. Please describe your experience in Organizational Risk Analysis as it pertains to Failure Mode and Effects Assessment?
8. Please describe client resources required during this engagement. What role(s) or skills sets are needed?
9. Case Studies - Provide two brief case studies or similar projects you have conducted for other organizations. Please specifically name the clients, describe the client and project scope, the services you provided, the steps taken to deliver services, and how those were met and/or were different from what was originally forecasted.
10. Provide a detailed description of the project management methodology, tools, and documentation used during and at the close of the engagement. Identify all engagement deliverables and services.
   a. Incorporate milestones/tasks of the Infor Cloudsuite System Implementation
   b. Incorporate checkpoints for creation of deliverables
11. Other Information - Describe any other company experience you believe would be relevant or useful if you were to be awarded the project.
ENGAGEMENT DELIVERABLES

1. OR Business Process Redesign and OR Inventory Optimization.
   a. Assessment of the current state and identification of major gaps (including analysis of perpetual versus periodic inventory systems)
      i. Purchasing
      ii. Receiving
      iii. Put away
      iv. Replenishment
   b. Define future state recommendations based on best practice and a gap analysis of each of the above
   c. Roadmap to realize the future state and achieve near and long term results with specific activities and target conditions
   d. Map storage location and material flow from arrival into the OR to point-of-use
   e. Identify supply (bin/shelf) storage and quantities between OR supply room and PODs
   f. Direct support for execution of the plan
   g. Post Go-Live auditing, measurement of effectiveness and corrective action plans/recommendations

2. Organizational Change Management Assessment. This should include identification of the following:
   a. What is changing and who is impacted (both internal to UCDHS and external)
   b. Readiness of those impacted (including identification of their needs, concerns and level of commitment)
   c. Risks/ potential areas of resistance Change team needed to support the effort (how many Change Agents will we need and from which departments, which sponsors will need to be involved and how)
   d. Potential short-term and long-term improvement to the Perioperative Services internal and external communication capabilities and practices that support the change efforts
   e. A strategic view of the human and institutional landscape and relationships between different stakeholders and the issues/processes they care about most

3. Organizational Change Management and Communications Plan and Execution. This should include:
   a. Leadership Alignment Strategy to improve the internal change management capabilities from executive level to supervisor level
   b. Change management program with specific initiatives and actions to mitigate the disruptive effects of major changes
   c. Job/ Workflow Analysis and Plan to identify and support job changes due to the new system and processes
   d. Stakeholder Management Strategy that describes how we engage stakeholders and build awareness, acceptance and support for the change
e. Communication
   i. Plan that identifies by audience, the message (content/information), frequency, and delivery method for communications
   ii. A definition and articulation of the need(s) for change – i.e. the “Change Message”
   iii. Development of individual communications
f. Change Leaders Plan describing how we will use our Change Agents to support the Change Management Plan
g. Risk/Resistance Plan with prevention mechanisms to reduce the probability of occurrence and impact to the organization
h. A strategy to monitor the effectiveness of the plan and address as needed
i. Post Go Live auditing and corrective action plans/recommendations
COST PROPOSAL

The cost proposal shall describe all consulting services, resources, and cost associated with fulfilling the scope identified in this RFP. Is your firm willing to offer firm pricing for the duration of the resultant contract and any renewal/extension options UCDHS may exercise? If not, how long would pricing remain firm? On what basis will prices increase? Is the pricing proposal being offered to the UCDHS the lowest pricing you offer to any similar federal, state, municipal, or other institutional account?

The itemized cost proposal should include:

1. Description of Services
2. Bidder Resources
3. Hourly rate of Resources
4. Duration/Effort
5. Total Cost per Service *(should include travel and expenses)*
6. Grand Total of entire engagement
ATTACHMENTS

I. INDEPENDENT CONTRACTOR AGREEMENT

This Agreement is made and entered into in Sacramento, California, by and between THE REGENTS OF THE UNIVERSITY OF CALIFORNIA, a California Constitutional Corporation, on behalf of its University of California Davis Health System ("University") and XXXX ("Independent Contractor").

The parties agree as follows:

1. The Independent Contractor shall perform the following services to the best of their ability:

   If such services are not performed to the sole satisfaction of University, University may terminate this Agreement immediately upon written notification to Independent Contractor.

