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Request for Proposal

Pharmacy Inventory Management System

Issued: October 19, 2016

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MHS Informational Documents: (1) Drug Free Workplace Program (2) Florida Statutes on Public Entity Crimes

Section 1.0 – RFP OVERVIEW AND PROPOSAL PROCEDURES

The information in this document will enable the recipient to formulate a proposal to meet the workload requirements as described in this RFP. The information regarding the volume and scope of services in this RFP is based upon the Memorial Healthcare System's reasonable best knowledge and belief, but is not guaranteed to be correct. A proposal must satisfy all criteria to qualify for evaluation.

1.1 Introduction/Background

The South Broward Hospital District, d/b/a Memorial Healthcare System (hereafter known as “MHS”) is a special taxing district created by the Florida Legislature in 1947. A public, non for profit organization, MHS is governed by a seven-member Board of Commissioners appointed by the Governor of Florida. Since the opening of its first hospital in 1953, MHS has served as the safety net provider for the 135-square mile service area – southern Broward County. MHS, headquartered in Hollywood, Florida, is one of the largest public health care systems in the nation and highly regarded for its exceptional patient- and family-centered care. MHS' patient, physician and employee satisfaction rates are some of the most admired in the country, and the system is recognized as a national leader in quality health care. The flagship, Memorial Regional Hospital, is one of the largest hospitals in Florida. Memorial Regional Hospital offers extensive and diverse health care services that include Memorial Cardiovascular Institute, Memorial Cancer Institute and Memorial Neuroscience Center. Joe DiMaggio Children's Hospital, located on the campus of Memorial Regional Hospital, provides a comprehensive array of pediatric services and is one of only two freestanding children's hospitals in the Tri County area (Broward, Palm Beach and Dade Counties). Other facilities include Memorial Regional Hospital South, Memorial Hospital West, Memorial Hospital Miramar and Memorial Hospital Pembroke. All are located in South Broward County. Memorial Manor nursing home and a variety of ancillary health care facilities round out the system's wide-ranging health services. Today, MHS is one of the largest public healthcare systems in the nation and employs approximately 12,000 people. To learn more about Memorial Healthcare System and its facilities please visit mhs.net and jdch.com

Currently, MHS utilizes CareFusion and Talyst Pharmacy Inventory Management Systems throughout its hospitals. System-wide transactions are estimated at 1.5 – 2 Million annually. Memorial Regional Hospital, the larger of the six hospitals, has an estimated 700,000 – 800,000 annual transactions.

Breakdown of Inventory Management Systems by hospital:

- **CareFusion Pharmogistics**
 - Memorial Regional Hospital – carousel only - white
 - Memorial Hospital West – carousel only - hanel
 - Memorial Regional Hospital South – software only
 - Joe DiMaggio Children's Hospital – software only
- **CareFusion PARx**
 - Memorial Hospital Pembroke – software only
- **Talyst AutoPharm**
 - Memorial Hospital Miramar – software (v3) and carousel

The new Pharmacy Inventory Management System will replace the existing system at Memorial Hospital Miramar and Memorial Hospital West, and ultimately be rolled out across the healthcare system, including Memorial's Cancer Institute (MCI), which currently has no software. (no carousel needed).

In addition, MHS is in the process of building out its own specialty pharmacy and plans to be operational early 2018. It is likely that one carousel and software would be needed.

The proposed system must be able to receive transactions from Sentry (Sentrex and Sentinel), Epic (billing and clinical applications including the Pharmacy Information System), Pyxis (all major ADC systems), and Lawson. All sites use Sentry Data Systems software for 340b compliance.

The proposed system, at a minimum, should:

- give each facility full tracking, reporting, and workflow for all processes,
- allow for ordering, receiving, and returns for wholesaler and PO- Lawson or direct orders,
- include function for picking, offsite/remote pharmacy orders with customizable formularies for each site, credits,
- track staff productivity, and
- include corporate wide views for package splitting and reporting

Memorial Healthcare System seeks an integrated, multi-facility Inventory Management platform that will accommodate existing dispensing hardware and established processes and allow scalable growth and functionality expansion in the future. It is inferred that references to carousel in this document will include inventory and workflow management in facilities that will not have carousels and includes static shelf inventory and workflow management.

