COOK COUNTY HEALTH AND HOSPITALS SYSTEM (CCHHS)

Lead Risk Assessment and Clearance Investigation Services

REQUEST FOR PROPOSAL (RFP) NO. H17-0016

GENERAL DESCRIPTION: Services; Provide HUD-approved Lead Risk Assessments and Clearance Investigations for Homes within Nine (9) Targeted Areas of Suburban Cook County

DATE ISSUED: July 25, 2017

QUESTIONS DUE DATE: August 8, 2017 by 2 p.m. CST

RESPONSE/PROPOSAL DUE DATE: August 25, 2017 by 2 p.m. CST

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

Cook County Health and Hospitals System
C/O John H. Stroger Jr., Hospital of Cook County
1969 West Ogden Ave., lower level Room # 250A
Chicago, IL 60612
Attention: Supply Chain Management Department.

Please note that it takes approximately 20 minutes to pass security and walk to room 250A.

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

All questions regarding this RFP should be directed to purchasing@cookcountyhhs.org, where the subject of the email should reference the RFP # and Title.

The RFP and related addenda will be posted at the http://www.cookcountyhhs.org website under the “Doing Business with CCHHS” tab.
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HUD-approved Lead Risk Assessment & Clearance Investigation Services  
RFP No. H17-0016

1. Background
The Cook County Health and Hospitals System (“CCHHS” or “System”) is a unit within Cook County government. The CCHHS provides a full continuum of health care services through its seven operating entities, referred to as System Affiliates. System Affiliates provide a broad range of services from specialty and primary care to emergency, acute, outpatient, rehabilitation and preventative care. CCHHS services are offered without regard to a patient’s economic status or ability to pay.

The System operates John H. Stroger, Jr. Hospital of Cook County, which is a tertiary, acute care hospital and Provident Hospital of Cook County, a community acute care hospital. The System also operates: 1. the Ambulatory and Community Health Network, a system of sixteen (16) clinics offering primary care services in medically underserved areas and schools; 2. The Cook County Department of Public Health, 3. Cermak Health Services of Cook County, a health facility operated within the confines of the Cook County Department of Corrections which provides health screening, primary and specialty care for detainees; 4. Ruth M. Rothstein Core Center, a comprehensive care center for HIV and other infectious diseases; and 5. Oak Forest Health Center of Cook County. The System is continuing to work on their strategic plan moving forward which includes CountyCare. This is a Medicaid health plan for low-income adults established under the Affordable Care Act. CountyCare is expanding its eligible membership population to children, seniors, and persons with disabilities. CCHHS will continuously undergo the transformation of its services to continue service excellence for its patients.

The Cook County Department of Public Health (CCDPH) is the local health department certified by the Illinois Department of Public Health (IDPH) with jurisdiction throughout suburban Cook County covering over 700 square miles, with the exception of Evanston, Skokie, Stickney and Oak Park, which are served by their own IDPH-certified local health departments. The CCDPH provides public health services to over 2.2 million residents of suburban Cook County.

2. Purpose
This RFP is to contract with an Illinois licensed lead risk assessor to conduct HUD-approved lead paint inspections, lead risk assessments and clearance investigations in HUD-eligible homes located within nine (9) targeted areas of suburban Cook County.

3. Schedule
CCHHS anticipates the following schedule.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Estimated Date</th>
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<tbody>
<tr>
<td>RFP posted to the website</td>
<td>July 25, 2017</td>
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<tr>
<td>Proposer Inquiry Deadline</td>
<td>August 8, 2017 by 2 p.m. CST</td>
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<tr>
<td>CCHHS response to Inquiries – Tentative</td>
<td>Week of August 14, 2017</td>
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<tr>
<td>Proposal Due Date</td>
<td>August 25, 2017 by 2 p.m. CST</td>
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<tr>
<td>Evaluation of Proposals – Tentative</td>
<td>September 2017</td>
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4. Overview
Lead is a highly toxic metal. It only takes a small amount of lead to enter the body to develop lead poisoning. Lead poisoning causes serious damage to the nervous system, and affects behavior and learning development in children. Lead-based paint was regularly used on the inside and outside of buildings until 1978 when its use was banned by the U.S. Consumer Product Safety Commission. Approximately 80% of the homes in suburban Cook County were built before 1978. Persons can be exposed to lead through a variety of sources, including, but not
limited to: soil; water; household dust; paint; cosmetics; certain occupations such as construction or renovation; and hobbies such as lead soldering. Children under the age of six (6) and pregnant women are especially vulnerable to lead poisoning. The most common sources of lead poisoning in children are caused by ingestion of lead-based paint chips and breathing lead contaminated dust in the air in older buildings.

