



COMMUNITY ACTION CORPORATION OF SOUTH TEXAS

Modular Telediagnostic
Platforms for Virtual Care
Request for Proposal (RFP)

PROPOSALS DUE:
November 02, 2020

**Attn: Elizabeth Alviar-
Director of Clinical
Operations
elizabeth.alviar@cacost.org**

Community Action Corporation of South
Texas 204 E. First St.
Alice, TX 78332

COMMUNITY ACTION CORPORATION OF SOUTH TEXAS
204 E. First St. • Alice, TX 78332 • Ph. 361.664.0145

REQUEST FOR PROPOSAL (RFP)

**Modular Telediagnostic
Platforms for Virtual Care**

INTRODUCTION

The Community Action Corporation of South Texas (CACOST) is a private non-profit organization established in 1971 and funded through state and federal grants and fees for service. CACOST has a workforce of 700 employees and a service area consisting of seventeen South Texas counties. The mission of CACOST is to continuously improve the lives of south Texans by providing high-quality healthcare, education, housing, and economic opportunities to reduce poverty through services and partnerships. More information on CACOST can be obtained by visiting the CACOST web site at www.cacost.org.

GENERAL CONDITIONS

Purpose

CACOST seeking proposals from highly qualified sources to purchase Modular Telediagnostic Platforms for Virtual Care that will connect software and medical devices to help elevate the medical standard for higher quality care between remote providers and patients.

Submission Information

Closing date

Proposals must be submitted no later than 5:00 pm, November 02, 2020.

Inquiries & Contact Person

All questions concerning this RFP should be directed to Elizabeth Alviar, Director of Clinical Operations, at elizabeth.alviar@cacost.org. Communication with other individuals will not be allowed. CACOST reserves the right to disqualify any Proposer who is found in violation of this provision. No questions other than written via email will be accepted, and no response other than written will be binding upon CACOST. Submittals will remain on file in accordance with the Texas Open Records Act.

Costs of Preparation

All costs incurred in the preparation of the response to this RFP and any associated costs will be the sole responsibility of the Proposer and will not be reimbursed by

CACOST.

Submission Instructions to Proposers

To be considered responsive and receive an evaluation, proposals must fully address all sections of the RFP. Your proposal should be addressed as follows:

Community Action Corporation of South Texas
RFP for Telediagnosics Platform
ATTN: Elizabeth Alviar,
Director of Clinical Operations
204 E. First St.
Alice, Texas
78332
OR via email to elizabeth.alviar@cacost.org

It is the sole responsibility of the Proposer to ensure that the proposal is received by the date and time specified above. **LATE PROPOSALS WILL NOT BE CONSIDERED.** Confirmation of receipt is the sole responsibility of the Proposer. Proposal submissions may include value-added alternatives and any relevant information in addition to the information requested in the RFP. Proposals may be withdrawn in writing prior to the deadline. Unless otherwise stated, all materials submitted by the Proposer in response to this RFP shall become the property of CACOST.

Notification of Award

CACOST anticipates but does not guarantee a contract will be awarded on or around the week of November 20, 2020. Award will be made to the Proposer(s) based on the listed evaluation criteria and the responses that are most compatible with CACOST's needs. CACOST will be the sole judge in making this determination.

CACOST is not bound to accept the lowest bid or any proposal submitted. A contract for the approved proposal will be executed based upon the factors described in this RFP.

CACOST may investigate the qualifications of any individual or firm under consideration, require confirmation of information furnished and require additional evidence of qualifications to perform the services described in this RFP. The Agency also reserves certain rights, including, but not limited to, the following:

- a. Reject any or all of the proposals
- b. Issue subsequent Requests for Proposals
- c. Cancel the entire Request for Proposal
- d. Remedy technical errors in the Request for Proposal process
- e. Appoint evaluation committees to review qualifications and proposals

- f. Seek the assistance of outside technical experts in evaluation
- g. Approve or disapprove the use of particular subcontractors
- h. Establish a short list of proposers eligible for discussions after review of RFP
- i. Solicit best and final offers from all, some, or one of the proposers
- j. Waive informalities and irregularities in RFP
- k. Award without discussion
- l. Cancel an awarded contract if performance is unsatisfactory, with the provision of a written notice; no penalty and/or fee may be imposed
- m. Conduct pre-contract negotiations with any and/or all potential qualified contractors

This RFP shall not, in any manner, be construed to be an obligation on CACOST to enter into a contract or result in any claim for reimbursement of cost for any efforts expended in responding to the RFP or in anticipation of any contract.