The system needs to provide each facility with full purchasing and inventory tracking, reporting, and efficient workflow processes. Pharmacy ordering, receiving, and returns for wholesaler and direct orders must integrate with patient specific and automated cabinet refill dispensing while coordinating a perpetual inventory. The system must interface transactions between Sentry, Epic, Pyxis, and Lawson. Central querying and reporting of facility specific activities and formularies must be included to monitor staff productivity, take advantage of system-wide purchasing and packaging economies of scale, and provide auditing capability.

MHS seeks responses to its Request for Proposal (RFP) for the provision of a [Pharmacy Inventory Management System](#) by qualified Proposers who are willing and able to provide these services in full compliance with this RFP and the resulting contract as well as with all applicable regulatory and industry standards.

This Request for Proposal (RFP) is considered an invitation to negotiate for the goods and services referenced herein. MHS reserves the right to modify or waive Terms and Conditions of the RFP and the description of the Goods and Services, and how they are to be provided, and to withdraw this RFP in part or in its entirety.

1.2 MANDATORY REQUIREMENTS No Proposals will be given consideration without the following:

- Proposer must have a current U.S. based client that has been utilizing the proposed system for a minimum of twelve months
- Proposer must have a minimum of three (3) years' experience with the installation and support of a Pharmacy Inventory Management System to a multi-facility hospital system
- Proposed System must be able to integrate with Sentry (Sentrex and Sentinel)
- Proposed System must be able to integrate with Epic (billing and clinical applications including the Pharmacy Information System)
- Proposed System must be able to integrate with Pyxis (all major ADC systems)
- Proposer must provide twenty-four hour phone support
- Proposers must meet MHS' vendor credentialing requirements by registering its Firm on MHS' Vendor Portal and fully responding to all questions (See instructions in Section 1.7, #14 of the RFP Word Document).

Proposers must select 'Yes' to the above Mandatory Requirements as found in Section 1.0 of [Attachment A "RFP Questionnaire – Part 1"](#)

1.3 Objectives

- To implement a Pharmacy Inventory Management System that will yield significant cost and quality improvements
- To improve dispersal efficiency and increase patient safety by decreasing the chance of medication errors
- To implement one Pharmacy Inventory Management System across the healthcare system

1.4 Instructions to Proposers

This is a Request for Proposal, not an order, nor an offer. This document shall not be construed as a request or authorization to perform work at MHS expense. Any work performed by a Proposer in connection with evaluation and responding to the RFP and, if selected, negotiating a definitive agreement will be at the Proposer's own discretion and expense. This RFP does not represent a commitment to purchase or lease. ***MHS reserves the right to reject any and all proposals at its sole and absolute discretion.***

The information in this RFP is proprietary and may not be used for any other purpose other than the preparation of the RFP proposal submitted to MHS. It may not be disseminated to a third party without prior consent to the MHS. DO NOT make any changes to the wording or format of this information contained in this RFP.

Proposers should carefully examine the RFP information and make certain they have a clear understanding of the requirements.

1.5 RFP Timetable

This section provides an **anticipated** time schedule for this RFP.

EVENT	DATE
Issue RFP	October 19, 2016
Receipt of Acknowledgment Form	November 10, 2016
Cutoff Date For Questions	November 10, 2016, 1:00 PM EST
Receipt of Proposals Due	November 21, 2016, 12:00 PM EST
Evaluation/Selection Process	November 22, 2016 through December 16, 2016
Oral Presentations	January 12, 2017 VENDORS HOLD THIS DATE
Projected Award Date	February 2017

1.6 RFP Availability

Copies of this RFP package may be obtained through Jackie Ryan (jryan@mhs.net), RFP Sourcing Director, at the Material Services/Purchasing Department ~ MHS Support Services, 2900 Corporate Way, Miramar, FL 33025 until **1:00 PM EST November 10, 2016.**

1.7 Submission of Proposals

All submissions of proposals must meet the requirements noted in this section of the RFP. The submission of a Proposal means that the Proposer has read and agrees to comply with the contents of this RFP. All proposals must be submitted on 8-1/2" x 11" paper, neatly typed with numbered pages, normal margins and spacing. Original Copy must be one-sided only and be submitted in a three ring binder. The copy (if requested) may be two-sided and may be bound in any manner.