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

Through grant funding from the U.S. Department of Housing and Urban Development (HUD), CCDPH is addressing lead hazards in nine (9) targeted areas within suburban Cook County that are high risk for lead poisoning. The nine (9) targeted areas are: Maywood, Berwyn, Cicero, Blue Island, Calumet City, Calumet Park, Dolton, Riverdale and Robbins. The Grant funds assessment, remediation and clearance of lead-based paint hazards in income-eligible units in the nine (9) targeted areas that have children who have been identified as having a blood-lead level between 5-9 µg/dL. If a property owner qualifies for the Grant program, all costs associated with assessment, lead abatement and/or mitigation and clearance, as set forth in the work order, will be covered by the Grant.

5. Availability of Funding
Funding from the Cook County Department of Public Health via the U.S. Department of Housing and Urban Development, is available from July 1, 2017 through June 30, 2019. Any agreement awarded pursuant to this RFP shall be for this period of time. Agreement extensions may be possible, contingent upon funding availability and prior performance.

6. Description of Work
6.1 Responsibilities of CCDPH
CCDPH or its subcontractor will be responsible for:

a. Identifying all income-eligible units
b. Qualifying program applicants
c. Assigning approved applicants for lead risk assessment
d. Developing work specifications for control of lead-based paint hazards using lead risk assessment
e. Developing project cost for control of lead-based paint hazards using lead risk assessment
f. Managing a pool of lead abatement contractors that will perform lead mitigation and abatement work in the target areas
g. Preparing written agreements between the property owner and CCDPH
h. Monitoring work performed by lead abatement contractors

6.2 Responsibilities of Proposer
1. The Proposer will be required to undertake the following activities:

a. Conduct lead inspections and lead risk assessments for all income-eligible units within one (1) week of assignment by CCDPH. Inspections and risk assessments must follow the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Demonstration Grant Program.
b. Within 7 (seven) business days of risk assessment, provide CCDPH with an inspection report for all units receiving a lead inspection/lead risk assessment. Report must follow the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Demonstration Grant Program.

c. Provide and maintain, in good working condition, an XRF that detects lead in paint.

d. Comply with all applicable local, state and federal laws and regulations concerning lead risk assessments and portable XRF radiation safety.

e. Conduct HUD-approved clearance investigations on all income-eligible units within 24 hours of completion of lead abatement/mitigation work by lead abatement contractor.

f. Submit all dust wipe samples to the IDPH laboratory for analysis.

g. Perform additional clearance investigations on units until clearance is passed.

h. Issue a certificate of compliance for all units that pass clearance investigation.

i. Maintain eligibility for participation in the program.

j. Submit invoices to CCDPH, along with required documents, for payment.

2. During the period of this award (from July 1, 2017 through June 30, 2019), it is estimated that approximately 150 lead risk assessments and 170 clearance investigations will be conducted. The number of risk assessments and clearance investigations may increase if funding is available.

6.3 Legal Requirements

a. Proposers must comply with all applicable local, state and federal laws and regulations concerning licensing as a lead inspector and lead risk assessor and storage, transportation and use of portable XRF equipment, but not limited to, the following:

i. Illinois Lead Poisoning Prevention Act (410 ILCS 45 et seq.);

ii. Illinois Lead Poisoning Prevention Code (77 Ill. Adm. Code 845 et seq.);

iii. Occupational Safety and Health Administration (“OSHA”) General Industry Standards (29 CFR 1910.1025 et seq.);

iv. OSHA Respiratory Protection Standard (29 CFR 1910.134 et seq.);


vi. OSHA Construction Standards (29 CFR 1926.62 et seq.);

vii. OSHA Lead Exposure in Construction (29 CFR 1926.62 et seq.);

viii. Department of Housing and Urban Development (“HUD”) Lead-Based Paint Poisoning Prevention in Certain Residential Structures (24 CFR Part 35 et seq.);


x. TITLE 32: ENERGY CHAPTER II: ILLINOIS EMERGENCY MANAGEMENT AGENCY SUBCHAPTER b: RADIATION PROTECTION PART 340 STANDARDS FOR PROTECTION AGAINST RADIATION


