



Ambulatory Care Center (Floors)
222 East 41st Street, New York, NY 10017

Request for Proposal

June 19, 2017 Presented by:
NYU Hospitals Center

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1. Objective

NYU Hospitals Center (NYUHC) requests quotes in response to this Request for Proposals (RFP) for the Ambulatory Care Center IT Infrastructure Phase One Floors and Intermediate Distribution Frame (IDF) Build-out at 222 East 41st Street, New York, NY 10017 (222E41). NYUHC will occupy the entire building consisting of twenty-five stories above grade plus one basement level. All above grade levels have been restored to core and shell conditions.

2. RFP Overview

Introduction

The NYU Hospitals Center (NYUHC) including NYU Medical Center and NYU Hospital for Joint Diseases (NYUHJD) collectively referred to as “HOSPITALS”, invite you (the “SUPPLIER”) to submit a quote in accordance with the requirements, terms, and conditions in this Request for Proposal (RFP) for the Ambulatory Care Center IT infrastructure structured cabling floor build-outs and associated intermediate distribution frame (IDF) installation and materials at 222 East 41st Street, New York, NY 10017 (222E41).

This RFP process is your opportunity to demonstrate your strong commitment to partnering with HOSPITALS and ensures highly competitive pricing with quality customer support services.

This RFP solicits a detailed offering that includes line item pricing as well as a detailed response regarding your services, initiatives and Contract/Payment Terms compliance. We encourage you to submit a Quote that is aggressively priced which will exceed our expectations and influence the consolidation of our SUPPLIERS and market share.

The RFP submissions will be applicable for NYU Hospitals Center (NYUHC) referred to as “Hospitals” having places of business at Tisch NYU Medical Center 550-560 First Avenue, New York, NY 10016 and NYU Hospital for Joint Disease 301 East 17th Street, New York, NY 10003 and Outpatient Surgery Center 333 E 38th Street (at 1st Avenue) New York, NY 10016.

3. Milestone Calendar

The following calendar of events is based on planned New York University Hospitals Center (NYUHC) activities and anticipated vendor delivery capabilities. It is presented for illustrative purposes only. These milestones will be reviewed as necessary at the time a contract is awarded to a vendor.

Milestones	Date	Time
RFP Release Date	June 19, 2017	5:00 PM EST
Intention to Bid	June 23, 2017	5:00 PM EST
Bidder's Walkthrough (Mandatory)	June 28, 2017	9:30 AM EST
Additional Questions Due	July 5, 2017	12:00 PM EST
Answer to Vendors Due	July 12, 2017	12:00 PM EST
Proposal Due	July 19, 2017	3:00 PM EST

PLEASE REFER TO THE ATTACHED INFRASTRUCTURE AND PHASE ONE FLOORS BUILD-OUT SCHEDULES.

4. Required RFP Response Format

Vendors are required to submit their Proposal in the specified electronic format. Vendor will submit their entire RFP response and all completed forms electronically via e-mail to NYUHC with vendor's information and responses provided in the appropriate places therein. The required electronic applications formats are **Microsoft Word and Microsoft Excel**. Any supporting graphic or presentation-based slides may be submitted in a separate PowerPoint file. PDF format is **not acceptable** for any submitted text, graphics or slides.

5. Proposal Due Date, Delivery Instruction and Communication

All Proposals are due by **July 19, 2017** no later than **3:00 P.M. EST**

Send your complete electronic response via email to:

ITSourcing@nyumc.org

Bidders Note: All questions regarding interpretation or specifications must be submitted in writing to ITSourcing@nyumc.org only. Under no circumstances shall vendor contact any employee of NYUHC. Any dialogue initiated by the bidder not addressed to contacts above will result in an immediate disqualification. Discussions on other business matters and not related to this RFP are permitted.

6. Proprietary Information, Non-Disclosure

Vendor shall have no rights in this document or the information contained therein and shall not duplicate or disseminate said document or information outside the vendor's organization without the prior written consent of NYUHC.

7. Costs Incurred

All costs incurred in the preparation and presentation of the Proposal shall be borne by vendor. By submitting a Proposal, vendor agrees that the rejection of any Proposal in whole or in part will not render NYUHC liable for incurred costs and damages.