MHS requests the following:

- i. **Hard Copies: one (1) one-sided original and one (1) copy (a total of 2)** of the complete Technical and Pricing Proposal be sent to Jackie Ryan at **MSS Support Services, Supply Chain Management – 2900 Corporate Way, Miramar, FL 33025**. Proposals must be received by the closing date and time as stated in **Section 1.5** above; and
 - ii. **Flash Drive containing the following:**
 - Responses to all questions outlined in the Excel Attachments must be submitted in Microsoft Excel or Word Format. However, Diagrams, brochures, etc. can be attached as PDF
 - A complete copy of the **entire Proposal** must also be submitted as one document in PDF Format
1. MHS will receive sealed proposals for a **Pharmacy Inventory Management System** until **12:00 P.M. EST, November 21, 2016** or any time prior thereto at the MHS Support Services location.
 2. Proposals may be delivered in person, or by overnight delivery to: MHS Support Services, Supply Chain Management Department, 2900 Corporate Way, Miramar, FL 33025, no later than **12:00 PM EST, November 21, 2016**. **Proposals, which are not received by the closing date and time at MHS Support Services/Purchasing Department, will not be accepted. If hand delivering proposals, Proposer must first check in with Security, Door B. Therefore, please allow sufficient time for delivery.**
 3. MHS will consider qualified Proposers that can meet the requirements and specifications outlined in this RFP.
 4. All submitted proposals must be complete. Supplemental information may be attached to the Proposal Sheet but must be designated as such.
 5. **MHS reserves the right to accept all, any, or none, of the proposals submitted.** MHS reserves the right to award any contract ensuing from this proposal on the basis of total proposal, or groups of items, or on an item basis, whichever is in the best interest of MHS as determined by MHS in its sole discretion.
 6. MHS is eligible for participating in a number of group purchasing organizations (GPOs). MHS qualifies to use the State of Florida Contract and it is also a member of Premier Purchasing Partners, Inc. Proposer should reflect in its Proposal whether or not it participates in any GPOs.
 7. MHS is a Special Tax District of the State of Florida, created and established by a Special Act of The Florida Legislature and is exempt from paying sales tax, service tax or property tax. Proposers should not include taxes in their proposal.
 8. It is understood by MHS that supply, products, equipment, software or services for which proposals are sought may vary from company to company in technique and material. It is not the desire of MHS to limit requested proposals to any particular brand according to these differences. All specifications, hereinafter provided, are to be considered and construed as a general description of function, purpose, and performance of the items desired. Any use of brand names or catalog numbers in the specifications is intended only as a description of the type of product and does not restrict bidding to any endorsed product. No proposal will be disqualified from consideration where items offered by the Proposer are substantially equivalent in quality, purpose, and standards, even though it does not correspond exactly to the description contained in the specifications. Where differences exist, they shall be separately identified in an addendum to the proposal with a specific and concise explanation of what differences exist, and why such differences do not substantially deviate from the quality, purpose and standards. Further data on such difference shall be provided if requested. The items shown on specification sheets are estimated requirements. Actual amounts may be more or less than quantities shown on specifications, but only the actual quantities required will be purchased.
 9. If the Proposer's packaging (quantity per package) is different from that requested in the specifications, the Proposer shall correct and adjust the Proposal Sheet but the total quantity proposed, and the total extended for the item, shall agree with the quantity on the Proposal Sheet, irrespective of packaging.
 10. MHS requires the selected Proposer to adhere to the "Drug Free Workplace Program" policy as established for MHS, included as an insert in the Request for Proposal packet.

11. Termination: MHS reserves the right to terminate any contract ensuing from this proposal without cause with sixty (60) days written notice.
12. Proposer must complete the **Acknowledgement Form (form AF-1)** and return by email no later than **November 10, 2016**.
13. Proposer must complete the enclosed form **Receipt for Submission (form RS-1)** and submit with Proposal, in person, or by overnight delivery to MHS Support Services, Attention: Jackie Ryan. Please put this form on top of the cover page.
14. **Prior to submitting a Proposal, all Proposers must register their firm with MHS by visiting our vendor portal link at <https://vendorportal.mhs.net/vms/>. Failure to do so will result in automatic rejection of Firm's Proposal. Proposers should contact our vendor support desk at vendorsupport@mhs.net or call 954.276.6188 between 8:00 AM and 5:00 PM EST for questions/comments/concerns in registering their firm on our portal.**

