



PURCHASING DEPARTMENT
County Of Hidalgo

MEMORANDUM

TO: Eduardo Olivarez, Chief Administrative Officer
Hidalgo County Health Department

FROM: Yvette Islas, Buyer *YI*
Purchasing Department

DATE: January 16, 2008

RE: Approval of DRAFT specifications for: RFP No. 08-043-03-20-YSI
"Computerized Radiology System" - Health Department

Attached are "Exhibit A"(Requirements) and "Exhibit B" (Selection Criteria) with changes reflecting the meeting held on January 16, 2008 (11:00 am) in reference to the above listed project. Once you review both documents and the account number, please sign off to indicate your approval, disapproval, or add information if needed and remit your response to the Purchasing Department no later than **Friday, January 18, 2008.**

Should you have any questions, please do not hesitate to call me at (956) 318-2626, ext 4874. Thank you for your assistance.

_____ APPROVAL OF SPECIFICATIONS

_____ DISSAPPROVAL OF SPECIFICATIONS

7-1336-441-00-340-029-0748 BUDGET ACCOUNT #

Add additional information to the bid packet: _____

[Handwritten Signature] _____ *Eduardo Olivarez* *1/24/08*

AUTHORIZED SIGNATURE PRINTED NAME DATE

Submit this form to the Hidalgo County Purchasing Department via fax: (956) 292-7612 or via e-mail: yvette.islas@co.hidalgo.tx.us

EXHIBIT A
REQUIREMENTS

HIDALGO COUNTY
REQUEST FOR PROPOSALS

HEALTH DEPARTMENT
"COMPUTERIZED RADIOLOGY SYSTEM"
RFP NO: 08-043-02-20-YSI

Hidalgo County is requesting sealed proposals for the purchase, installation, and training support of a turn key **Computerized Radiology System for Hidalgo County Health Department**. The County of Hidalgo is seeking to enter into a **Service Contract** to provide technical support and training for the **Computerized Radiology System**. The Hidalgo County Purchasing Department will receive sealed envelopes containing proposals for the provision of "**Computerized Radiology System**" as specified herein. Sealed proposals will be accepted until **9:30 A.M., Wednesday, February 20, 2008**. **ANY RFP RECEIVED AFTER THAT DATE AND TIME WILL NOT BE ACCEPTED AND WILL BE RETURNED UNOPENED.**

Deliver Submittal to:

RFP No: 08-043-02-20-YSI

Martha L. Salazar, CPPB, Purchasing Agent
Hidalgo County Purchasing Department
Administration Building
2802 South Business Highway 281
Edinburg, Texas 78539

The Submittal Envelope Must Show the RFP Number, Name and Acceptance Date.

PRE-PROPOSAL CONFERENCE is scheduled for **WEDNESDAY, FEBRUARY 13, 2008** at **2:30 PM** at **HIDALGO COUNTY PURCHASING DEPARTMENT, 2802 South Business Highway 281, Edinburg, Texas 78539.**

The following outlines the Request For Proposal:

SECTION I: GENERAL TERMS AND CONDITIONS

ADDITIONAL INFORMATION:

Hidalgo County is requesting that sealed proposals must be routed to Martha L. Salazar, CPPB, Purchasing Agent, at 2802 South Business Highway 281, Edinburg, Texas 78539. **WRITTEN QUESTIONS WILL BE ACCEPTED VIA FACSIMILE BY NO LATER THAN** Wednesday, February 13, 2008 at 5:00 P.M. at (956) 318-2629. Responses will be sent to all applicants via facsimile by Friday, February 15, 2008. **TELEPHONE INQUIRIES WILL NOT BE ACCEPTED.**

DISCLOSURE OF CONFLICT OF INTEREST:

Effective January 1, 2006, Chapter 176 of the Texas Local Government Code requires that any vendor, person, consultant or contractor considering doing business with Hidalgo County ("the County") to disclose in the Conflict of Interest Questionnaire (the "CIQ") attached as **Exhibit D**, the vendor, person consultant or contractor's affiliation or business relationship that might cause a

conflict of interest with the County. By law, the CIQ must be filed with the Hidalgo County Clerk's Office no later than the seventh business day after the date the person becomes aware of facts that require that statement to be filed. The disclosure requirement applies to a person or business who contract or seeks to contract with Hidalgo County for the sale or purchase of property, goods or service. Any purchase order or contract resulting from this process shall be considered null and void if the successful bidder fails to comply with Texas Local Government Code Chapter 176. Vendors, consultants, contractors and others who desire to conduct business with Hidalgo County are encouraged to refer to Texas Local Government Code Chapter 176 for the details of this law. An offense under Texas Local Government Code Chapter 176 is a Class C Misdemeanor.