Expected Timelines

Event	Date(s)
RFP Notification Posting	October 19, 2020
Proposal submission due	November 02, 2020
The announcement of Intent to Award	November 20, 2020
Estimated Contract Date	November 30, 2020

ADDITIONAL TERMS & CONDITIONS

Confidentiality

The Proposer agrees to keep the information related to all contracts in strict confidence. Other than the reports submitted to CACOST, the Proposer agrees not to publish, reproduce or otherwise divulge such information, in whole or in part, in any manner or form, or authorize or permit others to do so taking such reasonable measures as are necessary to restrict access to the information while in the Proposer's possession to these employees on the Proposer's staff who must have the information on a "need-to-know" basis. The Proposer agrees to notify immediately, in writing, CACOST's authorized representative in the event the Proposer determines or has reason to suspect a breach of this requirement.

Limitations and Reservations

CACOST reserves the right to negotiate the terms and conditions of the contract with any of the evaluated Proposers. Should the successful Proposer and CACOST fail to come to an agreement, CACOST may at its sole discretion award work to any of the remaining Proposers. The Proposer to whom the contract is awarded shall be required to enter into a written contract with CACOST. This RFP and the proposal, or any part thereof, shall be incorporated into and made a part of the final contract.

CACOST specifically reserves the right to vary the provisions set forth herein any time before the execution of a contract where such variance is deemed to be in the best interest of the needs of CACOST.

If selected for negotiations, Proposer may be required to prepare and submit additional information before final Proposer(s) selection, to reach terms for the provision of services, which are agreeable to both parties.

Small, Women and/or Minority-Owned Business

Efforts will be made by CACOST to utilize small businesses and women and minority-owned businesses with the consideration that the primary responsibility is the most favorable return to CACOST. A Proposer qualifies as a small business firm if it meets the definition of "small business" as established by the Small Business Administration (13 CFR 121.201).

Equal Opportunity

It is the policy of CACOST not to discriminate on the basis of race, color, creed, gender, religion, marital status, age, national origin or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief or any other consideration made unlawful by applicable federal, state or local laws. Contractor agrees not to discriminate against any employee or applicant for employment to be employed in the performance of this Agreement, with respect to hiring, tenure, terms, conditions, and privileges of employment, or a matter directly or indirectly related to employment, because of age or race, color, creed, gender, religion, marital status, age, national origin, or ancestry, physical or mental disability, medical condition, sexual orientation, political affiliation or belief. Contractor further agrees that every subcontractor entered into for the performance of the Agreement shall contain a provision requiring non-discrimination in employment herein specified, binding upon each subcontractor. Breach of the covenant may be regarded as a material breach of the Agreement.

Acknowledgement Statement

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COMPLIANCE WITH STATE AND FEDERAL LAWS

Historically Underutilized Businesses

It is CACOST policy to encourage participation of small and historically underutilized businesses (HUBs), as defined in Government Code, Chapter 2161.

"Historically underutilized business (HUB): means an entity with its principal place of

Business in this state that is:

- a corporation formed for the purpose of making a profit in which 51 percent or more of all classes of the shares of stock or other equitable securities are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the corporation's control, operation, and management;
- a sole proprietorship created for the purpose of making a profit that is completely owned, operated, and controlled by an economically disadvantaged person;
- a partnership formed for the purpose of making a profit in which 51 percent or more of the assets and interest in the partnership are owned by one or more economically disadvantaged persons who have a proportionate interest and actively participate in the partnership's control, operation, and management;
- a joint venture in which each entity in the venture is a historically underutilized business, as determined under Government Code Chapter 2161; or.
- a supplier contract between a historically underutilized business as determined under Government Code, Chapter 2161 and a prime contractor under which the historically underutilized business is directly involved in the manufacture or distribution of the goods or otherwise warehouses and ships the goods.

Certification with Regard to Lobbying

No federal appropriated funds will be paid to any person for influencing or attempting to influence an officer or employee of Congress or an employee of a member of Congress in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement or the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan, or cooperative agreement.

Equal Employment Opportunity

The Equal Employment Opportunity Clause required under Executive Order 11246, the affirmative action commitment for disabled veterans, recently separated veterans, other protected veterans, and Armed Forces Service Medal Veterans, the affirmative action clause for handicapped workers and the related regulations of the Secretary of Labor, 41 CFR Chapter 60, are incorporated by reference in the contract. By accepting the contract, vendor certifies that it complies with the authorities cited above, and that it does not maintain segregated facilities or permit its employees to perform services at locations where segregated facilities are maintained, as required by 41 CFR 60.

Prohibited Substances in the Workplace

The contractor is considered a representative of CACOST while carrying out the duties of the contract. CACOST has a policy that prohibits the possession and/or use of alcohol or illegal drugs when conducting CACOST business. If the contractor is observed engaging in this type of behavior while performing any aspect of the contract, termination of the contract will occur.