1.8 Additional Information/Addenda

Requests for additional information or clarification must be made in writing via email and may only be sent to jryan@mhs.net and received by the RFP Sourcing Director no later than the deadline date for receipt of questions specified in the RFP Timetable (**see Section 1.5**). Questions must be received from Firms that provide the actual services contained within the RFP and must contain the title of RFP, Proposer's name, name of Proposer's contact person, address, phone number, as well as a clear and concise question, and references to specific points within this RFP. MHS, May at its sole discretion, choose not to respond to questions. For any questions that MHS' chooses to respond, those answers will be distributed in writing to all Proposers if it is determined that this clarification is required. Any verbal statements regarding this RFP may not be relied upon.

Cone of Silence - To ensure fair consideration for all Proposers, MHS prohibits communication to/with any member of the MHS Board of Commissioners, MHS official, any department, division or employee during or after the submission process, except as otherwise provided for herein. Additionally, MHS prohibits communications initiated by a Proposer to the MHS official or employee evaluating or considering the proposals prior to the time an award decision has been made. Any communication between Proposer and MHS in order to obtain information or clarification needed to develop a proper, accurate evaluation of the proposal, or to obtain the status after the proposal has been submitted, shall be sent directly to the RFP Sourcing Director at jryan@mhs.net. Communications initiated by a Proposer to anyone other than the permitted individual(s) may be grounds for disqualifying the offending Proposer from consideration for award of the proposal and/or any future proposal.

1.9 Withdrawal of Proposals

Proposals may not be withdrawn or modified after the scheduled date for receipt of proposals unless agreed to by MHS. Any request for withdrawal must be made in writing only and addressed to the RFP Manager. All responsive Proposers will be considered.

1.10 Late Proposals, Late Modifications

Proposals received after the closing time and date, **for any reason whatsoever, will not be considered**. Any disputes regarding timely receipt of proposals shall be determined by MHS in its sole discretion.

1.11 RFP Postponement/Cancellation

MHS may in its sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all Proposals; re-advertise this RFP; postpone or cancel at any time this Request for Proposal process; or, waive any formalities of or irregularities in the proposal process. Proposals that are not submitted on time and/or do not conform to MHS requirement will not be considered. After all Proposals are analyzed, MHS will make its decision at a time determined by MHS at its discretion. The selection by MHS shall be based on the proposal, which is, in the sole opinion of MHS, in the best interest of MHS. The

issuance of the RFP constitutes only an invitation to make presentations to MHS. MHS reserves the right to determine, at its sole discretion, whether any aspect of the proposal satisfies the criteria established in this RFP. In all cases MHS shall have no liability to any Proposer for any costs or expense, incurred in connection with this RFP or otherwise.

1.12 Conflict of Interest

There shall be no dealings between the Proposer and MHS that might be construed as a conflict of interest. The Proposer shall provide MHS with any and all information pertaining to dealings with MHS, or any of its officers, commissioners, or employees, or any other party, and any activity or other matter that might be construed as a conflict of interest.

No employee or officer of MHS shall have any ownership or monetary interest directly or indirectly in any Proposer responding to this RFP, nor shall any employee or officer of MHS personally benefit monetarily or otherwise as a result of the Agreement contemplated by this RFP.

1.13 Oral Presentations/Site Visits

MHS may require Proposer's to give oral presentations in support of their proposals or to exhibit or otherwise demonstrate the information contained therein. If required, the presentations are anticipated to be conducted on the date indicated in this **RFP Timetable (see section 1.5)**.

MHS may conduct site visits to Proposer's business location(s) and/or may request that the selection of a Proposer may be based wholly or in part upon the results of site visits or oral presentations.

1.14 Negotiations

MHS may award the RFP for contract on the basis of initial offers received, without discussions. Therefore, each initial offer should contain the Proposer's best terms from a monetary and technical standpoint. MHS reserves the right to enter into contract negotiations with the selected Proposer. If MHS and the selected Proposer cannot negotiate a successful contract, MHS may terminate said negotiations and begin negotiations with another selected Proposer. This process may continue until a contract acceptable to MHS has been executed or all proposals are rejected. No Proposer shall have any rights against MHS arising from such negotiations or termination thereof.

