

SAN FRANCISCO DEPARTMENT OF PUBLIC HEALTH
May 3, 2021

RFP 32-2020

E-Questions Response Sheet

Reminders:

1. Site Visits on 5/04/2021
 - I. Laguna Honda Hospital & Rehabilitation Hospital 10:35AM PST
 - II. Zuckerberg San Francisco General Hospital (ZSFG) 1:35PM PST
2. Site Visit E-Questions Session (Begin) 5/04/2021
Site Visit E-Questions Session (End) 5/07/2021
3. Correction to page 5 of RFP32-2020. Attached as Attachment 1 to this document.
4. Handouts have been uploaded to:
<https://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/RFP322020.asp>
5. See Attachment 2 to this document for the Vizient vendors in the following Pharmacy Automation categories.
6. **PROPOSALS DUE: 6/02/2021 at 12:00PM NOON**
7. 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

E-Questions and Answers:

- Q1. Who is the current vendor for the ADC units currently installed and a contact for them?
A1. Omnicell Inc. Please see answer in Reminders section #5 up above.
- Q2. Are they on an expiring lease and license agreement?
A2. Yes
- Q3. Are the hospitals dissatisfied with the current services?
A3. No. As a part of any future contract provider, performance is addressed in the Performance Improvement Process. A copy of the Performance Improvement Process matrix is located in Attachment A-3 in the sample P-600 agreement.

- Q4. Are there opportunities to partner with the existing or proposed new vendors supplying the new ADC cabinets and software?
- A4. Contract opportunities are available if proposers enter in to those opportunities themselves. Part 3 of the RFP has a mandatory Local Business Enterprise (LBE) requirement. The LBE requirement traditionally is an area of opportunity for collaboration.
- Q5. RFP 32-2020 Page 9 of 51 "Site Visit" at ZSFG Campuses – the RFP says will start promptly at 1pm and 1:35pm. Please clarify start time.?
- A5. The start time for the ZSFG Campus site visit is 1:35 PM. A correction is attached as Attachment 1.

- Q6. Attachment A-3 clarification on med usage in Jail setting:
- Q6.1 Can you provide a list of meds (controlled and non-controlled) that are stocked for each of the areas and any weekly usage information?
- Q6.2 Please describe the future workflow for the jail.
- Q6.3 What campus supplies the medications for the jail and how often are they stocked?
- Q6.4 How does the Jail handle new and after-hours orders?

- A6. Below are answers to Q6.
- A6.1 See Attachment 3 and Attachment 4 to this document on the med lists. We only have the proposed ADC med list. We are unable to compile data for usage for each med.
- CJ #1-2 have high variability of usage patterns because it is intake for all SF arrests/detentions. Current census is 234 patients detained.
- CJ #3 Long-term detention site. Current census is 523 patients detained.
- A6.2 Jail Health Services spans 2 separate campuses. County Jail #1-2 (located on 425 7th Street, SF) and County Jail #3 (located at 1 Moreland Drive, San Bruno)
- CJ #1 (Triage) One medium capacity (100-400 medication line item capacity) ADC unit will be located in this triage area to provide meds to patients during intake/processing. This unit will hold standard floor stock lists, serve as a "night locker" for when pharmacy is closed, and will provide secure distribution of small inventory of narcotics and high cost medication.
- CJ#2 (General population) One medium capacity ADC unit will be located in med room and serve as a central medication distribution point for CJ1 and CJ2. This cabinet will be stocked with the standard floor stock lists, serve as a "night locker" for when pharmacy is closed, and will provide secure distribution of a small inventory of narcotics and high cost medication.

A6.3 Each campus has their own medication inventory on site. Each site orders and receives their own inventory. Medication orders are placed to the distributor daily and shipments are accepted Monday through Friday.

A6.4 Each campus has an open night locker supply that provides small inventory of common medications. A manual log is used for inventory and reconciliation.

Q7. MedCabinetList.pdf

Q7.1 There is a reference to "Other" on page 1. Do we need to quote for carousels and high-speed packagers?

Q7.2 We did not notice any narcotic vaults were included in the Med Cabinet List. Was this an oversight?

Q7.3 We did not notice any locking mechanisms for refrigerators in the Med Cabinet List. Was this an oversight?

A7. Below are answers to Q7.

A7.1 "Other" on page 1 refers to other equipment installed in the Pharmacy which is not a part of the initial request for equipment of this RFP. Carousel and High-speed packagers are NOT part of the base items requested in this RFP. Proposers may submit pricing and or leasing options for Carousels and High-speed packagers as optional items.

A7.2 Four (4) narcotic cabinets were identified. Please refer to descriptions below.

2-CELL OMNIRX (tower)	High	BB129 Control Substance	CSM	B25	HB792C	2 CELL AUX	1
OMNIRX TWO-CELL AUXILIARY (tower)	High	BB129 Control Substance	CSM	B25	HB792C	2 CELL AUX	1
OMNIRX TWO-CELL AUXILIARY (tower)	High	BB129 Control Substance	CSM	B25	HB792C	2 CELL AUX	1
OMNIRX TWO-CELL AUXILIARY (tower)	High	BB129 Control Substance	CSM	B25	HB792C	2 CELL AUX	1

A7.3 Proposers are to indicate functional characteristics on the Functional Requirements document (Functional Requirement.xlsx) and their response to the Narrative Statement (Narrative Statement.pdf) located in Attachment A-1.

City and County of San Francisco
Request for Proposals for

AUTOMATED MEDICATION DISPENSING CABINET ("ADC")
FOR THE DEPARTMENT OF PUBLIC HEALTH



RFP 32-2020

Group Purchasing Organization (GPO) RFP Authorized Under 21A.2

Date Issued:	4/13/2021	
Pre-Bid (CMD Presentation)	4/26/2021	
Pre-Bid E-Question Session Begin:	4/26/2021	
Pre-Bid E-Question Session End:	4/28/2021	
Site Visit	5/04/2021	
Site Visit E-Question Session Begin:	5/04/2021	
Site Visit E-Question Session End:	5/07/2021	
Proposals Due:	6/2/2021	Noon
Estimated Announcement of Award:	June 2021	
Estimated Start Date:	July 2021	

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FOR THE DEPARTMENT OF PUBLIC HEALTH**

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Attachments:

The following Attachments (A-1, A-2, A-3) are available in multiple separate zip archive files available for download at: the Department of Public Health RFP Center located at:
<http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/default.asp>

Click on **RFP 32-2020** and follow the instructions.

ATTACHMENT 1 (A-1.ZIP)

Please Note: Attachment 1 consists of mandatory forms for both Part 2 and Part 3 of this RFP. All forms that are marked "MANDATORY" in Attachment A-1 must be completed and submitted with your proposal in order to be considered.

FOLDER 1-PART2 (ALL FORMS MANDATORY)

Item Name	File Name
1. RFP Checklist	RFP Checklist.xlsx
2. CMD Attachment 2	CMD Attachment 2.pdf
3. Proposal Statement	Proposal Statement.pdf
4. Release of Liability	Release of Liability.pdf
5. Minimum Qualifications	Minimum Qualifications.pdf
6. Functional Requirements	Functional Requirements.xlsx
7. Narrative Statement	Narrative Statement.pdf
8. Customer Certifications	Customer Certifications.pdf
9. Budget Form	BudgetForm.xlsx

FOLDER 2-PART3 APPENDICES A AND B (ALL FORMS MANDATORY)**Appendix A – All Forms (Part 3 – Design and Installation)**

Item Name	File Name: Appendix A_All Mandatory Forms.pdf
1. Section 00 41 00 Bid Form	
2. Section 00 43 20: Acknowledgment of Receipt of Addenda	
3. Section 00 43 36 Proposed Subcontractors Form	
4. Section 00 45 16 Release and Waiver Agreement	
5. Section 00 45 60: Highest Prevailing Wage Rate Certification	
6. Section 00 45 65: Certification of Proposer Regarding Apprenticeship Training Program	
7. Section 00 45 70: Certificate of Proposer Regarding Nondiscrimination in Contracts and Benefits	
8. Section 00 45 78: Certificate of Proposer Regarding Contracting in States That Allow Discrimination	
9. Section 00 45 80: Non Collusion Affidavit	
10. Section 00 45 82 Certificate of Proposer Regarding Debarment and Suspension	
11. Minimum Compensation Ordinance (MCO) Declaration	
12. Health Care Accountability Ordinance (HCAO) Declaration	
13. First Source Hiring Agreement (FSHA)	
14. CMD Attachment 1 (Construction Contract)	
15. CMD Attachment 2 (Professional Service Contract)	