6.3.1 Licensing Requirements

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

ii. Lead Risk Assessor shall be defined as set forth in the Lead Poisoning Prevention Code (77 Ill. Adm Code 845.10 et seq.) and shall meet the requirements stated therein at 77 Ill. Adm Code 845.27.
iii. All Portable XRF’s that detect for lead in paint, used on this project must be maintained in good working order, be leak tested every 6 months and user must follow all applicable local, state and federal laws and regulations concerning portable XRF radiation safety.

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

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

6.3.3 Language Requirements
i. Subcontractor’s employees must be able to communicate in English. It is preferable that subcontractor’s employees can also communicate in Spanish.

6.3.4 Location Requirements
i. Proposer must have offices and management staff located in Illinois.

6.3.5 Timeline Requirements
i. Lead risk assessment must be scheduled within one (1) week of assignment by CCDPH
ii. Timeline extensions may be granted at the discretion of CCDPH.

6.4 Clearance Investigation Requirements

At the conclusion of all lead mitigation and abatement work, all properties will be required to undergo a clearance investigation.

a. Workmanship will be reviewed by CCDPH or its general contractor.
b. Proposer must schedule clearance investigation within 24 hours of the last day all lead abatement/mitigation services are completed as set forth in the work specifications for the property.
c. Clearance investigation must be conducted in accordance with HUD standards for both a visual inspection and dust wipe sample collection.
d. Proposer will submit all clearance dust wipe samples to the IDPH lab in Chicago for analysis.
e. Clearance will be failed if any dust sample result meets or exceeds the thresholds set by HUD for floors and any other horizontal surfaces.
f. Proposer will continue to perform 6.4 (b, c, d and e above) until clearance is passed. Proposer will be paid for each additional clearance investigation conducted after the initial clearance.
g. Once clearance is passed, Proposer will issue a Certificate of Compliance to the CCDPH for the assessed property.
h. Once clearance is passed, Proposer may submit its final invoice, along with all required documents, for payment.
6.5 Submit Invoices to CCDPH

If the results of the lead dust wipe samples indicate that the property has been cleared of lead hazards, Proposer will issue a Certificate of Compliance. The Proposer will then perform the following:

a. Ensure that all documentation (inspection reports, laboratory reports, certificates of compliance, etc.) have been submitted to CCDPH.
b. Prepare and submit invoices. Invoices shall be submitted along with all CCDPH required documentation, to the CCDPH for reimbursement.

7. Pricing Proposal

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

a. Lead inspection/risk assessment that follows the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Demonstration Grant Program.
b. Inspection report that follows the procedures as defined in the HUD Guidelines for the Evaluation and Control of Lead-Based Paint Hazards in Housing and as defined by the policies of the Lead Hazard Reduction Demonstration Grant Program
c. Clearance investigation. Proposer shall also provide price for each additional clearance investigation due to a failed first clearance.
d. Certificate of Compliance once clearance has been passed

The proposed pricing will be one of the metrics by which proposals will be evaluated.

8. Required Proposal Content

This RFP provides potential proposers with sufficient information to enable them to prepare and submit proposals. CCHHS is supplying a base of information to ensure uniformity of responses. It must be noted, however, that the guidelines should not be considered so rigid as to stifle the creativity of any Contractor responding.

This RFP also contains the instructions governing the submittal of a proposal and the materials to be included therein, which must be met to be eligible for consideration. All proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive.

CCHHS expects all responses to reflect exceptional quality, reasonable cost and overall outstanding service.

