

**SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
May 18, 2021**

**RFP 32 – 2020
Automated Medication Dispensing Cabinets (“ADC”)**

Reminders:

1. **PROPOSALS DUE: 6/02/2021 at 12:00PM NOON**
2. Photos of missed locations will be uploaded to:
<https://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/RFP322020.asp>
3. See Attachment 1 to this document for a list of serial numbers associated to the photos above #2.
4. Submissions shall be delivered to:

Jonathan Lyens/Cynthia Wu
Department of Public Health
Office of Contract Management and Compliance
101 Grove St. Rm 410
San Francisco, CA 94102

Site Visit E-Questions and **Answers:**

- Q1. Based on the walk thru we noticed many Omni Dispensers on cabinets. Would you like a similar technology in the replacement cabinets? If so, which locations need these dispensers?
- A1. Yes for ZSFG, no for Laguna Honda. All ZSFG locations that dispense narcotics in unit-dose form should use dispenser (or similar) technology.
- Q2. Should the proposal include diversion software and advanced inventory software included?
- A2. Per the RFP, the system should have the ability to capture potential diversion based on user activity and bi-direction interface with 3rd party surveillance software.

An advanced inventory software solution is not in scope at this time. Per the RFP, the system should provide basic inventory functionality to support day-to-day operations and reporting activities.

- Q3. How many years of Microsoft Windows licensure would you like included in the proposal? Also, what is your desired useful life of the ADC proposal?
- A3. The RFP is for a 7 year operational lease for the ADCs, with an option to extend for 2 years. It is the City's expectation that the included Microsoft Windows licensure (including operating system upgrades / updates / version changes) will be coterminous with the maximum 9 year length of the operational lease (7 year initial term, with 2 year option to extend).
- Q4. Are there any plans for replacing the refrigerators or will you be utilizing your existing units?
- A4. There is no announced plans to replace the current refrigerator vendor or equipment.
- Q5. Would you like the proposal to include EPIC Interoperability, allowing you to queue up meds in Epic Hyperspace?
- A5. Yes, please include ability to queue up meds in Epic Hyperspace. The RFP includes ability to send data to Epic for removal, return, waste and override of medications. Integration to facilitate efficiency in nursing medication administration workflow.
- Q6. Do any of your medication cabinet locations have a need for increased medication storage capacity, and if so which ones? Also, for those units needing more capacity, how much additional capacity is needed?
- A6. Laguna Honda – we indicated on the tour that the cabinet in acute unit will be 3 towers with expanded medication capacity. Current cabinet is 3 towers but 1/3 is supply, this will convert to medication. 27 of the cabinets (all in the SNF nursing units) will change configuration to contain equivalent of two 6 bin double deep drawer to accommodate expanded oral liquid storage capacity.
- ZSFG – No. Currently, various legacy cabinets were repurposed (ie. ICU cabinet-->Med Surg) during our Rebuild in 2016 resulting in non-standard capacity and cabinet configurations. Please reference the RFP cabinet spreadsheet that specifies "high" to "low" capacity requirements for each location. The only "extra-high" capacity examples may be areas such as IR, OR core, and anesthesia workroom. These ADCs store large medication trays internally.
- Q7. Do you have any areas you would desire Anesthesia Workstations (AWS)? If you do need AWS, would you like a Bi-Directional Interoperability with Epic?
- A7. OR and L&D procedural areas. ED Resuscitation (trauma) rooms currently use AWS software on regular "medium" capacity ADCs to improve medication workflow during trauma situations. We would like to mimic this same workflow with new ADCs and EPIC.

- Q8. For SFG would you prefer the control substance storage cabinets be on the same server as all other ADC's or on a separate server?
- A8. ZSFG prefers all items on one server.
- Q9. Are there any locations that do not require seismic bracing (besides the jails)?
- A9. No, all locations besides the jails require seismic bracing.
- Q10. Can you please provide the medication locations we couldn't see including serial numbers?
- A10. See Attachment 1 to this document.
- Q11. Please provide pictures of locations that we did not visit on the site visit.
- A11. LHH – the locations in NRB (tour did not visit) are either the same or are mirror image of the locations in the SRB toured during the site visit.
Photos are uploaded to:
<https://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/RFP322020.asp>
- Q12. What is the allowable turn-around time between demo and installation of new cabinets?
- A12. It depends on the Proposer's methods and means of construction along with the availability of ADCs. LHH – only one cabinet per floor in NRB, SRB, and Pavilion Building can be out of commission at a time. ZSFG – only two cabinets at any given time can be out of commission. However, everything needs to be completed and operational by 12/31/2021.
- Q13. Will there be a secured staging area provided at each installation site LGHH and ZSFGH for ADC cabinets being installed?
- A13. Yes, both hospital campuses will have staging areas.
- Q14. How many locations can we install the units at one time? the RFP indicates 1 cabinet at a time, is this a minimum or a maximum?
- A14. When it is possible, ideal scenario is multiple teams working in parallel. LHH – only one cabinet per floor in NRB, SRB, and Pavilion Building can be out of commission at a time. Everything needs to be completed and operational by 12/31/2021. ZSFG - will have two teams working at the same time in a scheduled phased rollout. Schedule flexibility to install during off hours and days are required.
- Q15. Please provide or reference any relevant OPDs (Approved OSHPD details) for the installation or seismic bracing of these types of cabinets from prior installations.
- A15. The Department of Public Health does not have OPD's on file. OPD's are to be provided by ADC vendor.