Appendix B - Minimum Qualification Documents**Item Name**

1. Minimum Qualification Forms (Design-Builder)
2. Section 00 45 14 Builder's Safety Record

File Name:

Appendix B_Minimum Qualifications Forms (Design-Builder).pdf

3. Safety Prequalification Form (Microsoft Excel spreadsheet)

Appendix B_Safety Prequalification Form.xlsx

FOLDER 3-PART3 APPENDICES C THROUGH J (INFORMATIONAL)**Item Name**

1. Appendix C – Sample Draft Contract Agreement
2. Appendix D – Project Manual (various)
3. Appendix E – LHH Bridging Documents (various)
4. Appendix F – LHH Reference Documents (various)
5. Appendix G – LHH Technical Documents (various)
6. Appendix H – ZSFG Bridging Documents (various)
7. Appendix I – ZSFG Reference Documents (various)
8. Appendix J – ZSFG Technical Specifications (various)

File Name:

Appendix C_Draft Agreement.pdf
 Appendix D_Project Manual.pdf
 Appendix E_LHH Bridging Documents.pdf
 Appendix F_LHH Reference Documents.pdf
 Appendix G_LHH Technical Specifications.pdf
 Appendix H_ZSFG Bridging Documents.pdf
 Appendix I_ZSFG Reference Documents.pdf
 Appendix J_ZSFG Technical Specifications.pdf

ATTACHMENT 2 (A-2.ZIP)**FOLDER 1 OF ATTACHMENT 2 (A-2)**

Forms and steps a qualified firm must submit or complete within 5 working days after the notification of an award.

(If you previously completed and submitted the requested forms in response to a request in another section of this RFP you may use the previously completed forms.)

Item Name**File Name**

1. MCO Declaration MCO Declaration.pdf
2. HCAO Declaration HCAO Declaration.pdf
3. Non-Construction First Source Employer's Projection of Entry Level Positions. First Source Employer Projection Form 1.29.2019.pdf
4. Register as a bidder in F\$P (for companies that have never done business with the City and County of San Francisco)
https://sfsupplierportal.sfgov.org/psp/supplier/SUPPLIER/ERP/c/AUC_BIDDER_REGISTRATION.AUC_BIDDER_REGISTR.GBL?Action=U&SUP_OB_TEMPLATE_ID=BIDDER
5. Register for a Business Tax License <http://sftreasurer.org/registration>
6. Compliance with Chapter 12B Equal Benefits. Once registered please apply on line through the vendor portal (<https://sfCitypartner.sfgov.org/pages/become-a-supplier.aspx>) for assistance please call (415) 581-2310.

ATTACHMENT 3 (A-3.ZIP)

FOLDER 1 OF ATTACHMENT 3 (A-3)

For Information Only

Item Name	File Name
1. P-600 Professional Services Template	P-600 Services Template.pdf
2. P-520 Equipment Lease Template	P-520 (8-15) Lease Template.pdf
3. P-630 Equipment Maintenance Template	P-630 Equipment Maintenance Template.pdf
4. P-540 Software Maintenance Template	P-540 Maintenance and Hosting Template.pdf
5. P-545 Software License Template	P-545 License Template.pdf
6. P-648 Software as a Service Template	P-648 SaaS Template.pdf
7. Insurance Requirements	Insurance Requirements.pdf
8. Business Associate Agreement (04-12-2018)	Business Associate Agreement (04-12-2018).pdf
9. BAA All Attachments (06-07-2017)	BAA All Attachments (06-07-2017).pdf
10. SFDPH Security Evaluation	SFDPH Security Evaluation.xlsx
11. RFP Medication Cabinet List	MedCabinetList.pdf
12. Jail #1 Health Cabinet Location Photos	JHS CJ1 Med Room
13. Jail #2 Health Cabinet Location Photos	JHS CJ2 Med Room
14. Jail #3 Health Cabinet Location Photos	JHS CJ3 San Bruno

PART 1 – GENERAL

I. INTRODUCTION

The San Francisco Department of Public Health and the San Francisco Public Works (collectively “City”) are jointly issuing this Request for Proposals (“RFP”) in search of Proposers that have the necessary qualifications and price to complete the total scope of work set forth in this RFP.

The proposers are submitting one Design-Build and Equipment Supply proposal, the result of the solicitation will be agreements for the Part 3, Design and Installation Scopes where the proposer will enter into an agreement with Public Works and separate multiple agreements for the Part 2, ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) where proposer will enter into agreements with the Department of Public Health. For the Department of Public Health Agreements, it is anticipated there will be a 7-year leasing agreement, an equipment maintenance agreement, software agreements, and possibly a professional services agreement.

Templates for all agreements are contained in this RFP. This RFP is comprised of the following parts:

- (1) **Part 1 – General:** Part 1 provides an overview of the RFP scope, process, and requirements;
- (2) **Part 2 – ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing):** Part 2 defines the San Francisco Administrative Code Chapter 21 scope of this RFP (“Chapter 21 Scope”), including acquisition of the Automated Medication Dispensing Cabinets (“ADC” or “Equipment”) through a 7-year operational lease and separate agreements for equipment maintenance, software components, and possibly professional services ;
- (3) **Part 3 – Design and Installation Scope:** Part 3 defines the San Francisco Administrative Code Chapter 6 scope of this RFP (“Design and Installation Scope”), including removal of existing ADC/Equipment and installation of new ADC/Equipment at two different sites at multiple buildings. The two sites are the Laguna Honda Hospital and Rehabilitation Center (LHH) campus and the Zuckerberg San Francisco General Hospital (ZSFG) campus;
- (4) **Part 4 – RFP Terms and Conditions:** Part 4 defines City contracting and bid protest requirements.

NOTE: For clarity, the City seeks proposals that include both the scope of work for Part 2 ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) (Chapter 21) and the Design and Installation Scope of work (Chapter 6). Proposers must include both scopes in their submission. All Equipment and software must fully integrate with the City’s Epic electronic health record (“EHR”) system.

The Chapter 21 Scope will be evaluated and scored based on Proposers’ written proposals and component bid prices. Design and Installation Scope will be scored based on the “best value procurement approach” which includes the evaluation of both cost (lowest responsive bid price) and non-cost criteria (Design-Builder’s written responses). Scores from the Chapter 21 and Chapter 6 Scopes will be combined for a total proposal score.

The City will issue a Notice of Intent to award a contract to the highest scoring and most responsive Proposer with whom City staff will commence contract(s) negotiations. If a satisfactory contract cannot be negotiated in a reasonable time or for a reasonable price with the selected Proposer, then the City, in its sole discretion, may terminate negotiations and begin contract(s) negotiations with next highest scoring Proposer. The selection of any Proposer for contract(s) negotiations shall not imply acceptance by the City of all terms of the Proposal, which may be subject to further negotiation and approvals before the City may be legally bound thereby.

A tied score may be broken by the City by any means selected by the City acting in its sole discretion.

The term of the Agreement(s) may not exceed 9 years, including options which may or may not be exercised. For clarity, submissions will be evaluated on an initial seven-year operational lease term. The 7-year initial term shall apply to all part 2 items. Years 8 and 9 are considered optional years exercised at the discretion of the City and will not be scored. The City reserves the right to procure items similar or identical to those specified in this RFP by any other means. No Proposer is guaranteed a contract.

A contract or contract award is not a guarantee of funding for a program or the continuation of services.

II. Schedule

The anticipated schedule for selecting a qualified firm is:

Schedule of Events

Activity	Time	Due Date
1. RFP notice emailed to vendors	N/A	<u>4/13/2021</u>
2. Publication of RFP	N/A	<u>4/13/2021</u>
3. Pre-Bid (CMD Presentation)	9:00AM PST	<u>4/26/2021</u>

Note: Questions regarding the specifics of the products and services covered under this RFP must be submitted via Email during the Pre-Bid E-Question Session. This is to ensure accurate documentation of the questions and responses for prospective proposers.