Any page of a Proposal that Proposer asserts to contain confidential proprietary information such as trade secrets shall be clearly marked “CONFIDENTIAL PROPRIETARY INFORMATION” at the top of the page in at least one-half inch (“1/2”) size letters. The specific portions of the page are asserted to contain a trade secret shall be noted as such.

However, the proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

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

8.1 Qualifications of the Proposer

Proposers responding to this request must have experience providing the required services.
a. Proposer must include a description of the organization’s track record as follows:

**Company Profile (Prime only)**

1. Legal Name
2. Assumed Names if any
3. Legal form (e.g. sole proprietor, partnership, corporation, joint venture)
4. If a subsidiary, provide the same information about the Parent Company as required in this table format.
5. Date and State where formed
6. Proposer's principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, Chief Financial Officer, and related contact information.
7. Point of Contact for this RFP including contact information.
8. Proposer Business background and description of current operations
9. Number of Illinois licensed lead risk assessors employed
10. Number of Illinois licensed lead risk assessors who speak a language other than English (Please indicate languages spoken.)
11. Number of years in business
12. Number of years providing lead risk assessment services
13. Relevant Licenses
14. Proposer’s Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)
15. Is Proposer authorized to conduct business in Illinois? Please provide Registration Number issued by the Illinois Secretary of State, and attach Cook County Assumed Business Name Certificate, if applicable.
16. Describe any merger or acquisition discussions in which the Proposer is involved.
17. Number of lead risk assessment jobs completed in 2015 and 2016. Please separate by year.
18. Other key information that may assist the County in understanding your “track record.”

b. Proposer must submit two (2) letters of recommendation. At least one (1) letter must be from a similar organization, where the similar services have been provided by the proposer. The letters must be dated within the last 12 months.
8.2 Pricing Proposal
   a. All proposed pricing should include costs for materials and labor.
   b. The CCHHS makes no guarantee that the services or products identified in this RFP will be required.
   c. The Proposer must provide sufficient pricing details to permit CCHHS to understand the basis for the proposal.
   d. The CCHHS is neither obligated to purchase the full quantities proposed by the proposer, nor to enter into an agreement with any one proposer.

8.3 Subcontracting or teaming and MBE/WBE Participation
The Proposer may be comprised of one or more firms as to assure the overall success of the project. The proposer must present a team chart that clearly identifies each team member and specify their role in the project (this should be more detailed than the information provided in the executive summary). For each subcontractor, provide the name of the firm(s), brief company background, level of participation, MBE or WBE if applicable, the type of services each resource, from each firm, will provide. For each MBE/WBE certified firm proposed, provide the appropriate information in the Economic Disclosure Statement Forms (in a separate envelop). MBE/WBE Participation Goals for this procurement are stated in section 11.8 of this document.

8.4 Financial Status
   a. Provide the audited financial statements for the last three fiscal years. Include the letter of opinion, balance sheet, schedules, and related auditor’s notes. Summary format and links to online financials are allowed. If applicable, submit the financial report of your parent company.
   b. State whether the Proposer or its parent company has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code, and, if so, the date and case number of the filing.
   c. State whether the Proposer or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

8.5 Conflict of Interest
Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

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

8.6 Insurance Requirements
Prior to contract award, the selected Proposer will be required to submit evidence of insurance in the appropriate amounts. However, with its Proposal, the Proposer is required to provide a statement on their company letterhead stating their agreement to meet all insurance requirements by CCHHS.

The standard Insurance Requirements captured in the sample Contract General Terms and Conditions (GC-03) shall be modified to meet the needs of the future project.

8.7 Contract

Execution of the Contract is not required at the time the qualifications are submitted. However if the proposer disagrees with any Contract provisions, or is proposing alternate language, it shall include the language for consideration by submitting the proposed redlines on the sample Contract General Terms and Conditions document.
CCHHS will not consider any exceptions or proposed alternate language to the Contract General Terms and Conditions if the proposer does not include these objections or alternate language with the proposal.

CCHHS shall not be deemed to have accepted any requested exceptions by electing to engage a Proposer in negotiations of a possible Contract.