- Q16. Will Seismic bracing be required on all installations? And if not please indicate which sites will not require seismic bracing.
- A16. Seismic bracing is required on all installations except Jail.
- Q17. Are all sites subject to OSHPD inspection? and for those sites that may not be under OSHPD inspection, will the IOR's require adherence to what standards? (San Francisco building codes or California Building codes or other?)
- A17. No, all are OSHPD with exception of LHH A400, ZSFG Building 80/90 and ZSFG Behavioral Health Center. For standards adherence, San Francisco Ordinances and California Building Codes are to be referenced.
- Q18. Will bonding requirements be required for the installation portion only or for the equipment and software lease and the installation?
- A18. Contractor shall provide a performance and payment bond for the complete Design-Build scopes (design+installation) in accordance with Section 00 61 13 of Appendix D. There is no bonding requirements for Part 2 ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing).
- Q19. Will there be any special scheduling software required to manage this project and if so which scheduling software program?
- A19. Contractor will be required to provide a project schedule in accordance with Section 01 32 16 Construction Progress Schedules-CPM (See Appendices G and J).
- Q20. Given that OSHPD approval takes a minimum of 90 days (with comments and multiple reviews) is OSHPD approval of installation drawings in addition to the 120 days of actual installation work?
- A20. Prior to submittal of the bid, Proposers need to review and confirm with OSHPD on how much time it takes for projects of this type (equipment replacement). All work needs to be completed and operational by December 31, 2021.
- Q21. The timeframe does not appear realistic due to OSHPD reviews and inspection lead times, can we propose a timeline that is achievable in our proposal?
- A21. Prior to submittal of the bid, Proposers need to review and confirm with OSHPD on how much time it takes for projects of this type (equipment replacement). No. Contractors may not propose a timeline that is contrary to the RFP. Proposers are expected to come up with innovative ways to achieve this completion date.
- Q22. What would be the size of staging room for receiving the new equipment?
- A22. Staging room size will be variable based on availability of space.

Q23. Can you please provide the ZSFG and LHH Dust containment policy?

A23. LHH - See Appendix G LHH Technical Specifications Section 01 11 14 Infection Control.
ZSFG - See Appendix J ZSFG Technical Specifications Section 01 11 14 Infection Control.

Q24. Will ZSFG/LHH or vendor be responsible for trash disposal?

A24. Vendor will be responsible for trash disposal.

Q25. Will daily COVID-19 testing be a requirement at LHH for the vendor selected?

A25. Daily symptom screening is required and weekly testing.

Q26. What is the plan for Supply storage at LHH?

A26. The materials management team is transitioning to a rack system.

RFP 32-2020 - Automated Medication Dispensing Cabinet ("ADC")

Site Visit - ZSFG - Missed Locations with Serial numbers

	Locations	Serial Number
1	Bldg 5. 1Fl. 1P4 OUTPTRx	90718
2	Bldg 5. 1Fl. 1N5	34341
3	Bldg 5. 1Fl. 1N20 OR	38955
4	Bldg 25. 3Fl. H3017 ICUSAT	112398
5	Bldg 25. 3Fl. H3215	112410
6	Bldg 25. 3Fl. H3420	112401
7	Bldg 25. 3Fl. H3612	117131
8	Bldg 25. 3Fl. H3816	48073
9	Bldg 25. 4Fl. H4702	112415
10	Bldg 25. 4Fl. H4229	112411
11	Bldg 25. 4Fl. H4424	117137
12	Bldg 25. 4Fl. H4616	48083
13	Bldg 25. 4Fl. H4817	48077
14	Bldg 25. 6Fl. H6219	112405
15	Bldg 25. 6Fl. H6436	48079
16	Bldg 25. 6Fl. H6617	117132
17	Bldg 25. 6Fl. H6840	112404
18	Bldg 25. 7Fl. H7629	117133
19	Bldg 25. 7Fl. H7834	48082
20	Bldg 25. GroundFl. H1121 TRA4	74719
21	Bldg 25. GroundFl. H1122 TRA3	74720
22	Bldg 25. GroundFl. H1127 TRA2	116160
23	Bldg 25. GroundFl. H1133 TRA1	74721
24	Bldg 25. GroundFl. HB103 IR1	117120
25	Bldg 25. GroundFl. HB109 IR3	112394