<https://bit.ly/3d8Z8Ws>

4. Pre-Bid E-Questions Session (begin)	N/A	<u>4/26/2021</u>
5. Pre-Bid E-Questions Session (end)	N/A	<u>4/28/2021</u>

Site Visits

Note: There will be no question and answer session during the site visits. All questions must be submitted by email during the Site Visit E-Question session.

- | | | |
|---------------|-------------|-----------------|
| 6. LHH Campus | 10:35AM PST | <u>5/4/2021</u> |
|---------------|-------------|-----------------|
- 375 Laguna Honda Blvd. Meet in front of the Administration Building. Site Visit shall begin promptly at 10:35 AM. No accommodations for late arrivals.
- | | | |
|----------------|------------|-----------------|
| 7. ZSFG Campus | 1:35PM PST | <u>5/4/2021</u> |
|----------------|------------|-----------------|
- 1001 Potrero Ave. Meet in front of main entrance to Bldg 25. Site Visit shall begin promptly at ~~1:00PM~~ 1:35PM PST. No accommodations for late arrivals.

- ZSFG - Building 25
 - ZSFG - Building 5
 - ZSFG - Buildings 80/90
 - ZSFG - Behavior Health Center
8. SF County Jails
- JAIL NO. 1 – No Site Visit See Location Photos in Attachment A-3
 - JAIL NO. 2 – No Site Visit See Location Photos in Attachment A-3
 - JAIL NO. 3 – No Site Visit See Location Photos in Attachment A-3
- | | |
|-----------------------------------|-----------------|
| 9. Site Visit E-Questions (begin) | <u>5/4/2021</u> |
|-----------------------------------|-----------------|

10. Site Visit E-Questions (end)	<u>5/7/2021</u>
<u>11. Submissions Due</u>	<u>12:00 PM Noon</u>
<i>Estimated Dates</i>	<u>6/2/2021</u>
12. Initial Review (Lowest Responsive Bid Price)	<u>6/02/2021</u>
13. Technical Review (Written Responses)	<u>6/03/2021</u>
14. Notice of Intent to Award	<u>6/07/2021</u>
15. Contract Negotiation	<u>6/21/2021</u>
16. Contract Certification	<u>7/19/2021</u>
17. Start Date	<u>7/21/2021</u>

III. Proposers Unable to do Business with the City

1. Generally

Proposers that do not comply with laws set forth in San Francisco's Municipal Codes may be unable to enter into a contract with the City. Some of the laws are included in this RFP, or in the sample contracts templates included in Attachment 1 and Attachment 3.

2. Companies Headquartered in Certain States

- i. For Contracts awarded under Part 2 ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) Chapter 12X is not applicable under Section 12X.5.5
- ii. For Contracts awarded under Part 3 DESIGN AND INSTALLATION SCOPES the following shall apply:

Subject to certain exceptions, Proposers are hereby advised that this Contract is subject to the requirements of Administrative Code Chapter 12X, which prohibits the City from entering into a contract with a contractor that has its headquarters in a state that has enacted a law or laws that perpetuate discrimination against LGBT people and/or has enacted a law that prohibits abortion prior to the viability of the fetus, or a contractor that will perform any or all of the work on the contract in such a state. Chapter 12X requires the City Administrator to maintain a list of such states, defined as "Covered States" under Administrative Code Sections 12X.2 and 12X. 12, The list of Covered States is available on the website of the City Administrator. Proposers will be required to certify compliance with Chapter 12X as part of its proposal, unless the City determines that a statutory exception applies.

IV. Statement of Need and Scope of Work

A. STATEMENT OF NEED

The City requires replacement of ADC/Equipment that must be procured and installed on time within the stipulated duration. DPH will manage the Chapter 21 Scope. DPW will manage the Design and Installation Scope.

B. SCOPE OF WORK

This Scopes of work described herein are general guide to the work the City expects to be performed and is not a complete listing of all deliverables that may be required.

V.Pre-Bid Conference

A. PRE-BID CONFERENCE (VIRTUAL)

Representatives from the Department of Public Health, San Francisco Public Works, and the Contract Monitoring Division will hold a Pre-bid Conference. The Pre-bid conference will be a virtual meeting. **During this pre-bid conference no questions will be addressed. Attendees may submit written question after the Pre-Bid Conference via E-mail during the E-Question Session listed item B below.**

B. PRE-BID E-QUESTION SESSION

E-Question session shall begin **04/26/2021** and run through **04/28/2021**. The questions will be answered by program staff. This is the only opportunity vendors can ask direct programmatic questions of the Departmental staff. All questions are to be directed to the following e-mail address: jonathan.lyens@sfdph.org or cynthia.wu@sfdph.org.

VI. Site Visit Dates

A. SITE VISITS (ONSITE AND PHOTOS ONLY)

The Department will conduct sites visits at the five locations listed below. Site visit dates are as follows (note, visits to each jail site will be **Photos Only**). **During the site visit proposers will not be allowed to ask any questions. Attendees may submit written questions after the site visit via E-mail during the Site Visit E-Question Session listed in Item B Below**

Onsite Visits

1. Laguna Honda Hospital Campus – (375 Laguna Honda Boulevard, SF, 94116)
2. Zuckerberg San Francisco General (ZSFG) – Building 25 (1001 Potrero Avenue, SF, 94110)
3. ZSFG – Building 5 (1001 Potrero Avenue, SF, 94110)
4. ZSFG – Building 80/90 (1001 Potrero Avenue, SF, 94110)
5. ZSFG – Behavioral Health Center (1001 Potrero Avenue, SF, 94110)

Photos Only

6. JAIL NO. 1 - 425 7th St 1st floor, San Francisco - See Location Photos in Attachment A-3
7. JAIL NO. 2 - 425 7th St 2nd floor, San Francisco - See Location Photos in Attachment A-3
8. JAIL NO. 3 – 1 Moreland Drive, San Bruno - See Location Photos in Attachment A-3

B. SITE VISIT E-QUESTION SESSION

Attendees of the Site Visits shall submit E-Question Beginning **05/04/2021** and run through **5/07/2021**. The questions will be answered by program staff. This is the only opportunity vendors can ask direct programmatic questions of the Departmental staff. All questions are to be directed to the following e-mail address: Jonathan.lyens@sfdph.org or cynthia.wu@sfdph.org .

VII.Proposal Components Checklists:

Refer to RFP Checklist.xls located in Attachment 1 (A-1.zip)

VIII. SELECTION CRITERIA AND OPTIONAL INTERVIEWS

The proposals may be evaluated by a selection committee comprised of parties with expertise in the needed services. The City intends to evaluate the qualifications generally in accordance with the criteria itemized below. Up to 3 of the firms with the highest scoring proposals may be interviewed for a final selection. At any time during the evaluation process, the City may require a firm to provide oral or written clarification of its submission.

A. Selection Criteria – COMBINED ADC EQUIPMENT AND RELATED SOFTWARE ACQUISITION (LEASING, MAINTENANCE AND LICENSING) AND Part 3 (DESIGN AND INSTALLATION SCOPE) SCORES

Scoring Item #	Selection Criteria	Maximum Points
1	Part 2 – ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) Scoring	
	Screening of Minimum Qualifications- <i>Proposals will only be evaluated if minimum qualifications are met.</i>	Pass/Fail
	Functional Requirements Proposer must complete the attached file Functional Requirements.xlsx	180
	Narrative Statement ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) <ul style="list-style-type: none"> i. Proposer shall specify how the proposed solution will be leased. Specifically, will the lease be with the Proposer or will the lease be with a third-party company (finance company) which the City will need to enter into a separate agreement. ii. Proposer shall submit a draft cost and resource loaded critical path schedule that demonstrates an on time and on budget completion within the time stated in the RFP. iii. Proposer shall describe how the proposed solution will meet the elements listed in the Functional Requirements Spreadsheet <ul style="list-style-type: none"> a. Equipment b. IT & Software c. Support and Maintenance iv. Proposer shall describe the implementation process to achieve full equipment and software functionality within the required timeline. 	200
	Budget (Rates) Proposer must complete the attached file BudgetForm.xlsx <ul style="list-style-type: none"> 1. Equipment Lease 2. Implementation Services 3. Equipment Maintenance 	120