Please submit complete CIQ forms to the Hidalgo County Clerk's Office located at 100 North Clossner, Edinburg, Texas 78539-Hidalgo County Courthouse **COMPLETION AND SUBMISSION OF FORM CIQ IS THE SOLE RESPONSIBILITY OF THE PROSPECTIVE BIDDER.**

PROPOSER'S AFFIDAVIT:

Prior Contract award, respondents to this RFQ must submit a signed Proposer's Affidavit (attached herein in **Exhibit E**) certainly that the submission is (1) not the result of Collusion as described in the Proposer's Affidavit, (2) that the Respondent does not have a Conflict of Interest as described in the Proposer's, affidavit or that the Respondent has not and will not attempt to lobby directly or indirectly as described in the Proposer's Affidavit.

NON-DISCRIMINATION:

Submitters, during the performance of this contract, will not discriminate against any employee or applicant for employment because of race, religion, sex, national origin or disability except where religion, sex, national origin or disability is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor.

PROCESSING TIME FOR PAYMENT:

Submitters are advised that a minimum of thirty (30) days is required to process invoices for payment.

ELECTRONIC TRANSMISSION OF BIDS:

Hidalgo County's Purchasing Department will not accept telegraphic or electronically transmitted submissions.

PROOF OF FINANCIAL AND BUSINESS CAPABILITY:

Submitters must, upon request, furnish satisfactory evidence of their ability to furnish products or services in accordance with the terms and conditions of these requirements. Hidalgo County will make the final determination as to the submitter's ability.

SUBMITTER DEFAULT:

Hidalgo County reserves the right, in case of submitter default, to procure the articles or services

from other sources and hold the defaulting submitter responsible for any excess costs occasioned thereby.

RESTRICTIVE OR AMBIGUOUS REQUIREMENTS:

It is the responsibility of the submitter to review the Request for Proposal (RFP) packet and to notify the Purchasing Department if the requirements are formulated in a manner that would unnecessarily restrict competition. Any such protest or question regarding the requirements or bidding procedures must be received in the Purchasing Department not less than seventy-two hours prior to the time set for the opening. These criteria also apply to requirements that are ambiguous.

HAND DELIVERED PROPOSALS:

Hidalgo County requires submitters, when hand delivering statements of qualifications, to make sure that it is stamped with date and time by the County Purchasing staff.

SIGNING OF PROPOSALS:

In order to be considered all submittals **must** be signed. **Please sign the original in blue ink.**

WAIVING OF INFORMALITIES:

Hidalgo County reserves the right to waive minor informalities or technicalities when it is in the best interest of Hidalgo County.

SUBCONTRACTING: The successful submitter may not subcontract the award without the written consent of the Commissioners' Court of Hidalgo County.

SERVICE & MAINTENANCE CONTRACT:

This will be a turn key project, however it will include service and maintenance contract. The term of the contract will be for a period of five (5) years with the County's option to renew for an additional one (1) two (2) year term under the same rates, terms and conditions.

Hidalgo County reserves the right to continue this bid for an additional sixty (60) day grace period at the end of the contract term for unforeseen delay in award of new bid for next contract term.

SECTION II: RFP REQUIREMENTS

Request For Proposal:

The required contents and limitations for the preparation of the RFP are described in this section. Failure to provide the requested information or adhere to any County limitations will result in disqualification of the submitted RFP. A total of **one (1) original and seven (7) copies** of the RFP shall be submitted to the address on the cover letter.

Contents:

The required contents for the RFP are presented below in the order they should be incorporated into

the submitted document.

Understanding of the Project:

This section should demonstrate the submitter's understanding of the project needs, the work required, and any local issues or concerns. This description should be concise, candid, and limited to 3 pages in length.

