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**Mobile Bedside Specimen Label Printing**

Request for Proposal

April 10, 2017

Presented by:

**NYU Hospitals Center**

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# 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 Mobile Bedside Specimen Label Printing.

This RFP process is your opportunity to demonstrate your strong commitment to collaborating 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, linen acquisition, initiatives and Contract/Payment Terms compliance. We encourage you to submit a bid 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.

# Milestone Calendar

The following calendar of events is based on planned NYUHC activities and anticipated supplier delivery capabilities.

|  |  |  |
| --- | --- | --- |
| Milestones | Date | Time |
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| RFP Release Date | April 10, 2017 |  |
| Intent to Bid | April 14, 2017 | 5:00 PM |
| Vendor Question due | April 21, 2017 | 5:00 PM |
| NYUHC Answers to Vendors due | April 28, 2017 | 5:00 PM |
| Vendor Demos | May 5, 2017 | 5:00 PM |
| Proposals Due | May 12, 2017 | 5:00 PM |

# Required RFP Response

Suppliers are required to submit their Proposal in the specified electronic format. Supplier will submit their entire RFP response and all completed forms electronically via e-mail to NYUHC with supplier’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.

# Proposal Due Date, Delivery Instructions and Communication

All Proposals are due by, May 12, 2017, no later than 5:00 P.M. EST

Please send your complete electronic response via email to [ITSourcing@nyumc.org](mailto:ITSourcing@nyumc.org)

Bidders Note: All questions regarding interpretation or specifications must be submitted in writing to [ITSourcing@nyumc.org](mailto:ITSourcing@nyumc.org) only. Under no circumstances must supplier 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 not related to this RFP are permitted.

# Proprietary Information, Non-Disclosure

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

# Costs Incurred

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

# NYUHC Reserves Right to Refuse Any and All Bids

Nothing in this RFP must 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. NYUHC reserves the right to adjust the evaluation criteria after finalizing the scope and pricing requirements after the supplier demo meeting. All bids should be governed by NYUHC standard Policy and Procedure and Terms and Conditions.

# Effective Period of Prices

All pricing Proposals by supplier will remain fixed and firm through May 31, 2022.

# Requirements

## Introduction

Patient safety at NYU Hospitals Center is a number one priority. It demands accurate Positive Patient Identification (PPID) of both patients and specimen samples. Accurate sample identification and management processes needs to begin at the patient bedside which will help eliminate mislabeled specimen errors and unnecessary draws. One of the NYU Hospitals Center locations has already been successfully using the bedside lab label printing, but would like to implement an Enterprise solution that can be applied to all sites. In addition, NYU Hospitals Center is looking for more seamless workflows, especially with EPIC where the interfaces would play an important role to eliminate redundant documentation.

## Core Features and Performance Criteria for Barcode Specimen Tracking System

1. See Attachment B, Items—1-xx.

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

## Management Reporting and Documentation

1. See Attachment B, Items—2-xx.

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

## Barcode-enabled Functionality

1. See Attachment B, Items—3-xx.

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

## Interfaces

1. See Attachment B – 4.xx.

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

# System Security, Reliability and Access Control

* + 1. See Attachment B – 5.xx

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

# Monitoring

* 1. See Attachment B – 6.xx

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

# Implementation

1. See Attachment B – 7.xx

**Supplier Answer**: Indicate your compliance with each requirement and document any exception

# Training and Conference

13.1. See Attachment B – 8.xx

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

# Support

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* 1. . See Attachment B – 10.xx

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

# Licensing Approach

* 1. . See Attachment B – 9.xx

**Supplier Answer**: Indicate your compliance with each requirement and document comments or exceptions

# Pricing

Please provide pricing information in the enclosed attachment. All hardware, support and services should also be included for five (5) year agreement. Please include renewal terms and costs.

Please see the enclosed Attachment C to provide your pricing information

# Implementation Timeline

Implementation will be over multiple phases: (These timelines are tentative)

1. Implementation (August & September 2017 onwards)

# Vendor Questionnaire

* 1. . General overview

See Attachment A – 1.xx

* 1. . Background

See Attachment A –2.xx

* 1. . Environmentally Preferable Processes

See Attachment A – 3.xx

# Vendor Performance and References

Provide at least three (3) references of past deployments of backup solutions in a healthcare setting of similar size and scope of NYUHC.

For each reference, please include the following:

1. Healthcare organization name, contact name, title, address and telephone number.
2. Describe the relationship and services provided.
3. If you cannot provide at least one healthcare reference of a similar size and scope of NYUHC, please explain and indicate the largest installation you have performed.
4. Provide current and past account information, of similar size and configuration. Include:
5. A current, long-term customer
6. A current customer implemented in the past 18 months
7. A former customer terminated within the past 18 months and reasoning for termination other than consolidation

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

**Supplier Answer**: Indicate your compliance with each requirement and document any exception

# Evaluation Criteria

NYUHC plans to evaluate the supplier’s response based on the following criteria:

1. System Capabilities/Functionality
2. Technology/Architecture Roadmap
3. Price Competitiveness
4. Adherence to NYUHC Terms and Conditions
5. Vendor Demos
6. References

# Attachments

Attachment A - Vendor Questionnaire

Attachment B - Specification Questionnaire

Attachment C - Pricing Sheet

Attachment D - MSA Terms