	4. Software License 5. Software Maintenance The sum of items 1-5 above is what will be evaluated.	
	Total Available Points Part 2 Chapter 21	500
2	Design and Installation Scopes (Part 3 Scoring Criteria)	
	Screening of Minimum Qualification Documents- <i>Proposals will only be evaluated if minimum qualifications are met.</i>	Pass/Fail
	Non-Cost Criteria (Design-Builder Written Responses) (Weighted 60%) (Maximum Available Points is 60) (Refer to Part 3, Section E for the detailed scoring criteria)	60*
	Cost Criteria (Section 00 41 00 Bid Form) (Weighted 40%) (Maximum Available Points is 40)	40*
	Total Available Points for "Part 3"	100*
	TOTAL AVAILABLE POINTS (Part 2 & Part 3 Combined)	600
	Total Score will be calculated by adding the scores from Part 2 and Part 3. In the event the City elected to require optional interviews, a proposer's interview score will also be added to the total. The maximum number of available points available to each proposer is 600 without an optional interview and 700 if an optional interview is required.	700

***CMD MAY APPLY A RATING BONUS ON TOP OF THE ORIGINAL SCORE FOR ELIGIBLE LBE PRIME CONTRACTORS for the Design and Installation Scopes (Part 3) scoring only. Maximum Total Points for the Part 3 section may be 110 after the application of the rating bonus. There is no rating bonus for the scoring of the Part 2 scoring.**

B. Part 2 – ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) and Part 3 Design and Installation Scopes Optional Interviews/Product Demonstrations

Following the evaluation of the written proposals and price proposals, both score will then be tabulated and proposers will be ranked starting with the proposer receiving the highest score, then continuing with the proposer receiving the second highest score, and so on. The three (3) proposers receiving the highest scores may be invited to an oral interview/demonstration presentation. The City will determine the format and the scoring criteria to be used during the interview/demonstration presentation. CMD will review Chapter 6 proposals for applicable rating bonus and apply such rating bonus to the Chapter 6 scores only.

The interview/demonstration presentation will consist of either or both standard questions asked of each of the proposers, and questions of clarification for specific proposals. The selection panel will evaluate each proposer based on their presentation and/or responses.

After the oral interview/demonstration presentation, the City will combine all scores, rank the proposers and select the highest ranked proposer to enter into agreement with. If interviews/demonstration presentations are conducted, they will be worth 100 points based on a set of criteria established following review of written proposals. The 100 points possible awarded for interviews/demonstration presentations will be added to the 600 possible points awarded during the Proposal Evaluation process for a total of 700 points.

IX. Qualifications and Right to Reject

1. Qualifications

- A. The Selected Proposer must possess all licenses and/or permits necessary to provide the services specified and as required by the laws of the United States, the State of California, and the City and County of San Francisco.
- B. Proposers may be subject to reference checks and/or interviews before the City's selection for contract negotiations. Please see Attachment A-1.zip, Release of Liability.

2. Right to Dismiss Proposer Staff

The City reserves the absolute right to dismiss Proposer assigned personnel at any time.

X. Performance, Contract Monitoring and Liquidated Damages

A. Participate in DPH & DPW Performance Improvement Process (PIP) and Contract Monitoring or Partnering Session

DPH and DPW requires vendors to participate in periodic and annual review of the contract deliverables. DPH and DPW will work with the vendor to select appropriate measurable data to use as a measure of satisfactory delivery of the service or products. This may include delivering various reports or data periodically to DPH and DPW so that the information may be prepared for the DPH and DPW Contracts offices review. The data or reports are agreed to mutually by the vendor and the DPH and DPW contracts manager.

B. Liquidated Damages

For clarity, the (Chapter 21) ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) is responsible for all project work, including the timely installation and contract compliant performance of the (Chapter 6) Installer. The City will assess liquidated damages for installation delay against the (Chapter 21) Equipment Vendor. Refer to Attachment A-1, Part 3, Appendix D – Project Manual (Section 00 73 02 Contract Time and Liquidated Damages) for specific information related to liquidated damages.

XI. SUBMISSION OF PROPOSALS

A. Proposal Due Date and Location to Submit

Proposals must be received by **12:00 p.m., on 6/2/2021** Proposals that are submitted by fax or email will NOT be accepted. Postmarks will not be considered in judging the timeliness of submissions. Proposals may be delivered in person or mailed to:

Jonathan Lyens / Cynthia Wu
San Francisco Department of Public Health
Office of Contracts Management
101 Grove St. Rm. 410
San Francisco, CA 94102
jonathan.lyens@sfdph.org / cynthia.wu@sfdph.org
Phone (415) 554-2886; FAX (415) 554-2555

All items to be delivered to the above location. Proposals that are submitted by fax or email will NOT be accepted. Late submissions will follow the process in Item C of this section.

B. Hardcopy

1. General

Place proposals in three-ring binders for the review panel. Please use recycled paper, print double-sided to the maximum extent practical, use recycled paper that is comprised of minimum of 30% post-consumer materials, and bind the proposal with a binder clip, rubber band, or single staple, or submit it in a three-ring binder. Please do not bind your proposal with a spiral binding, glued binding, or anything similar. You may use tabs or other separators within the document.

For word processing documents, the City prefers that text be unjustified (i.e., with a ragged-right margin) and use a serif font (e.g., Times Roman, and not Arial), and that pages have margins of at least 1" on all sides (excluding headers and footers).

2. For Part 3 Design and Installation Scopes

For the specific submittal requirements and instructions related to the "**DESIGN AND INSTALLATION SCOPES**", refer to **Part 3 – Design and Installation Scopes of the RFP, Section D** and the **RFP Checklist located in folder Attachment 1 (A-1.zip)**.

Proposer will be required to submit the requested documents in separately sealed and labeled envelopes.

C. Late Submissions

Submissions are due at Noon on the due date. Postmarks will not be considered in judging the timeliness of submissions. Submissions received after the noon deadline but before 12:01 P.M. the following day will be accepted due to extenuating circumstances at the sole discretion of the Director of Health. Organizations/agencies/firms that submit submissions within this grace period must provide a letter explaining the extenuating circumstances by 12:00 noon of the second day. Decisions of the Director of Health to accept or reject the submission during the grace period will not be appealable. Following the 24-hour grace period no late submissions will be accepted for any reason and there will be no appeal.

All submissions shall be firm offers and may not be withdrawn for a period of ninety (90) days following the last day of acceptance.

XII.Contract Award

The City reserves the right to issue multiple contracts to multiple firms that are qualified that submit a proposal. No Proposer is guaranteed work. The City shall request resources acting in its sole discretion.

The selection of any proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time, The Department of Public Health in its sole discretion, may terminate negotiations with the highest ranked proposer and begin contract negotiations with the next highest ranked proposer.

For clarity, the result of the solicitation will be agreements for the Part 3, Design and Installation Scopes where the proposer will enter into an agreement with Public Works and separate multiple agreements for the Part 2, ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) where proposer will enter into agreements with the Department of Public Health.

PART 2

ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing)

A. GENERAL

Acquisition of Automated Medication Dispensing Cabinets ("ADC" or "Equipment") under San Francisco Administrative Code Chapter 21 ("Chapter 21 Scope):

1. Equipment lease(s) (Licensed by the Board of Pharmacy, as appropriate)
2. Software License and Maintenance
3. Equipment Maintenance
4. Professional Services (including plan for seamless de-install of old/install of new ADC/Equipment and Epic integration of new ADC/Equipment)
5. Jail Delivery
 - a. Jail Health (Jail No.1 - 425 7th St 1st floor, San Francisco – Delivery and basic install only/no OSHPD review) **START: TBD anticipated 2022**
 - b. Jail Health (Jail No.2 - 425 7th St 2nd floor, San Francisco – Delivery and basic install only/no OSHPD review) **START: TBD anticipated 2022**
 - c. Jail Health (Jail No.3 - 1 Moreland Drive, San Bruno – Delivery and basic install only/no OSHPD review) **START: TBD anticipated 2022**

Special Note on Jail Health locations. Installation in the Jails is not subject to OSHPD approval and will not require any site modifications. Installation in the Jails will be a simple roll in / roll out install. Due to the security protocols at the Jail, Jail Health locations will not be part of the walk through. The Department has provided proposers with photos of the cabinet locations at these sites in Attachment A-3.