1.15 Review of Proposals for Responsiveness

Each proposal will be reviewed to determine if the proposal is responsive to the submission requirement outlined in the RFP. A responsive proposal is one, which follows the requirements of the RFP, includes all documentation, answers all questions and is submitted in the format outlined in the RFP, and is of timely submission. Failure to comply with these requirements may result in a proposal being deemed non-responsive.

1.16 Bankruptcy

No Proposal shall be considered from any entity who, at the time of proposal submission, is involved in bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or if a trustee or receiver has been appointed over all or a substantial portion of the property of the Proposer under federal bankruptcy law or any state insolvency law.

1.17 Excluded Provider

Proposer shall represent and warrant that Proposer and any of its employees and subcontractors are not and at no time have been excluded from participation in any federally funded health care program or any other federally funded program or federal contract, including Medicare and Medicaid, and that neither it nor any affiliate is currently on the convicted vendor list or discriminatory vendor list maintained pursuant to Chapter 287.133 or Chapter 287.134 of the Florida Statutes. Proposer hereby agrees to promptly notify

MHS of any threatened, proposed, or actual exclusion of said individuals from any federally funded health care program or any other federally funded program or federal contract, including Medicare and Medicaid or listing on the convicted vendor list or discriminatory vendor list maintained pursuant to Chapter 287.133 or Chapter 287.134 of the Florida Statutes. MHS has the right to immediately terminate any Agreement entered into between the parties as a result of this RFP upon notice that Proposer is debarred or excluded from participating in federal health care programs or listing on the convicted vendor list or discriminatory vendor list maintained pursuant to Chapter 287.133 or Chapter 287.134 of the Florida Statutes.

1.18 Nondiscrimination

Proposer will not discriminate on the basis of race, sex, religion, age, handicap, color, creed, sexual orientation or national origin with regard to obligations, work and services performed under the terms of any contract, or any other matter ensuing from this RFP; and shall, abide by the South Broward Hospital District's Policy.

1.19 Florida Sunshine Act and Public Records Law

Proposer understands that MHS is a political subdivision of the State of Florida, and as such, is subject to Florida Statute 119, commonly known as the "Public Records Law." Proposer understands that any materials it submits in connection with this RFP will be subject to that law.

MHS will notify Proposer of any instance in which the disclosure or copies of Proposer's confidential information is requested by any party to be disclosed under Florida Statute Chapter 119. If Proposer wishes MHS to deny the request for disclosure or copies, Proposer must reply to MHS as soon as reasonably possible, but in no event later than the time required for MHS to comply with the requirements of Florida Statute Chapter 119, and subject to a maximum response time of ten business days in any event. Further, Proposer shall advise MHS of the legal basis for claiming the information should be withheld, and the specific section of the Florida Statutes that exempts this material from the mandatory disclosure requirements of Florida Statute Chapter 119.

If Proposer fails to respond as required under this Section, MHS may release the requested documents. If the party requesting the disclosure contests the legal basis for withholding any of the documents Proposer contends should be held as confidential, then Proposer will, at its sole cost, defend its position that the requested documents should not be released. To the extent MHS incurs liability for costs or attorney fees (including, without limitation, those awarded to the party requesting the disclosure) in connection with such challenge or appeal, Proposer agrees to indemnify and hold harmless MHS for those costs and fees.

If an agreement is reached with Proposer, Proposer will agree that the pricing and other compensation payable to Proposer under the final Agreement are not confidential, and may be disclosed pursuant to Florida Statute 119

1.20 Public Entity Crimes

Section 287.133 (2)(a) of the Florida Statutes states that a person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a bid, Response, or reply on a contract to provide any goods or services to a public entity. Respondent's Response should include a verified certification that it has not been placed on the State's convicted vendor list within the last thirty-six (36) months. **Please note the "Sworn Statement Pursuant to Section 287.133 (3) (a), Florida Statutes, on Public Entity Crimes", contained in this RFI release must be signed, notarized and returned with the completed Response.**

1.21 HIPAA Statement

Both parties agree to satisfy the standards for personal health information contained in federal and state statutes and regulations, including without limitation, any regulations promulgated under the Health Insurance Portability and Accountability Act of 1996 "HIPAA"). Proposer agrees that it will enter into an appropriate Business Associate Agreement, Chain of Trust Agreement, or other agreements as may be required by law.