8.8 Legal Actions
Provide a list of any pending litigation in which the Proposer may experience significant financial settlement and include a brief description of the reason for legal action.

_If no Legal actions are identified, simply state “[Company X] has no pending legal actions in which our firm will experience any significant impact to this contract.”_

8.9 Economic Disclosure Statement
Execute and submit the Economic Disclosure Statement (“EDS”).


_The EDS must be submitted with the pricing proposal in a separate envelope._

8.10 Addenda
Since all addenda become a part of the Proposal, _all addenda must be signed by an authorized proposer representative and returned with the Proposal. Failure to sign and return any and all addenda acknowledgements shall be grounds for rejection of the Proposal._

Addenda issued prior to the Proposal due date shall be made available via CCHHS website: [http://www.cookcountyhhs.org](http://www.cookcountyhhs.org).

9. Evaluation and Selection Process
9.1 Evaluation Process
Proposals will be evaluated by a RFP Evaluation Committee which may invite one or more Proposers to make presentations and/or demonstrations.

The evaluation committee, at its option, may request that all or a shortlisted group of Proposers engage in proactive pricing feedback, submit clarifications, schedule a site visit of their premises (as appropriate), provide additional references, respond to questions, or consider alternative approaches.

9.2 Right to Inspect
CCHHS reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the proposer and any proposed subcontractors and to reject any proposal regardless of price if it shall be administratively determined that in CCHHS’s sole discretion the proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. CCHHS reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

9.3 Consideration for Contract
Any proposed contract including all negotiations shall be subject to review and approval of CCHHS management and / or CCHHS legal. Proposed Contracts are also subject to review by the Cook County Office of Contract Compliance.

Following finalization of contract documents to the satisfaction of CCHHS executive management, CCHHS shall secure appropriate reviews and may approve the proposed Contract for execution in its sole discretion. The identity of the successful Proposer shall be posted on the website.
10. Evaluation Criteria

10.1 Responsiveness of Proposal
Proposals will be reviewed for compliance with and adherence to all submittal requirements requested in this RFP. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the System Director of Supply Chain Management or designee, be rejected from further consideration due to “Non-Responsiveness” and rated Non-Responsive.

10.2 Technical Proposal
Proposals will be reviewed and selected based on the following criteria. These criteria represent 70% of the scorecard.

A. Ability to achieve CCHHS’s business goals, objectives and Scope of Work described in this RFP, by providing a succinct and feasible strategy that clearly describes how the proposers would provide the required service.

B. Qualifications and experience of the proposer to successfully perform and provide the services described in this RFP, as evidenced by the successful implementation of similar programs in large complex health organizations and compliance with all applicable laws.

C. Qualifications and experience of the proposed key personnel as evidenced by relevant experience.

10.3 Reasonableness of Overall Price
Price will be evaluated separately for overall reasonableness and competitiveness. This criterion represents 30% of the score.

10.4 Other Qualitative Criteria
The System Director of Supply Chain Management may at his/her own discretion reject a proposal from further consideration due to “Non-Responsiveness,” if a proposal does not completely address the following:

1. MWBE MBE/WBE Utilization Plan (EDS forms);
2. Financial Statements;
3. Legal Actions;
4. Conflict Interest;
5. Contract Terms and Conditions (objections and/or suggested alternate language);
6. Complete References;
7. Addenda acknowledgement (See Addenda Section).

11. Instructions to Proposers
These instructions to Proposers contain important information and should be reviewed carefully prior to providing the Required Proposal Content. Failure to adhere to the procedures set forth in these instructions, failure to provide positive acknowledgement that the Proposers will provide all services and products or failure to provide acceptable alternatives to the specified requirements may lead to disqualification of the submitted proposal.

11.1 Number of Copies
Proposers are required to submit one (1) original paper copy, one (1) electronic copy (CD only please) no later than the time and date indicated in the RFP.

NOTE: the pricing proposal and EDS must be submitted separately from the rest of the response.

Each submission must then be separated in two (2) parts:

1. Full response except for Pricing and EDS;
2. Pricing and EDS in a separate envelope (or electronic file).
11.2 Format
Hardcopies of the proposals should be submitted in 3-ring binders only. Material should be organized following the order of the Required Proposal Content Section separated by labeled tabs. Expensive paper and bindings are discouraged since no materials will be returned. Numbered titles and pages are required.