B. PROPOSAL CONTENT

Firms interested in responding to this RFP must submit and meet the minimum qualifications and submission requirements in Section C below.

C. MINIMUM QUALIFICATIONS - Evaluated by DPH Staff

Proposals that do not satisfy the following Chapter 21 Scope Minimum Qualifications will be deemed non-responsive and will not be scored. Compliance with the Minimum Qualifications require completion of the following forms in Attachment A-1.

1. Mandatory Engagement References (Customer Certifications.pdf)

The Proposer must submit 3 distinct customer reference engagements that meet the following:

- a. Proposer successfully completed similar services to those sought in this RFP to customer within the last five (5) years

Documented by completing the Customer certification form (Customer Certifications.pdf) in Attachment A-1 (e-signatures are acceptable)

If a customer is unable to sign a customer certification form, the respondent must include valid contact information for The City to contact and verify services indicated above. The City will only attempt to contact the listed customer contact three (3) times. The City reserves the right to reject, disqualify, and/or deem non-responsive any Proposer who submits invalid customer contact, or if the customer contact is non responsive or unreachable. If the engagement was not serviced by the firm submitting the Proposal, please indicate the name of the subcontractor, this information is helpful when verifying services.

2. Minimum Qualification Requirements (Minimum Qualifications.pdf)

The Proposer can supply the following:

- a. ADC / Equipment
- b. All necessary accessory items required for ADC installation and operational use (e.g., barcode scanners, external refrigeration connection, other accessories and/or remote items, etc., as needed)
- c. All software and software maintenance required for ADC operational use
- d. Equipment maintenance
- e. Replacement parts
- f. Epic integration
- g. Completion of the Functional Requirements Spreadsheet
- h. Completion of the Customer Certification sheets
- i. A current Vizient GPO Supplier with an active award

3. Functional Requirements – Self-Scored

This section is self-scored by the Proposer. Each Proposer must complete the attached file **Functional Requirements.xlsx** in Attachment 1 (A-1.zip). Using the rating system provided on each tab, the Proposer will rate the level to which the proposed solution fulfills each individual Functional Requirement listed.

4. Narrative Statement -- Scored by Chapter 21 Evaluation Panel Members

The Proposer must include a narrative statement describing the firm's approach, plans, and recommendations for all items (i. – iv.) listed below. For your convenience the items below are included in **Narrative Statement.pdf** located in Attachment 1 (A-1.zip). The narrative shall include at a minimum the following:

- a. Proposer shall specify how the proposed solution will be leased. Specifically, will the lease be with the Proposer or will the lease be with a third-party company (finance company) which the City will need to enter into a separate agreement.
- b. Proposer shall submit a draft cost and resource loaded critical path schedule that demonstrates an on time and on budget completion within the time stated in the RFP.
- c. Proposer shall describe how the proposed solution will meet the elements listed in the Functional Requirements Spreadsheet
 - a. Equipment

- b. IT & Software
- c. Support and Maintenance
- d. Proposer shall describe the implementation process to achieve full equipment and software functionality within the required timeline.

5. Budget - Scored by DPH Contracts Staff

The Proposer must submit a budget comprised of all the items listed in Part 1 Section VIII. Please complete the Budget Form in Attachment 1 (A-1.zip).

Guaranteed Maximum Price Items
<p>1. Part 2 – ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) Bid Items - Scored:</p> <ul style="list-style-type: none"> a. Part 2 – ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) Scope: The Proposer will propose an all-inclusive cost proposal, comprised of all items in the Part 2 Scope of Work Section. And shall be in the format of the Budget Form (BudgetForm.xlsx) in Attachment 1 (A-1.zip). <p>2. Unscored: The Proposer may propose optional services and rate cards, which may or may not be executed by The City.</p>

If the final Proposer is selected and is unable to match the rates submitted in this RFP, the City reserves the right to select alternative firms. All Proposal components, including but not limited to resumes, rate sheets, and proposal narratives, may be subject to public disclosure.

D. FORMAT - Part 2 – ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) Proposers shall submit:

- [1] Original copy of the proposal, clearly marked "Original Proposal of RFP 32-2020"
- [1] Copy of required CMD Attachment 2 (located in Attachment A-1.zip) in a separately sealed package, clearly marked "CMD FORMS RFP 32-2020"

PART 3 – DESIGN AND INSTALLATION SCOPES

A. Design and INSTALLATION – GENERAL SCOPE PROVISIONS

The work covered by this section includes Design and Installation of new ADC/Equipment as a lump sum design-build contract at the Laguna Honda Hospital and Zuckerberg San Francisco General Hospital campuses under the provisions of the San Francisco Administrative Code Chapter 6. The City has developed technical criteria to define Design and Installation scope (design/permit/abatement/demo/construction/installation) of equipment and conveyed the end-product expectations to the prospective Proposers (ADC/Equipment Vendor Team + Design-Builder). Technical criteria, include drawings, specifications, timeline, basis of design narratives, reference documents and reports are in the Bridging Documents. The Scope of Work contained herein is general in nature and should not be construed as an all-inclusive list of all services necessary for successful completion of the Work. The Work provided by the Design-Builder shall include complete design, engineering, demolition, abatement, construction, permitting and any other services necessary to install the ADC/Equipment provided under Part 2 - ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) at the Laguna Honda Hospital and Zuckerberg San Francisco General Hospital campuses. Installation scope and schedule are dependent on and integral to the equipment procured in Part 2 - ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) and the selection process considers the entire team's merits and price as one proposal (both installation and equipment procurement). Once the highest ranking Proposer Team is selected, the City will award one (1) Design-Build contract that includes the scopes for both campuses to be administered according to SF Administrative Code Chapter 6 requirements independent of the equipment procurement and lease contracts which fall under SF Administrative Code Chapter 21. The success of the larger equipment procurement, however, is dependent on the success of the design-build installation and the ADC equipment provider is expected to manage and coordinate with the Design-Builder in such a way to ensure completion of project within schedule.

Design-Builder shall assume this project is not subject to LEED or CEQA requirements. The City will secure appropriate waivers and determinations. The awarded Design-Builder will be provided with electronic drawing files in .DWG and/or .RVT formats after signing liability waivers. However, such drawings are not purported to be as-builts and Design-Builder must conduct field investigations before finalizing designs. The City will provide hazardous material abatement oversight, inspector of record (for scopes under Office of Statewide Health Planning and Development (OSHPD) jurisdiction only), inspections services (for scopes non-OSHPD projects), third party testing and special inspection services, construction management, and Owner's single point of contact for each campus.

The following scope of work, schedule, phases of the work and hours of operation are to be used as a general guide and not intended to be a complete list of all tasks necessary to successfully deliver the project. Reference Technical Criteria, Contract Documents and Reference Documents:

1. **Summary Scope of Work.** The design-build installation scope includes all design and construction necessary for the installation of ADC proposed under Part 2 – ADC Equipment and Related Software Acquisition that requires building permits (OSHPD and DBI). Technical Criteria Documents and Reference Documents are provided in the Bridging Documents. For bidding purposes, Design-Builder may assume existing slab or building structure is adequate to support the new equipment. However, calculations to prove the existing slab or building structure can support the new equipment to the appropriate AHJ as part of the Design-Build process if necessary due to the location/size/weight of new equipment. The Design-Builder shall use preapproved OSHPD seismic anchorage details

per ADC manufacturer's requirements. Proposers will need to verify the existing electrical and mechanical systems is adequate for fully functioning of ADC units. Proposers may assume LEED certification does not apply. Following is a summary list of potential trades and substantive conditions at each location:

- a. 27 locations in Laguna Honda Hospital North Tower Residence Building, South Residence Building, Pavilion Building, and Link Building (LHH) – OSHPD permits required / OSHPD 2 Skilled Nursing Hospital Building. One of the two ADC cabinets can be taken out of commission for the new installation.
 1. Stamped design & engineering installation documents approved by OSHPD conforming to an OSHPD 2 skilled nursing hospital building;
 2. Infection Control measures as required by LHH; Provide Infection Control Risk Assessment (ICRA) and work plan;
 3. North Residence Building, South Residence Building, Pavilion Building, and the Link Building are Hazmat free;
 4. Non-destructive testing if needed;
 5. Provide calculations to prove the existing structure is adequate to support equipment and anchors if required by AHJ;
 6. Anchoring and installation of vendor provided equipment (Part 2- ADC Equipment and Related Software Acquisition) utilizing approved OPA/OPM seismic mount bracket; Corrections to existing conditions (casework, doors, walls, etc.) as needed to maintain sufficient distance from previous anchors if required by OSHPD pre-approved details;
 7. Plug holes, patch and repair existing finishes as-needed;
 8. Coordination with Pharmacy and IT Dept as the cabinet PC Box will need to be removed prior to the disposal of cabinets;
 9. Removal and disposal of construction debris;
 10. Achieve beneficial use of installed equipment from the AHJ;
 11. Other construction issues: LHH provides parking, storage, and staging area; Contractor is permitted to use loading docks, elevators, utilities, and toilet rooms; Owner will hire an IOR, pays for OSHPD and Special Testing/Inspections fees.
- b. 1 location in Laguna Honda Administration Building A (LHH A400) – DBI permit required / B-Occupancy
 1. Stamped design & engineering installation documents approved by DBI;
 2. Infection Control measures as required by LHH; Provide Infection Control Risk Assessment (ICRA) and work plan;
 3. Lead paint is in the walls of the Administration Building A; Additional hazmat abatement as necessary;
 4. Non-destructive testing if needed;
 5. Provide calculations to prove the existing structure is adequate to support equipment and anchors if required by AHJ;

6. Anchoring and installation of vendor provided equipment (Part 2-Equipment Procurement and Related Software Acquisition), Drilling for Non-Structural anchors into walls;
 7. Plug holes, patch and repair of existing finishes as needed;
 8. Coordination with Pharmacy and IT Dept as the cabinet PC Box will need to be removed prior to the disposal of cabinets;
 9. Removal and disposal of construction debris;
 10. Achieve beneficial use of installed equipment from the AHJ;
 11. Other construction issues: LHH provides parking, staging and restrooms; contractor permitted to use loading docks, elevators and utilities; Owner to pay for DBI and Special Testing/Inspection fees.
- c. 23 locations in Zuckerberg San Francisco General Hospital Building 5 (ZSFG B5) – OSHPD permit is required per OSHPD 1R Hospital Building. Only two ADC locations can be taken out of commission at a time.
1. Stamped design & engineering installation documents approved by OSHPD conforming to an OSHPD 1R hospital building;
 2. Hazmat abatement is required;
 3. Infection Control measures as required by ZSFG; Provide Infection Control Risk Assessment (ICRA) and work plan;
 4. Non-destructive testing if needed (such as GPR surveys);
 5. Provide calculations to prove the existing structure is adequate to support equipment and anchors if required by AHJ;
 6. Anchoring and installation of vendor provided equipment (Part 2-Equipment Procurement and Related Software Acquisition) utilizing approved OPA/OPM seismic mount bracket; Corrections to existing conditions (casework, doors, walls, etc.) as needed to maintain sufficient distance from previous anchors if required by OSHPD pre-approved details;
 7. Plug holes, patch and repair of existing finishes as needed;
 8. Coordination with Pharmacy and IT Dept as the cabinet PC Box will need to be removed prior to the disposal of cabinets;
 9. Removal and disposal of construction debris;
 10. Achieve beneficial use of installed equipment from the AHJ;
 11. Other conditions: No parking or staging area provided; Contractor permitted to use loading docks, elevators, utilities and restrooms; Owner will hire an IOR, pays for OSHPD and Special Testing/Inspection fees.
- d. 78 locations in Zuckerberg San Francisco General Hospital Building 25 (ZSFG B25) – OSHPD permits required per OSHPD 1 Acute Care Hospital Building. Only two ADC locations can be taken out of commission at a time.
1. Stamped design & engineering installation documents approved by OSHPD conforming to an OSHPD 1 hospital building;
 2. Hazmat abatement is not required;

3. Infection Control measures as required by ZSFG; Provide Infection Control Risk Assessment (ICRA) and work plan;
 4. Non-destructive testing if needed (such as GPR surveys);
 5. Provide calculations to prove the existing structure is adequate to support equipment and anchors if required by AHJ;
 6. Anchoring and installation of vendor provided equipment (Part 2-Equipment Procurement and Related Software Acquisition) utilizing approved OPA/OPM seismic mount bracket; Corrections to existing conditions (casework, doors, walls, etc.) as needed to maintain sufficient distance from previous anchors if required by OSHPD pre-approved details;
 7. Plug holes, patch and repair of existing finishes as needed;
 8. Coordination with Pharmacy and IT Dept as the cabinet PC Box will need to be removed prior to the disposal of cabinets;
 9. Removal and disposal of construction debris;
 10. Achieve beneficial use of installed equipment from the AHJ;
 11. Other conditions: No parking or staging area provided; Contractor permitted to use loading docks, elevators, utilities and restrooms; Owner to hire an IOR, pays for OSHPD and Special Testing/Inspection fees.
- e. 1 location in Zuckerberg San Francisco Building 80/90 (ZSFG B80/90) – DBI permit required / B Occupancy:
1. Stamped design & engineering installation documents approved by DBI;
 2. Hazmat Abatement is required;
 3. Infection Control measures as required by ZSFG; Provide Infection Control Risk Assessment (ICRA) and work plan;
 4. Non-destructive testing if needed;
 5. Provide calculations to prove the existing structure is adequate to support equipment and anchors if required by AHJ;
 6. Anchoring and installation of vendor provided equipment (Part 2-Equipment Procurement and Related Software Acquisition) utilizing approved OPA/OPM seismic mount bracket; Corrections to existing conditions (casework, doors, walls, etc.) as needed to maintain sufficient distance from previous anchors if required by OSHPD pre-approved details;
 7. Plug holes, patch and repair of existing finishes as needed;
 8. Coordination with Pharmacy and IT Dept as the cabinet PC Box will need to be removed prior to the disposal of cabinets;
 9. Removal and disposal of construction debris;
 10. Achieve beneficial use of installed equipment from the AHJ;
 11. Other conditions: No parking or staging area provided; Contractor permitted to use loading docks, elevators, utilities, and restrooms; Owner to pay for DBI and Special Testing/Inspection fees.

- f. 2 locations in Zuckerberg San Francisco General Behavioral Health Center (ZSFG BHC)
– DBI permit required / B Occupancy:
 1. Stamped design & engineering installation documents approved by DBI;
 2. Hazmat Abatement is required;
 3. Infection Control measures as required by ZSFG; Provide Infection Control Risk Assessment (ICRA) and work plan;
 4. Non-destructive testing if needed;
 5. Provide calculations to prove the existing structure is adequate to support equipment and anchors if required by AHJ;
 6. Anchoring and installation of vendor provided equipment (Part 2-Equipment Procurement and Related Software Acquisition) utilizing approved OPA/OPM seismic mount bracket; Corrections to existing conditions (casework, doors, walls, etc.) as needed to maintain sufficient distance from previous anchors if required by OSHPD pre-approved details;
 7. Plug holes, patch and repair of existing finishes as needed;
 8. Coordination with Pharmacy and IT Dept as the cabinet PC Box will need to be removed prior to the disposal of cabinets;
 9. Removal and disposal of construction debris;
 10. Achieve beneficial use of installed equipment from the AHJ;
 11. Other conditions: No parking or staging area provided; Contractor permitted to use loading docks, elevators, utilities and restrooms; Owner to pay DBI and Special Testing/Inspection fees.
2. **Schedule.**
- a. The Design-Build work shall be completed in time for the City to have beneficial use of all new equipment on or before December 31, 2021. The total duration for the Proposer to complete the ADC/Equipment procurement and design and permitting for the installation scopes is a total of 120 consecutive calendar days (approximately 4 months).
 - b. Beneficial use is defined as ability to occupy the room containing the installation, training and programming completed, ability to stock the new equipment, and approvals to dispense pharmaceuticals to patients from the new equipment. The Design-Builder shall begin design as soon as the contract has been awarded and the duration of the Design-Build work shall be no more than four months. The stipulated contractual contract duration is 120 calendar days to ensure beneficial use of the ADC equipment by December 31, 2021.
 - c. Design-Builder shall assume CEQA is not applicable for schedule purposes and that Planning Department determinations will be handled by the City. If the City is unable to obtain such approval, through no fault of the Design-Builder, the City will issue a non-compensable time extension for the Design-Build work and the Go Live date.
 - d. LHH - Design-Builder may start installations as soon as OSHPD permits are obtained, and campus approvals secured. Installations must be staggered as described in the Bridging Documents to maintain the use of one of the two cabinets on each floor at all times for the North Residence Building, the South Residence Building, and the Pavilion

Building. The single unit in the Link Building can only be out of operation for two days and not on Friday. Reference the Bridging Documents for campus approvals needed before construction can begin on site.