1.22 Insurance

The selected Proposer agrees to keep and maintain in full force and affect comprehensive general liability insurance with minimum policy limits in the amount of at least one million dollars (\$1,000,000.00) per occurrence, two million dollars (\$2,000,000.00) aggregate and auto liability coverage with one million combined single limits with a company reasonably acceptable to MHS. The selected Proposer agrees to maintain workers' compensation insurance with statutory limits in accord with applicable law. MHS shall be named as an additional insured on the comprehensive general liability policy effective upon the commencement of any agreement ensuing from this proposal. Each insurance policy shall state it is not subject to cancellation or reduction in coverage without written notice to MHS thirty (30) days prior to the effective date of cancellation or reduction. Please attach copy of certificate of liability insurance with your proposal.

1.23 Lobbying

The South Broward Hospital District Board of Commissioners has adopted a Policy Statement with regard to Lobbying, which requires, among other things that no persons may lobby the Hospital District or any Commissioner without first registering as a Lobbyist with the Office of the General Counsel of the Hospital District. Failure to comply with the Lobbying Policy can result in the offending parties' response to the Request for Proposal being rejected and/or stricken from consideration. A copy of the Lobbying Policy can be obtained from the Office of the General Counsel.

1.24 Employee Screening

The selected Proposer must provide the following screening on its employees providing on-site services under any Agreement ensuing from this proposal and provide proof of same to MHS upon request:

- Investigative Background Check
- Drug Test (Proposer must provide written documentation that a drug test was given and that the results were negative.)

Section 2.0 – SCOPE OF SERVICES

The scope of services is basically outlined in page 4, which outlines MHS' preferences regarding system capabilities. However, there are some mandatory requirements, preferred service requirements, and general terms and conditions outlined on **Attachment A, "RFP Questionnaire – Part 1" (tab one of the Excel Workbook)**. Proposer must check Yes to each Mandatory Requirement in order for its proposal to be given consideration. The line items under the Preferred Service Requirements and the general terms and conditions shall become terms and conditions of any contract ensuing from this Proposal. Proposer must indicate each line item under these requirements whether or not it can comply. If noncompliance is indicated, the Proposal should specify a reason or a proposed alternative.

2.1 Quality Assurances

Proposer shall provide, at a minimum, the following control measures:

1. Maintain appropriate licensure requirements.
2. Maintain good record control with regard to billing and HIPAA regulations (if applicable).
3. Provide customized reports to MHS as requested by any authorized MHS personnel.

2.2 Software/Hardware

Any software or hardware that may be required to perform the proposed service must be compatible and comply with MHS Information Technology requirements. If you propose to utilize proprietary software or hardware please include a list of this technology for MHS IT review and approval.

Section 3.0 – PROPOSAL FORMAT

3.1 Instructions to Proposers

Proposers should carefully follow the format and instructions outlined below, observing format requirements where indicated. Proposer must submit a proposal addressing each of the following points on **Attachment A (Parts 1 and 2), Attachment B, and Attachment C** in the same order as presented therein. Failure to do so could eliminate that proposal from consideration in the contract award.

All materials (except for plans and schematics, if any) are to be submitted on 8-1/2" x 11" pages, neatly typed with numbered pages, normal margins and spacing. All document packages must be bound. Original must be bound by 3 ring binders only and must be clearly indicated as "original". Proposals that do not include the required documents may be deemed non-responsive and may not be considered for contract award.

3.2 Technical Proposal

A. Technical Proposal

The Technical Response shall be written in sufficient detail to permit MHS to conduct a meaningful evaluation of the proposed software capabilities. Proposers shall provide a brief summary describing the background of their Company, describe the features of the proposed System and provide assurances that services will be delivered in a professional, timely, and thorough manner.

The Technical Response must include the following information:

1) Receipt for Submission

The attached form RS-1 shall be included when submitting the Proposal. This form must be fully completed and signed by an authorized officer submitting the proposal. [Please place Receipt for Submission on top of Cover Page to be quickly located.](#)

2) Cover Page

The attached form CP-1 shall be used as the cover page for the Technical Response. This form must be fully completed and signed by an authorized officer submitting the proposal.