8. NYUHC Reserves Right to Reject Any and All Bids

Nothing in this RFP shall create any binding obligation upon NYUHC. Moreover, NYUHC, at its sole discretion, reserves the right to reject any and all bids as well as the right not to award any contract under this bid process. NYUHC reserves the right to award portion of this bid. All bids should be governed by NYUHC standard Policy and Procedure and Terms and Conditions.

9. Effective Period of Prices

All pricing Proposals by vendor will remain fixed and firm until June 30, 2022.

10. Request for Proposal Scope

NYUHC has implemented the Ambulatory Care Center at 222E41 for a small portion of its population. As part of the continuing rollout, NYUHC is now planning to build-out the IT Structured Cabling and associated IDF closets on TEN (10) phase one floors to be constructed as soon as possible. These floors are numbered 3, 4, 5, 9, 10, 11, 12, 13, 14 and 24. During assessment NYUHC has identified some guiding principles for a successful implementation and are as follows:

- Adhere to all NYU policies, standards, guidelines, etc. (see NYU Technology Design Standards)
- Coordinate all work with NYUHC's general contractor (GC)
- Complete all work in accordance with the master project schedule (attached). There are TEN (10) phase one floors to be constructed as soon as possible. The work includes the IDF room fit-out and the horizontal structured cabling. **The IDFs must be built-out as soon as possible to accommodate the termination of riser cabling and panels that is being bid-out under a separate contract.** These floors are numbered 3, 4, 5, 9, 10, 11, 12, 13, 14 and 24. The remaining floors will be built-out over time per the attached GC's project schedules and are not part of this scope of work.
- Complete all work in accordance with the project drawings and specifications (attached).
- Furnish and install Intermediate Distribution Frame (IDF) closet racks, ladder racks, cable tray, Hilti sleeves, grounding conductors, cabling termination patch panels, labeling, etc. The IDFs on the remaining floors shall not be built-out as part of this scope of work.
- Furnish and install Category 6A unshielded twisted pair (UTP) horizontal cable from the IDF closet patch panels to the Work Area Outlets (WAOs) on each floor. Include termination panels, termination hardware/couplers/jacks/connectors/labeling/etc., mounting hardware, etc. in each IDF closet on all floors.
- Furnish and install the Nurse Call cabling and install the NYUHC provided devices as shown on the nurse call drawings on floors 3, 4, 5, 9, 10, 11, 12, 13, 14 and 24.
- Furnish and install the Single Wire cabling and install the NYUHC provided devices as shown on the drawings on floors 3, 4, 5, 9, 10, 11, 12, 13, 14 and 24.
- Create and provide as-built documentation for all infrastructure installed
- Perform testing on all cabling installed and provide cable test reports
- Include two (2) professional cleanings of each IDF in the scope of work.
- Understanding and experience with NYUHC's current IT and operating environment – diagram CAN BE PROVIDED:

11. Pricing

- Utilizing the attached worksheet, provide a detailed price estimate by phase or sub-project, including a summary of all costs and a detailed list of each item proposed and its associated cost. Please distinguish each proposed cost into categories, for example: consulting, training, travel, etc.
- **Bidders are required to break-out the project pricing on a floor-by-floor basis for NYUHC budget allocation purposes.**

12. Past Performance and References

Please provide a list of three academic hospitals who have received services on similar engagements as the one outlined by this RFP and include the information below.

- Client name and headquarter address
- Contact name
- Telephone number
- Email address
- Length of time using your services
- Brief description of the service provided

Failure to provide suitable references to NYUHC will result in the vendor's bid being rejected without further consideration.

13. Company Profile and Financial Stability

Please provide information that will enable us to evaluate your company's financial stability. We require that you include the following:

- Company description: including ownership, number of years in business, strategic direction, mission, history, acknowledgements or awards
- Recent financial results
- Partner relationships
- Description of selection criteria for contractor or co-implementation partners
- Work force distribution by country, city, state, etc.
- Total number of employees: include number of project managers, implementation specialists, engineers, percentage full time versus contracted, etc.
- Average number of years of application and implementation experience and business process definition for consultants and managers.