Debarment and Suspension

The contractor certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

ADMINISTRATIVE INFORMATION

Background Information

Community Action Corporation of South Texas (CACOST) makes healthcare affordable and accessible for all individuals and families through seven Federally Qualified Health Center facilities. Our health centers provide pediatric, women's health, family practice, dental, pharmacy, and behavioral health services. Our Health Center provides services in 6 Counties in South Texas, which are Bee, Brooks, Duval, Jim Wells, Kleberg, and San Patricio.

SCOPE OF SERVICES

Background

CACOST Health Center is seeking Modular Telediagnostic Platforms for Virtual Care to help elevate the medical standard for higher quality care between remote providers and patients, regardless of their physical location.

General Requirements

The proposed Equipment must be:

- A. 7 Telediagnostic carts that can move freely throughout facilities and allow primary care functions without the provider being present
 - a. Carts must include the following items or similar
 - i. Tympanic Thermometer
 - ii. Computer and Software
 - iii. Vital Signs machine

- iv. Digital Medical Camera System with 3 lenses (General exam, Ophthalmoscope and Otoscope)
- v. Telemedicine Stethoscope
- vi. Digital Platform Scale
- vii. Handheld Stadiometer
- viii. CL Sound Blaster
- ix. Headphones
- x. Earbuds
- xi. Assembly, Inspection, Storage

B. 1 Mobile Doctor

a. Mobile Doctor must include the following items and capabilities or similar

- i. Compatible with Wi-Fi or Mobile Service
- ii. Case
- iii. Leg extender
- iv. Include Tablet with Software
- v. Vital Signs machine
- vi. Tympanic Thermometer
- vii. Power Supply
- viii. Digital Medical Camera System with 3 lenses (General exam, Ophthalmoscope and Otoscope)
- ix. Telemedicine Stethoscope
- x. Digital Platform scale
- xi. Hand-Held Stadiometer
- xii. Power Surge Strip 6 outlet
- xiii. Compact multiple port USB Hub w/Cable
- xiv. CL Sound Blaster
- xv. Headphones
- xvi. Earbuds
- xvii. Extension Cord at least 6ft
- xviii. Assembly, Inspection, and Custom Packaging

C. The ability to offer Unlimited Patient Encounters for an annual firm-fixed flat rate.

D. The platform must be able to interface with CACOST's EHR system eClinicalWorks.

Training

- A. Proposer will provide ability to schedule trainings. Onsite or Remote training is acceptable.
- B. Training should involve in-depth training for core trainers and should be enough to allow them to understand and operate all functions of the system and

troubleshoot minor issues without technical intervention or assistance. All training shall be included as part of the initial fee for setup.

- C. Proposer will provide ongoing information on new features and functionality.

Services

- A. Proposer must provide Onsite assembly and an initial overview of carts.
- B. The Proposer must provide technical phone support for the proposed system at least during regular business hours of 8:00 am to 5:00 pm CST Monday through Friday
- C. It is preferred that the Proposer also provide onsite technical support, including the pricing for Parts & Labor.

Evaluation and Award of Proposals

Factors	Points
Cost <ul style="list-style-type: none"> a. Prices to be proposed based on Equipment, associated software, and warranty b. Price must include annual rate for unlimited patient encounters c. Price must include initial setup and assembly d. Price must include all training e. Price must include technical supports remote and Onsite 	25
Functionality <ul style="list-style-type: none"> a. Functionality will be evaluated on how well the proposed system and solutions will meet desired specifications as outlined above 	30
Service/Maintenance <ul style="list-style-type: none"> a. Warranty proposed b. Proposer to specify the number of technicians with certified training and hands-on experience c. Proposer to specify if annual maintenance and support are required 	15
References <ul style="list-style-type: none"> a. Provide a minimum of (3) references, complete with the organization name, contact person, and telephone number for whom you 	15

<p>have provided services similar to the size and scope of work outlined above</p> <p>b. The proposal will be evaluated on the industry track record; to include the system's track record industry-wide and the length of time the Equipment has been available on the market</p>	
<p>HUB & SMWB Certification</p> <p>Additional points will be awarded if Proposer is certified as:</p> <p>a. Small Business Enterprise</p> <p>b. Minority Business Enterprise</p> <p>c. Woman-owned Business Enterprise</p> <p>d. Historically Underutilized Business</p>	15
Maximum Points	100

Evaluation

A committee selected by CACOST will review and evaluate all proposals and make a recommendation to the CACOST Board of Directors. The evaluation committee may use any material submitted in the proposal for any item in the evaluation process.

In accordance with applicable laws, rules and regulations for public purchasing, award(s) will be made to the responsible contractor(s) whose proposal(s) is/are determined, after evaluation, to be the best value to CACOST. The proposal must be submitted on time and must materially satisfy all mandatory requirements identified above to qualify for evaluation. A written acceptance mailed or otherwise furnished to the qualified contractor(s) and a fully executed contract is required prior to commencement of any work under this RFP. Protest procedures are available upon request and must be submitted within (10) days of award determination for consideration.