CCHHS reserves the right to waive minor variances.

11.3 Time for submission
Proposals shall be submitted no later than the date and time indicated on the cover page of this RFP. Late submittals will not be considered.

11.4 Packaging and Labeling
The outside wrapping/envelope shall clearly indicate the RFP Title, Number, Proposer’s Name, Proposers Address and Point of Contact information. The Price Proposal and EDS shall be submitted in a separate sealed envelope. The envelope shall clearly identify the content as “Price Proposal”. All other submission requirements shall be included with the Technical Proposal.

11.5 Timely delivery of Proposals
The proposal(s) must be either delivered by hand or sent to CCHHS through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to CCHHS and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and drop box. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered. CCHHS assumes no responsibility for any Proposal not so received.

11.6 Availability of Documents
CCHHS publishes competitive bid, RFP, and other procurement notices, as well as award information, at: http://www.cookcountyhhs.org under the “Doing Business with CCHHS” tab. Proposers intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents.

11.7 Questions and Inquiries
Questions regarding this RFP will be submitted in writing to the contact email listed on the cover page of this RFP no later than the date stated in the Schedule.

Question must be submitted in the following format, preferably in excel.

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<th>ID</th>
<th>Vendor Name</th>
<th>RFP Section</th>
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Should any proposer have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Supply Chain Management Office via the email provided on the cover sheet no later than the date stated on the Schedule and obtain clarification prior to submitting a Proposal. Such inquires must reference the proposal due date and CCHHS RFP number.

11.8 MBE/WBE Participation Goals
Consistent with Cook County, Illinois Code of Ordinances (Article IV, Division 8, and Section 34-267), and CCHHS has established a goal that MBE/WBE firms retained as subcontractors receive a minimum 17.5% MWBE of this
procurement. The proposer shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. In the event that the proposer does not meet the MBE/WBE participation goal stated by CCHHS for this procurement, the proposer must nonetheless demonstrate that it undertook good faith efforts to satisfy the participation goal. Evidence of such efforts may include, but shall not be limited to, documentation demonstrating that the proposer made attempts to identify, contact, and solicit viable MBE/WBE firms for the services required, that certain MBE/WBE firms did not respond or declined to submit proposals for the work, or any other documentation that helps demonstrate good faith efforts. Failure by the proposer to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by CCHHS in its evaluation of the proposer’s responsibility and responsiveness.

11.9 Pre-proposal Conference (if Applicable)
CCHHS will hold a Pre-Proposal conference call on the date, time and location indicated on the cover page. Representatives of CCHHS will be present to answer any questions regarding the goods or services requested or proposal procedures. If a mandatory pre-proposal conference is required, the Proposer must sign the pre-pro conference or site inspection sheet and include a copy of this sign-in sheet in the response to the RFP.

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

11.11 Cost of Proposer Response
All costs and expenses in responding to this RFP shall be borne solely by the Proposer regardless of whether the Proposer’s Proposal is eliminated or whether CCHHS selects to cancel the RFP or declines to pursue a contract for any reason. The cost of attending any presentation or demonstration is solely the Proposer’s responsibility.

11.12 Proposer’s Responsibility for Services Proposed
The proposer must thoroughly examined and read the entire RFP document. Failure of proposers fully to acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

11.13 RFP Interpretation
Interpretation of the wording of this document shall be the responsibility of CCHHS and that interpretation shall be final. The specifications in this document provide sufficient information for proposers to devise a plan and provide pricing. Minor variations from those specifications will be considered as long as proposers identify any instance in which their services specifications differ from those set forth in the proposal documents.

11.14 Errors and Omissions
The proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or CCHHS. Should the proposer suspect any error, omission, or discrepancy in the specifications or instructions, the proposer shall immediately notify CCHHS in writing, and CCHHS will issue written corrections or clarifications? The proposer is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP. Proposer will not be allowed to benefit from errors in the document that could have been reasonably discovered by the proposer in the process of putting the proposal together.
11.15 Proposal Material
The Proposal material submitted in response to the RFP becomes the property of CCHHS upon delivery to the Supply Chain Management Office and may become part of a contract.