2. The above-described Services shall be provided for the University at the following, time, date, location:

3. The Independent Contractor shall be paid XXXX, less state and federal taxes including state income tax subject to withholding pursuant to California Revenue and Taxation Code Sections 18661—18677, if applicable. No payment will be made in advance of work performed except as otherwise specified in this Agreement. Final payment will be withheld pending completion of the work. Invoices may be submitted to:

   PO Box 168016, Sacramento, CA 95816 and they shall reference the contract order number given for this engagement.

   Any reimbursement for travel and per diem shall be in accordance with established University rates and policies (http://manuals.ucdavis.edu/ppm/contents.htm#300).

4. Independent Contractor shall provide, at his/her own expense, all equipment, materials, and related services as are necessary to perform as described above.

5. This Agreement may be terminated by either party upon fifteen (15) working days' notice to the other.

6. If this Agreement is terminated at any time during the Agreement period, and Independent Contractor has satisfactorily completed any of the covenants contained in this Agreement in the time or manner specified, the Independent Contractor will be compensated for all completed Services rendered up to and including the last day of service. University reserves the right to determine what shall be deemed completed Services.

7. Both parties agree that in the performance of this Agreement the Independent Contractor will not be an agent or employee of University, and will not be covered by University's Worker's
Compensation Insurance or Unemployment Insurance, is not eligible to participate in University’s retirement programs, nor is entitled to any other University benefits.

8. Independent Contractor shall defend, indemnify and hold University, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys’ fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injuries or damages are caused by or result from the negligent or intentional acts or omissions of Independent Contractor, its officers, agents or employees.

University shall defend, indemnify and hold Independent Contractor, its officers, employees and agents harmless from and against any and all liability, loss, expense (including reasonable attorneys’ fees), or claims for injury or damages arising out of the performance of this Agreement but only in proportion to and to the extent such liability, loss, expense, attorneys’ fees, or claims for injuries or damages are caused by or result from the negligent or intentional acts or omissions of University, its officers, agents or employees.

9. Insurance Requirements. Independent Contractor warrants he/she shall maintain during the term hereof policies of insurance with minimum coverage as follows:

   a. General Liability: Comprehensive or Commercial Form (Minimum Limits)
      1) Each Occurrence $1,000,000
      2) Products, Completed Operations Aggregate $2,000,000
      3) Personal and Advertising Injury $1,000,000
      4) General Aggregate (BI, PD)* $2,000,000

      * (not applicable to comprehensive form)

      However, if such insurance is written on a claims-made form following termination of this Agreement, coverage shall survive for a period no less than three years. Coverage shall also provide for a retroactive date of placement coinciding with the effective date of this Agreement.

   b. Business Auto Liability: (Minimum Limits) for Owned, Scheduled, Non-Owned, or Hired Automobiles with a combined single limit of no less than $1,000,000 per occurrence.

      The above coverage must name The Regents of the University of California as an additional insured. This provision shall apply in proportion to and to the extent of the negligent acts or omissions of the non-University party and any person or persons under the non-University party's direct supervision and control.

   c. Workers' Compensation as required under California State Law.

Check if Professional Liability is needed

10. All notices, requests, or other communications required under this Agreement shall be in writing and shall be delivered to the respective parties by personal delivery; by deposit in the United States Postal Service as certified or registered mail, postage prepaid, return receipt requested; or by a reputable overnight delivery service such as Federal Express. Notices shall be deemed delivered on the date of personal delivery, on the date indicated on the United States Postal
Service return receipt, or on the date indicated by express mail receipt, as applicable. Notices shall be addressed to the parties at the addresses set forth below:

**UNIVERSITY:**
UC Davis Health Systems Contracts
2300 Stockton Blvd
Sacramento, CA 95817

**INDEPENDENT CONTRACTOR:**

Either party may change its address by written notice to the other during the term.

11. This Agreement shall be construed in accordance with the laws of the State of California.

12. To the extent required by applicable law, Independent Contractor shall make available, upon written request from University, the Secretary of Health and Human Services, the Comptroller General of the United States, or any other duly authorized agent or representative, this Agreement and Independent Contractor’s books, documents and records. Independent Contractor shall preserve and make available such books, documents and records for a period of four (4) years after the end of the term of this Agreement. If Independent Contractor is requested to disclose books, documents or records pursuant to this Section for any purpose, Independent Contractor shall notify University of the nature and scope of such request, and Independent Contractor shall make available, upon written request of University, all such books, documents or records. If Independent Contractor carries out any of the duties of this Agreement through a subcontract with a related organization (“Subcontractor”), with a value or cost of Ten Thousand Dollars ($10,000) or more over a twelve (12) month period, such subcontract shall contain a clause to the effect that until the expiration of four (4) years after the end of the term of such subcontract, the related organization shall make available, upon written request from the Secretary of Health and Human Services, or upon request by the University, Comptroller General of the United States, or any other duly authorized agent or representatives, the subcontract and Subcontractor’s books, documents and records of such organization that are necessary to verify the nature and extent of such costs.