- e. LHH A400 - Design-Builder may start installations as soon as permit is obtained, and campus approvals secured. Reference the Bridging Documents (included in the **Appendices**) for campus approvals needed before construction can begin on site. The single unit in this building is for training, there is no operational requirement.
- f. ZSFG B5 - Design-Builder may start installations as soon as OSHPD permits are obtained, and campus approvals secured. Installations shall occur according to the priorities and sequence established in the Bridging Documents ZSFG test fits (included in the **Appendices**). Reference the Bridging Documents for campus approvals needed before construction can begin on site.
- g. ZSFG B25 - Design-Builder may start installations as soon as OSHPD permits are obtained, and campus approvals secured. Installations shall occur according to the priorities and sequence established in the Bridging Documents ZSFG test fits (included in the **Appendices**). Reference the Bridging Documents for campus approvals needed before construction can begin on site.
- h. ZSFG B80/90 – Design-Builder may start installations as soon as DBI permit is obtained, and campus approval secured. Reference the Bridging Documents (included in the **Appendices**) for campus approval needed before construction can begin on site.
- i. ZSFG BHC - Design-Builder may start installations as soon as DBI permits are obtained, and campus approvals secured. Reference the Bridging Documents (included in the **Appendices**) for campus approvals needed before construction can begin on site.

3. **Phases of the Work.**

a. Design Phase

1. Identify and resolve impacts due to existing conditions. Identify and resolve critical path elements & assumptions (such as OSHPD plan check & Deferred Approvals). Identify cost savings that can be offered to the City. Coordinate with any other important factors that can impact the final completion of December 31, 2021, including multiple permit applications (per each campus and/or per each building). Perform constructability review and identify and resolve potential unforeseen conditions.
2. Hold at least one meeting with campus stakeholders at the start of design and one meeting before submitting to the AHJ. Track comments received from campus stakeholders in a log format. Document stakeholder reviews with minutes and provide responses on the comment log.
3. Prepare a Design Development Phase Report that documents and summarizes the design decisions and outcomes.
4. Secure Design Development Phase Approval from the Owner (DPW and DPH entities listed in each Design-Build contract).
5. Develop 100% Construction Documents, Project Manual and Structural Calculations as needed to achieve approval from the Authorities Having Jurisdiction (AHJ) (either OSHPD or DBI); as noted in A.1 Summary scope of

work. Note the ADC vendor is required to provide equipment with valid or in-process OSHPD pre-approved anchorage details.

6. Submit to DPW Disability Access Coordinator for ADA review.

b. Permit Phase

1. File appropriate forms & permits with the AHJ necessary to start construction.
2. Submit as many back checks as necessary to secure stamp permit approval from the appropriate AHJ.
3. The City will pay permit fees to avoid impacts to other projects on campus due to late payments.

c. Construction Phase

1. The City will provide and pay for IOR Application and Testing Agency information for OSHPD permits. The City will provide and pay for IOR and Testing Agency services for DBI permits.
2. Prepare Construction Phase Schedule indicating detailed staggered installations and proposed construction milestones for beneficial use of each ADC.
3. Perform all work and construction administration services necessary to successfully deliver the project per the approved documents, the approved Construction Phase Schedule and the awarded contracts with the City.
4. Weekly OAC meeting for each campus to review Construction, Schedules (three-week look ahead and overall schedule), and Budget.
5. Request oversight and inspections as required.
6. Coordinate with Pharmacy and IT Dept as the cabinet PC Box will need to be removed prior to the disposal of cabinets and also to achieve beneficial use (software programming / activation) of the new ADC.
7. Complete installations of ADCs and obtain temporary certificate of occupancy for each ADC location from the AHJ allowing the City beneficial use of the installed equipment.
8. Provide punch list for each ADC location.
9. Upon completion of the last ADC and final approval from the AHJ (Certificate of Occupancy – OSHPD; Beneficial Occupancy - DBI), the City issues Notice of Substantial Completion.
10. Secure final permit sign-off/project close-out with the AHJ (Construction Final – OSHPD; Job Card Sign-off – DBI).
11. Complete any remaining punch list items, demobilize from the Project Site, and submit Close-Out documents.
12. Submit Final Payment Request.
13. The City issues Certificate of Final Completion and Final Payment and Release of Retention.

4. **Hours of Construction.**

- a. Laguna Honda Hospital Campus – installations shall occur between 7 am to 5 pm Monday through Friday at all locations.
- b. Zuckerberg San Francisco General Hospital Campus – each installation has case by case restrictions about hours of construction. Reference the Bridging Document.

5. **Construction Protocols.**

a. Laguna Honda Hospital (LHH)

1. Storage and staging: Contractor tools/construction materials; LHH will provide a designated space for contractor to store tools used day-to-day. The space will be secured, and contractor is required to keep the space clean and maintained. New ADC; Coordination with Pharmacy and Facilities to identify a space on campus where new units will be housed. Units will need to be programmed by IT Dept prior to install and will need to be done in conjunction with install schedules. Old (replaced) dispensing cabinets; Coordination with Pharmacy and Facilities to identify a space on campus where old units will be housed as they are removed. Housing will be temporary as it will be the contractor's responsibility to coordinate with cabinet vendor who is awarded the project so that the cabinets are regularly removed from LHH as scheduled.
2. Workspace: Most work spaces are isolated rooms with a locked door. An infection control plan will need to be submitted and approved prior to start of any work. Coordination with nursing staff will be a prerequisite for staff as residential units are housing to residents 24-7. Check in and check out will be required during all contractor occupancy. Once the contractor is on in the Residential units, they will need to transport their tools and supplies directly and quickly to the work rooms. Sealing off the room door, using visqueen plastic sheeting to cover other room equipment will most likely be required as part of the infection control plan. There are a few locations that will require adjustment to the infection control approach as they are outside of closed spaces (Link Bldg. Level 2 and A400). Thorough cleaning during and after work is completed will be required. Review of final scope of work will establish the complete list of infection control requirements.
3. Badging: Awarded contractor will meet with Facilities to secure temporary hospital badging that will provide access to work areas within LHH campus. Photograph(s) and completed forms will need to be in order before badges will be issued.
4. Parking will be assigned at the Gravel lot, sometimes referred to as the Construction Parking Lot. Drop off or pick up of tools and/or construction materials will be allowed at the loading docks but only by permission. Vehicles will then need to be relocated to the designated parking. Limited temporary parking permits will be provided after review and discussion with Facilities over needs.
5. COVID-19 Screening: it is uncertain where we will be regarding the COVID-19 pandemic and the screening procedures currently in place. We will address this as the project is closed to contracting. Currently we have a very strict access policy in place that requires health and travel screening before a COVID test is

administered. A negative result is necessary before anyone can access the campus. Close coordination and planning with LHH is required before contractor can participate in the screening process.

b. Zuckerberg SF General (ZSFG)

1. Storage and staging: Contractor tools/construction materials; ZSFG will provide a designated space for contractor to store tools used day-to-day. The space will be secured, and contractor is required to keep the space clean and maintained. New ADC; Coordination with Pharmacy and Facilities to identify a space on campus where new units will be housed. Units will need to be programmed by IT Dept prior to install and will need to be done in conjunction with installation schedules. Old (replaced) dispensing cabinets; Coordination with Pharmacy and Facilities to identify a space on campus where old units will be housed as they are removed. Housing will be temporary as it will be the contractor's responsibility to coordinate with cabinet vendor who is awarded the project so that the cabinets are regularly removed from ZSFG as scheduled.
2. Workspace: Most work spaces are isolated rooms with a locked door. An Infection Control Risk Assessment (ICRA) and work plan will need to be submitted and approved prior to start of any work. Check in and check out will be required during all contractor occupancy. Contractor will need to transport their tools and supplies directly and quickly to the work rooms. Sealing off the room door, using visqueen plastic sheeting to cover other room equipment will most likely be required as part of the infection control plan. Thorough during and after work is completed will be required. Review of final scope of work will establish the complete list of infection control requirements.
3. Badging: Awarded contractor will meet with Facilities to secure temporary hospital badging that will provide access to work areas within ZSFG campus. Photograph(s) and completed forms will need to be in order before badges will be issued.
4. Parking will be not be provided.
5. COVID Screening: it is uncertain where we will be regarding the COVID-19 pandemic and the screening procedures may be subject to change. The Design-Builder will be required to comply with the latest Health Ordinance in effect and the approved Health and Safety Plan. Close coordination and planning with ZSFG is required before contractor can participate in the screening process.