11.16 Confidentiality and Response Cost and Ownership
All information submitted in response to this RFP shall be confidential until CCHHS has executed a Contract with the successful Proposer or has terminated the RFP process and determined that it will not reissue the RFP in the near future. Following such actions, the contents of Proposals submitted in response to this RFP may be disclosed in response to requests made pursuant to the provisions of the Illinois Freedom of Information Act (“FOIA”).

If a Proposer wishes to preserve the confidentiality of specific proprietary information set forth in its Proposal, it must request that the information be withheld by specifically identifying such information as proprietary in its Proposal. CCHHS shall have the right to determine whether it shall withhold information upon receipt of a FOIA request, and if it does so pursuant to a Proposer request, the Proposer requesting confidential treatment of the information shall bear the costs of asserting that there is a proper exemption justifying the withholding of such information as proprietary in any court proceeding which may result. This notwithstanding, Proposer is on notice that the CCHHS is subject to the FOIA and that any documents submitted to the CCHHS by the Proposer may be released pursuant to a request under the FOIA.

11.17 Awards
CCHHS may, at its discretion evaluate all responsive Proposals. CCHHS reserves the right to make the award on an all or partial basis or split the award to multiple proposers based on the lowest responsible proposers meeting the specifications, terms and conditions. If a split award impacts the outcome of the project it must be so stated in the proposal.

11.18 CCHHS County Rights
CCHHS reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the proposer, to accept any item in the offer. CCHHS also reserves the right to accept or reject all or part of your Proposal, in any combination that is in the best interest of CCHHS.

11.19 Cancellation of RFP; Requests for New or Updated Proposals
CCHHS, in its sole discretion, may cancel the RFP at any time and may elect to reissue the RFP at a later date. CCHHS may also issue an Addendum modifying the RFP and may request supplemental information or updated or new Proposals.

12. Definitions
The following definitions shall apply to this RFP:

"Addendum” or “Addenda” shall refer to a one or more documents issued to Registered Proposers in hard or soft copy by which modifies this Request for Proposal or provides additional information.

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

"Contract” shall mean a properly executed Contract that has been negotiated between CCHHS and a Proposer for some or all of the Deliverables described in this RFP.

“Contractor(s)” shall mean the individuals, businesses or entities that have submitted a Proposal and have negotiated a contract that has been properly executed on behalf of the Contractor and CCHHS.

"County” shall mean the County of Cook, Illinois, a body politic and corporate.

“Deliverables” shall refer to the items, supplies, equipment or services that will be provided pursuant to any Contract entered into as a result of this RFP.
"General Conditions" shall mean the terms and conditions included in Attachment C of the RFP. "Proposal" shall mean the document(s) submitted by Proposer(s) in response to this RFP that constitute a Proposer's offer to enter into contract with the CCHHS under terms consistent with this RFP, subject to the negotiation of a contract and approval by the Board.

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

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

"Request for Proposals" or "RFP" shall refer to this solicitation of Proposals by CCHHS which may lead to the negotiation of a contract and the recommendation that the CCHHS authorize a Contract with a Proposer.

“Solution” the specific configuration of Deliverables that is submitted in a Proposal to meet the needs and goals of the CCHHS as articulated in this RFP.

Proposal Receipt Acknowledgement Form
This acknowledgement of receipt should be signed by a representative of Supply Chain Management located at Stroger Hospital, 1969 W. Ogden Avenue, lower level (LL) Room 250A, Chicago IL, 60612.

The outside wrapping shall clearly indicate the RFP Number and Title, Proposer’s Name, Proposers Address and Point of Contact information. Prefill the first two lines prior to submission.

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<th>Solicitation Number and Title:</th>
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Proposals shall be submitted no later than the date and time indicated on the cover page of the RFP. Late submittals will not be considered.

Proposers must cut this sheet in two. SMC will time-stamp top and bottom sections. SCM will keep one section and the proposer will keep the other section.