Firm Qualifications:

The County of Hidalgo is seeking to contract with a competent "**Computerized Radiology System**" vendor, qualified and that has experience in, but not limited to, the following areas:

- Must be qualified in systemizing and delivering turn key Computerized Radiology Systems.
- Must have experience relevant to Computerized Radiology Systems.
- Must have staffing adequate to devote and assign proper personnel to perform and render all the services requested for systemizing and delivering a turn key Computerized Radiology System.
- Overall understanding of the "Project" as detailed in scope of work/services.

FOR ADDITIONAL SPECIFICATIONS AND REQUIREMENTS-PLEASE REFER TO "SCOPE OF SERVICES" SECTION

Additionally, this section should include a description of the vendor's Computerized Radiology System Projects Personnel and their most recent similar projects. For each project, a client contract name and phone number should be included for reference purposes. Additionally, the names of the personnel proposed for this project who participated in the listed projects should be provided. This project list is limited to 5 pages.

Personnel and Staffing:

The proposer should provide an organizational chart for the project and a summary paragraph of the project work to be performed by each proposed staff member. Biographic summaries that highlight the experience relevant to the specific project responsibilities should be provided for all proposed personnel. There is a one (1) page limitation for each biographic summary provided.

Required Certifications and Submittal: This section will contain any licenses and certifications as required (and/or applicable to project), by HIDALGO COUNTY, the STATE OF TEXAS.

Insurance: All other applicable insurances as required by Hidalgo County and as detailed in Exhibit "C" contained herein.

OVERVIEW:

Hidalgo County is soliciting proposals for the systemizing and "delivery" of a turn key Computerized Radiology System. Hidalgo County desires to have a system in place as a result of equipment

already owned by Hidalgo County and new equipment, software, supplies, etc. to more effectively provide the citizens of Hidalgo County radiology services through the Hidalgo County Health Department.

SCOPE OF SERVICES/PROJECT DESCRIPTION:

Overall Objective: This contract will encompass all project related training, services, and equipment necessary to provide the County of Hidalgo with the configuration of a Computerized Radiology System including but not limited to:

Turn key Computerized Radiology System that will digitize radiological images and store data electronically making the data accessible to various medical facilities.

Specs: Alara Crystal View Computer Radiography with C-Cisa PACS

- 2 ct CR Plate Reader
- 4 ct 14 x 17 Cassette with Plate
- 2 ct 10 x 12 Cassette with Plate
- 1 ct Alara CR Operating Software
- 2 ct Alara Workstation
- 1 ct C-Cisa SA Software
- 1 ct C-Cisa PH II Software
- 1 ct C-Cisa Server Software
- 1 ct C-Cisa Dicom Software included with SA and Server Software
- 1 ct Auto Archiving
- 1 ct Modality Work List
- 1 ct Integrated Voice Dictation
- 1 ct Image Processing
- 1 ct Patient Work List
- 2 ct C-Cisa Workstation with 500 Gig Hard Drive
- 1 ct Two Bank 2 Megapixel Diagnostic Viewer Mirror
- 1 ct 24" Ultra High Resolution Monitor
- 1 ct Apron Rack
- 1 ct Full Lead Apron
- 1 ct Half Apron
- 1 ct Lead Gloves (pair)
- 1 ct Calipers
- 1 ct One Year Parts and Labor Warranty
- 5 Year Labor and Prevention maintenance Program
- Relocate and install existing X-Ray Machine currently in storage in Edinburg, Texas to Adult Detention Facility located at: 711 El Cibolo Road
Edinburg, Texas 78539
(956) 383-8114

Detention Facility Point of Contact: Chief Anacleto Martinez (956) 383-8114

Health Department Point of Contact: Mr. Eddie Olivarez (956) 383-6221

- Provide NCT (non certified technician) training of up to 5 people
- Installation and Training of CR and PACS Systems

Proposer must describe in detail the steps they intend to follow, including evaluation, design, approvals, testing and implementation. Proposer must also specify amount of time for completion of the requested "Computerized Radiology System."