3) Table of Contents

The table of contents should outline in sequential order the major areas of the proposal. All pages of the proposal, including the enclosures, must be clearly and consecutively numbered and correspond to the table of contents.

The Technical Proposal must include responses to Attachments A (Parts 1 and 2), B, and C. Please review the attached Excel Workbook and take note that the workbook has four (4) tabs.

All Proposers must complete check **Yes** to Attachment A, Section 1.0 ("**Mandatory Requirements**") indicating compliance with MHS' stated requirements.

Proposers are required to respond in full with qualitative values to each item within the respective attachments.

B. Price Proposal

Pricing proposal must clearly indicate **ALL COSTS** (fixed and/or variable) that MHS is expected to incur for the installation and three year support agreement.

Section 4.0 – EVALUATION/SELECTION PROCESS

4.1 Introduction

The proposals will be evaluated by an Evaluation / Selection Committee. This Committee is comprised of appropriate MHS personnel, from multiple departments with appropriate experience and/or knowledge.

4.2 Award

Proposers shall refrain from contacting the RFP Sourcing Director as well as any member of the Evaluation/Selection Committee, or any member of the Board of Commissioners to inquire the status of the award.

Once the recommendation to MHS' CEO and Executive Staff has been approved, the selected Proposer will be notified both by telephone and in writing so that contract negotiations may commence. All Proposers who are not selected will be notified in writing only after the RFP has been awarded.

ACKNOWLEDGMENT FORM

This form acknowledges receipt of this RFP and states whether the Proposer intends to submit or not submit a proposal.

Closing date for receipt of proposals: **November 21, 2016, 12:00 PM EST.**

RETURN THIS FORM VIA EMAIL to Jackie Ryan at jryan@mhs.net by **November 10, 2016.**

Proposer Company Name: _____

Proposer RFP Contact Name: _____

Title: _____

Address: _____

City, State, Zip: _____

Telephone #: _____ *Cell #:* _____

E-mail: _____

Principal Name and Title: _____

(Check one of the following)

_____ *Intend to submit a response* _____ *Don Not Intent to submit a response*

Please indicate your reasons for declining to submit a response:

PROPOSAL COVER PAGE

Issued: October 19, 2016

Due: November 21, 2016, 12:00 PM EST

Proposer Company Name: _____

Proposer RFP Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone # _____

Cell # _____

E-mail: _____

Principal Name: _____ *Title:* _____

Dun & Bradstreet Number: _____

Federal Employer Identification Number: _____

Authorized Signature: _____

Print Name: _____

Title: _____ *Date:* _____

RECEIPT FOR SUBMISSION

Project Title: Pharmacy Inventory Management System

Issued: October 19, 2016

Due: November 21, 2016, 12:00 PM EST

The Memorial Healthcare System acknowledges receipt of above referenced Proposal, and agrees to furnish the Proposal as submitted to Memorial Healthcare System, on behalf of the Proposer indicated below, in accordance with the specifications, terms and conditions of the Request for Proposal.

Proposer Company Name: _____

Proposer RFP Contact Name: _____

Address: _____

City, State, Zip: _____

Telephone #: _____ Cell #: _____

E-mail: _____

Authorized Signature: _____

Print Name: _____ Title: _____

Received By Memorial Healthcare System:

Method of Delivery: _____

Date: _____

Time: _____ a.m./p.m.

By: _____

Jackie Ryan, RFP Sourcing Director

Memorial Healthcare System

Phone: (954) 276-5490

Email: jryan@mhs.net

Date Stamp:

This receipt only acknowledges Memorial Healthcare System's Receipt of the Proposal package as submitted by Proposer, not the completeness or compliance with the Request for Proposal Instructions.

TECHNICAL RESPONSE ATTACHMENTS

**Attachment A (“RFP Questionnaire – Part 1”)
SEE ATTACHED EXCEL WORKBOOK – TAB 1**

**Attachment A (“RFP Questionnaire – Part 2”)
SEE ATTACHED EXCEL WORKBOOK – TAB 2**

**Attachment B (“Reference Sheet ”)
SEE ATTACHED EXCEL WORKBOOK – TAB 3**

**Attachment C (“Pricing Worksheet”)
SEE ATTACHED EXCEL WORKBOOK – TAB 4**