14. Methodologies

Please provide information that will enable us to evaluate your company's processes and controls. We require that you include the following:

- Provide a detailed overview of the company's project management methodologies including documentation deliverables
- Please provide a description of the company's quality control procedures
- Provide a list of the criteria the company uses to determine project success

15. Work Experience

Please provide information that will enable us to evaluate your company's track record and capabilities. We require that you include the following:

- Provide a list of designs and/or implementations completed over the past five years and include the below information.
 - Brief description of the design and/or implementation services including: client name, applications implemented, phase approach and duration
 - Design and/or implementation artifacts
 - Business Process design and re-engineering artifacts
- Provide a count of designs and/or implementations completed by members of your team in the healthcare industry over the past three years
- Detailed description of the most complex design and/or implementation at a customer site

Provide detailed description of value added services that differentiate your company from your competitors.

16. Evaluation Criteria

Evaluation Criteria
<p>Section 10 - RFP Scope</p> <p>NYUHC has identified some guiding principles for a successful implementation and are as follows:</p> <ul style="list-style-type: none"> ▪ See Above Section
<p>Section 13 – Pricing</p> <ul style="list-style-type: none"> ▪ Refer to pricing worksheet (THIS IS EVALUATED BY SOURCING ONLY)
<p>Section 14 - Past Performance and References</p> <ul style="list-style-type: none"> ▪ List of 3 academic hospitals
<p>Section 15 - Company Profile and Financial Stability</p> <ul style="list-style-type: none"> ▪ Company description ▪ Number of employees ▪ Years of experience ▪ Partner relationships
<p>Section 17 - Work Experience</p> <ul style="list-style-type: none"> ▪ Provide a list of designs and/or implementations of IT Structured Cabling systems

17. Minimum Design and Implementation Services

- Adhere to all NYUHC policies, standards, guidelines, etc. (see NYU Technology Design Standards)
- Coordinate all work with NYUHC’s general contractor (GC)
- Complete all work in accordance with the master project schedule (attached). There are TEN (10) phase one floors to be constructed as soon as possible. The work includes the IDF room fit-out and the horizontal structured cabling. ***The IDFs must be built-out as soon as possible to accommodate the termination of riser cabling and panels that is being bid-out under a separate contract.*** These floors are numbered 3, 4, 5, 9, 10, 11, 12, 13, 14 and 24. The remaining floors will be built-out over time per the attached GC’s project schedules and are not part of this scope of work.
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- Create and provide as-built documentation for all infrastructure installed

- Perform testing on all cabling installed and provide cable test reports
- Understanding and experience with NYUHC’s current IT and operating environment – diagram CAN BE PROVIDED

18. Enterprise Business Approach

- Describe your project management approach as it applies to this project. Be sure it addresses resources, assumptions, guiding principles, timeline, risk assessment, and business readiness.
- Describe recommended implementation strategy to achieve results in optimal time throughout the whole project.
- Describe how you manage quality of service delivery and how you will resolve performance issues if they should arise.
- Are you willing to provide project resources for the entire duration of the project? Dedicated resources cannot be replaced without NYUHC's expressed written permission.
- Describe proposed training approach/methodology. If providing multiple options document the pros/cons for each and your recommended approach.

19. Proposed Staffing Approach

- Provide an outline of a proposed staffing for this engagement and include the below information.
 - Reporting relationships
 - Resource skill set
 - Project role and responsibility
 - Suggested work location
 - Named assignments and resumes
 - Number of years of experience relevant to this project
 - Indicate the engagements in which the team member participated and their role
 - Standard hourly rate
- NYUHC reserves the right to refuse proposed staff.

20. High Level Timeline

Provide a high level strategy or approach for the project as defined in this RFP, include milestones, phase deliverables and integration points between requirements. Include a high level timeline based on this approach. See embedded documents:



Schedule_Redacted.pdf

21. Attachments

The following documents are associated with this Request for Proposal:

- IT Set
- NC Set
- Communications
- Fit Out Schedule (embedded in RFP document)
- On Call Agreement
- Pricing Sheet
- NYU Technology Design Standards