

**Finance & Supply Chain Management Systems Implementation for NYU Winthrop**

Request for Proposal

September 7, 2017

Presented by:

**NYU Langone Health**

Table of Contents

1. Introduction 3

2. Milestone Calendar 3

3. Required RFP Response 4

4. Proposal Due Date, Delivery Instructions and Communication 4

5. Proprietary Information, Non-Disclosure 4

6. Costs Incurred 4

7. NYULH Reserves Right to Refuse Any and All Bids 4

8. Effective Period of Prices 5

9. Requirements 5

10. Professional Services and Customer Support 7

11. Pricing 7

12. Implementation Timeline 7

13. Description of Company 8

14. Past Performance and References 8

15. Evaluation Criteria 9

# Introduction

The NYU Langone Health (NYULH) 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 Implementation of Winthrop Finance and Supply Chain Management Systems.

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 Langone Health (NYULH) 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 NYULH activities and anticipated supplier delivery capabilities.

|  |  |  |
| --- | --- | --- |
| Milestones | Date | Time |
|
| RFP Release Date | 09/07/2017 |  |
| Intent to Bid | 09/11/2017 | 5:00PM EST |
| Vendor Question due | 09/13/2017 | 5:00PM EST |
| NYULH Answers to Vendors due | 09/15/2017 | 5:00PM EST |
| Initial Proposals Due | 09/18/2017 | 12:00PM EST |
| Interviews (optional) | 9/19 through 9/21 | 1.5 hours per |
| Final Proposals Due (optional) | 09/22/2017 | 5:00PM EST |

# 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 NYULH 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, September 22, 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 NYULH. 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 NYULH.

# 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 NYULH liable for incurred costs and damages.

# NYULH Reserves Right to Refuse Any and All Bids

Nothing in this RFP must create any binding obligation upon NYULH. Moreover, NYULH, 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. NYULH reserves the right to award portion of this bid. NYULH 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 NYULH standard Policy and Procedure and Terms and Conditions.

# Effective Period of Prices

All pricing Proposals by supplier will remain fixed and firm through December 31, 2018.

# Requirements

All questions need to be answered in this RFP document.

## Introduction

NYULH has entered into an affiliation with NYU Winthrop. As part of the affiliation, NYULH would like to extend their finance and supply chain management systems for use at Winthrop. The MCIT Corporate Systems department at NYULH is seeking to find companies willing to provide high quality resources at a reasonable cost in order to assist with this implementation.

## Business Requirements

1. NYULH has a requirement to provide resources necessary to integrate finance and supply chain processes of NYU Winthrop into NYU Langone Health’s Finance and Supply Chain Systems
2. Four resources will be required with sufficient knowledge of PeopleSoft Finance and Supply Chain Management. They should be subject matter experts (SME) in the following areas
   * 1. Financial Management
        1. General Ledger
        2. Accounts Payable
        3. Cash Management
        4. Asset Management
        5. Lease Administration
        6. Accounts Receivable
        7. Billing
        8. Contracts
        9. Grants
        10. Project Costing
     2. Supply Chain Management
        1. eProcurement
        2. Purchasing
        3. Inventory
        4. Mobile Inventory
        5. Strategic Sourcing
     3. PeopleSoft Approval Workflow Engine (AWE)
3. The firm supplying the resources should be able to provide replacement resources should the existing resources not be able to meet the requirements.
4. The firm should be able to supply additional resources with reasonable notice at the same rate
5. Project management will be performed by NYULH; the firm will be expected to manage their resources.

**Supplier Answer**: Indicate your compliance (Yes/No) with each requirement and document any exception

# Professional Services and Customer Support

All questions need to be answered in this RFP document.

1. Describe your professional services practice.
2. Describe your experience in providing these types of services. Highlight company strengths as it relates to the request from NYULH.
3. What personnel will be involved in delivering services both direct and indirect?
4. Briefly describe your experience in implementing similar solutions. Indicate how you provided support to the company to implement such solutions and outline any road blocks you encountered and how they were resolved.
5. Identify the key owner in your organization who is ultimately responsible for ensuring the success of this implementation.
6. Describe your methodology in validating your resources have the prerequisite knowledge required to successfully perform the tasks identified.

# Pricing

Please provide pricing information in the enclosed Attachment.

# Description of Company

All questions need to be answered in this RFP document.

The firm selected will have a minimum of three years of experience providing resources for finance and supply chain systems, specifically PeopleSoft FSCM.

Please provide:

1. The company’s full name, address, main telephone and appropriate contact information including e-mail address.
2. A brief historical perspective on your company (years in the business, growth via mergers and acquisitions, key industry innovations)
3. What are your company values?
4. Describe your corporate culture. Explain how you differentiate yourself from your competition.
5. Describe the full range of services your company offers and the corresponding rates. Include all services that will be available and all expenses that we would incur under this agreement.
6. List office locations and specific responsibilities of each area.
7. Please provide an overview of your company’s growth over the past five years.
8. Provide audited financial statement for the two fiscal years immediately prior to this one.
9. What percentage of your business is in healthcare?

# Past 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 NYULH.

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 NYULH, 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 NYULH 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

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

1. Resources presented based on individual skill set.
2. Combined knowledge of all resources covering all modules listed in the requirements.
3. Ability to provide additional resources with sufficient quality and depth in a minimal amount of time.
4. Compatibility to NYULH business models
5. Price competitiveness
6. Ability to facilitate continuous total cost reduction or revenue increase
7. Overall quality of professional services
8. Service Levels
9. References
10. contract terms