13. Independent Contractor warrants that he/she/it is not excluded from participation in any governmental sponsored program, including, without limitation, the Medicare, Medicaid, or Campus programs ([http://exclusions.oig.hhs.gov/search.html](http://exclusions.oig.hhs.gov/search.html)) and the Federal Procurement and Non-procurement Programs ([http://epls.arnet.gov/PrivacyActProvisionsEPLS.html](http://epls.arnet.gov/PrivacyActProvisionsEPLS.html)). This Agreement shall be subject to immediate termination in the event that Independent Contractor is excluded from participation in any federal healthcare or procurement program.

14. During the performance of this Agreement, Independent Contractor and any and all of its subcontractors shall not unlawfully discriminate against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental condition, marital status, age, sex, or sexual orientation. Independent Contractor and any and all subcontractors shall ensure that the evaluation and treatment of their employees and applicants for employment are free of such discrimination. Independent Contractor and any and all subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 *et seq.*) and the applicable regulations promulgated thereunder (California Administrative Code, Title 2, Section 7285.0 *et seq*.). The applicable regulations of the Fair Employment and Housing Commission, implementing Government Code, Section 12990, set forth in Chapter 5, Division 4, Title 2 of the California Administrative Code are incorporated into this Agreement by reference and made apart hereof as if set forth in full. Independent
Contractor and any and all subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other agreement.

15. No form of the University name shall be used in promotional materials, signs, announcements or other forms of communication or advertising originated by Independent Contractor unless express written permission for such use has been obtained in advance.

16. Each party shall use their best efforts to keep confidential any information provided by the other party and marked “Confidential Information” or any oral information conveyed and followed by a written communication within thirty (30) days that said information shall be considered Confidential Information. Neither of the parties shall have an obligation to preserve the confidential or proprietary nature of any Confidential Information which:

   1. was already known to the party free of any obligation to keep it confidential at the time of its disclosure by the disclosing party as evidenced by written records prepared prior to such disclosure; or
   2. is or becomes publicly known through no wrongful act of the party to which the Confidential Information was disclosed; or
   3. is rightfully received from a third person having no direct or indirect secrecy or confidentiality obligation with respect to such Confidential Information; or
   4. is independently developed by an employee, agent or contractor of the party, not associated with the Services and who did not have any direct or indirect access to the Confidential Information; or
   5. is approved for release by written authorization of the disclosing party.
   6. Disclosure is required by law.

Notwithstanding the above, Independent Contractor understands that University is a public institution and that any information received by University from Independent Contractor will be subject to the California Public Records Act (California Government Code Sections 6250 et.seq.).

Applicable if Independent Contractor has access to PHI

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Independent Contractor shall comply with the Health Insurance Portability and Accountability Act of 1996, (“HIPAA”) and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the “HIPAA Regulations”) and other applicable laws and regulations as further outlined in Exhibit B, attached hereto and made a part hereof.

17. No party to this Agreement may assign this Agreement, assign rights under this Agreement, or delegate duties under this Agreement without prior written consent of the other party hereto. Except as specifically provided in this Agreement, any attempted assignment or delegation of a party’s rights, claims, privileges, duties or obligations hereunder shall be null and void.

18. This Agreement contains all the terms agreed upon by both parties and supersedes all prior written or oral agreements with respect to the subject matter herein. This Agreement may not be amended except in writing and signed by both parties.
INDEPENDENT CONTRACTOR

By ______________________________

Name
Title

THE REGENTS OF THE
UNIVERSITY OF CALIFORNIA

By ______________________________

xxxxxxxxxxx
UC Davis Health Systems Contract

Date ______________________________

Date ______________________________

Taxpayer ID # ______________________________

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that disclosure of your social security number is required pursuant to Sections 6011 and 6051 of Subtitle F of the Internal Revenue Code and pursuant to Regulation 4, Section 404, 1256, Code of Federal Regulations, under Section 218, Title II of the Social Security Act, as amended. The social security number is used to verify your identity. The principal uses of the number shall be to report payments and income taxes withheld to Federal and State governments.