EASE OF RESPONSE SYSTEM:

Company should describe proposed method of communication for service needs. This should include names, qualifications, and contact method for each person involved at each level. Company must provide support system with qualified/trained response team/person at service site within two (2) to four (4) hours of initial contact. Upon arrival at service site, qualified response team(person) must have ability to evaluate, diagnose and/or begin service immediately.

Company should maintain a maximum response time of two (2) to four (4) hours for all service calls. All response time in excess of four (4) hours shall be documented in writing, together with Company's efforts to eliminate repetition of poor response-time performance. An excess of longer than four (4) hour response time may result in revision and possible termination of contract.

PROPOSERS ARE TO PROVIDE A FEE SCHEDULE WITH THIS SUBMITTAL:

Proposer is to provide a fee proposal based on the scope of work. **(For additional information, please see under "Cost").**

COST:

Proposers must provide line item pricing for all functionalities requested in the scope of work including design, migration of existing components, additional components, and software acquisitions required to complete the computerized radiology system. Pricing should also include hourly rates for key services such as design, programming and other technical services, available after completion of the scope of work.

NUMBER OF COPIES TO BE SUBMITTED:

Hidalgo County requires **one (1) original submittal and seven (7) copies.**

OTHER INFORMATION:

All costs and expenses associated with the preparation and submission of (bids, proposals and/or quotes) shall be the responsibility of the proposer and not reimbursements for such charges or expenses shall be passed onto Hidalgo County.

SECTION III – RFP SELECTION AND SCHEDULES

SELECTION PROCEDURES:

Hidalgo County will conduct a comprehensive evaluation of all Proposals received in response to this RFP. Hidalgo County will establish a Scoring/Grading Committee comprised of staff members to perform such evaluation. Each Proposal received will be analyzed to determine overall responsiveness and qualification under the RFP, further the Selection Committee may select proposing organizations for "in person"

presentation. Criteria to be evaluated, not necessarily in order of priority, may include the items listed below. Final approval of a selected Proposer is subject to the action of Hidalgo County Commissioners Court.

Categories are further detailed in the Selection Criteria (Exhibit B) section of this RFP.

PROPOSAL RANKING:

After the proposals have been reviewed, evaluated and scored, by the Scoring/Grading Committee, a grid will be presented to Commissioner's Court for the purposes of ranking. Thereafter, Hidalgo County Commissioner's Court will rank and/or award this proposal.

EVALUATION: The evaluation system consists of a 100-point system. The participants will be ranked after evaluation. Categories under the 100-point system include response to RFP. RFP submittal evaluation will be based on the criteria outlined in Exhibit B contained herein.

Any contract awarded to a successful proposer will be in effect until (a) the contract expires, (b) delivery and acceptance of products and/or performance of services ordered, or (c) terminated by County with thirty day's written notice prior to cancellation.

PROPOSAL SUBMITTED TO: An original and seven (7) copies of RFPs should be submitted to:

Martha L. Salazar, Purchasing Agent
Hidalgo County Purchasing Department
2802 South Business Highway 281
Edinburg, Texas 78539

RFPs must be submitted by **no later than 9:30 a.m. on Wednesday, February 20, 2008.**

EXHIBIT B
SELECTION CRITERIA

HIDALGO COUNTY
REQUEST FOR PROPOSALS

**"HIDALGO COUNTY - HEALTH DEPARTMENT
COMPUTERIZED RADIOLOGY SYSTEM"**

RFP NO: 08-043-02-20-YSI

RFP EVALUATION CRITERIA

The evaluation criteria will include, but not be limited to, the items listed below:

1. **Understanding the Services/Methodology.** Company must state the approach and or methodology in achieving and rendering all services required by the Hidalgo County Health Department's "Computerized Radiology Services." **25 points**

2. **Ability to Commit to all Services Required.** Company should provide as much background information as to its experience in providing similar services to City, County or any other governmental agencies. Reference information should be as current as possible, especially contact persons and telephone numbers. **30 points**

3. **Ease of Support System & Response Time.** Ease of communicating with company's support system and the company's ability to have trained response team/person at service site within four (4) hours of initial call being placed. Qualified/trained response team (person) should be able evaluate, diagnose and/or begin service immediately. **25 points**

4. **Cost.** **20 points**

- Total** **100 Points**