B. Evaluation and SELECTION PROCESS

1. General Overview

- i. The selection process for the Design-Builder will consist of three sequential steps: (1) Minimum Qualification Evaluation. For the Design-Builder to proceed to Step 2 of the Evaluation Process, the Design-Builder must first meet the minimum qualifications; (2) Non-Cost Criteria Component Evaluation; and (3) Cost Criteria Component (Price proposal from Section 00 41 00 Bid Form) Evaluation.
- ii. Contract Monitoring Division (CMD) will apply any applicable rating bonus to every scored portion of the grading criteria for the Chapter 6 section only. The rating bonus points, if any, will factored into the Non-Cost Criteria Component

scores. The final Non-Cost Criteria scores will be determined in accordance with the scoring matrix outlined in Section E below. Refer to Part 4-RFP Terms and Conditions, Section 5 for a detailed explanation of the LBE Participation and Rating Bonus criteria.

2. Step 1 - Minimum Qualifications (MQ)

- a. Minimum Qualifications reflect the anticipated level of responsibility of the disciplines needed for the Design and Installation Scope for both the Design Team and the Builder (Contractor).
- b. City staff will screen the forms to ensure that the Design-Builder submitted the required documents and meet the minimum requirements as described herein.
- c. Design-Builder(s) that meet the Minimum Qualifications will be deemed responsive and advance to Step 2 – Non-Cost Criteria Component. Design-Builder that do not meet the minimum requirement will be deemed non-responsive and the entire RFP team will be notified that none of their proposals will advance through the remainder of the RFP evaluation and selection process.
- d. The City reserves the right to verify from any other available sources (including past performance record at the City), the information provided by the Design-Builder in any part of the Proposal package and to rely upon such information gathered during the verification process. The City reserves the right to adjust, increase, decrease, limit, suspend, or rescind any or all determination(s) based on subsequently learned information. The City will base its evaluation upon complete answers to questions contained in the questionnaire. The City will use information obtained from the documents submitted and from information obtained from references provided. The City reserves the right to verify from other available sources the information provided by the Proposer and to rely upon such information gathered during the verification process.
- e. The Minimum Qualification (MQ) Forms can be found in **Appendix B (part of Attachment 1)** and are required to be completed by the specified Proposer as follows:
 1. Firm(s) providing **architectural services** that will be listed on the Building Permit(s) as Architect of Record (AOR) must complete the Designer Forms.
 2. Firm(s) providing **structural engineering services** that will be listed on the Building Permit(s) as Structural Engineer of Record (SEOR) must complete the Designer Forms.
 3. Firm(s) providing **construction services** that will be listed on the Building Permit(s) as Contractor of Record must complete the Builder Forms.
 4. Firm(s) providing **subcontractor services** that meets the stipulated contractor's licensed criteria must complete the Subcontractor Form.
 5. If a firm would be providing both design and construction services for the Project, the firm must complete both the Designer and Builder Forms
 6. All joint venture member firms must complete separate forms.
 7. Submit all requested information; do not leave any portion of a form blank: indicate "N/A" if not applicable.

8. Provide attachments and/or other required supplemental information as requested or required.
9. The evaluation of the Design-Builder MQ package is based on the following general essential requirement categories:

For Builder(s)

Builder Information

Part I.1 - Essential Requirements for Prime Builder Qualification

- License and Insurance
- Bond Information
- Builder Project Experience
- Builder Team Experience
- Eligibility

Part I.2 - Essential Requirements for Subcontractor Qualification

- Subcontractor Project Experience

For Designer(s)

Designer Information

Part II - Essential Requirements for Designer Qualification

- Architectural or Engineering Background
- Designer Project Experience
- Design Team Experience
- Professional Liability
- Eligibility

- f. **Section 00 43 13 Bidder's Safety Record** and **"Safety Prequalification Form"** are located in **Appendix B (part of Attachment 1)** and are required to be completed by the Design-Builder and submitted along with the completed Minimum Qualification Forms.

3. Step 2 - Non-Cost Criteria Component

- a. City Staff will review every Written Submittal for completion and responsiveness. All responsive Written Proposals will be forwarded to a Selection Panel consisting of subject matter experts for further evaluation.
- b. A qualified Selection Panel will evaluate the submitted document packages and responses in accordance with submittal evaluation form and score on a scale of 1-100.
- c. The highest scorer will be awarded 60 points in the Selection Criteria.
- d. Responses to the questions below are to be completed by the Design-Builder and submitted as part of Envelope #3 (see Section E below for more information related to the evaluation process).
- e. Refer to paragraph B.6.ii. (above) for more information related to CMD rating bonuses.

1. Project Team Organization and Teamwork

(Maximum Weighted Points – 20 pts)

- i. Provide an Organization Chart that illustrates the entire Team that includes the proposed Design-Builder (D-B Team) and the ADC Equipment Vendor (ADC Team). The organization chart should include key personnel and lead team members that will play a significant role on the project. (chart can be printed on 11" x 17" paper)
- ii. Proposer shall identify and summarize the roles and responsibilities for the Key/Lead Team Members, as well as roles and responsibilities of other positions that may not be categorized as Key/Lead Team Members. Explain how the Design Team, Build Team and ADC Team will be integrated to deliver the requested services on this project. Correlate the team members' positions on the Organization Chart to the Scope of Services being provided.
- iii. If the D-B Team is a Joint Venture, explain the roles and responsibilities of each Joint Venture (JV) Partner. In general, describe how the overall scope of work among the JV Partners will be organized, assigned, and managed.
- iv. Confirm the commitments of the proposed companies and of key personnel. State whether the expected manpower projections will be handled by existing permanent staff or if additional staff will be hired. If key personnel will be handled by existing permanent staff, confirm availability of personnel.
- v. Indicate any prior experience among the proposed D-B key team members on having successfully completed other projects with similar complexity. Describe the key elements of the team's success on prior projects.

2. Project Management and Work Approach

(Maximum Weighted Points – 60 pts)

- i. How will D-B Team manage the design, permit, and construction of all ADC locations with either one permit for OSHPD and one permit for DBI, a separate permit for each campus, or a separate permit for each building?
 - ii. How will D-B Team track and monitor construction documents, building permits, construction costs, construction schedule and risks, including, but not limited to submittals, request for information (RFIs), amended construction documents (ACDs), proposed change orders, proposed time extensions, and inspection requests, etc.?
 - iii. The current duration for the completion of the design, permit, and installation of **ALL** automated medication dispensing (ADC) equipment is 120 calendar days after the issuance of notice-to-proceed (NTP) by SF Public Works.
 - Proposer to provide work plan schedule to achieve the 120 calendar days.
 - Proposer to provide any realistic and viable suggestions or recommendations to complete the work in less than 120 calendar days.
3. **Relevant Project Sample**
(Maximum Weighted Points – 20 pts)
 - i. The Designer (Architect of Record) and Builder shall submit detailed project data information for at least one (1) project that was used by the respective companies to meet the minimum qualification requirements stipulated in the Minimum Qualification (MQ) Forms of this RFP (Appendix B of the RFP).
 - ii. The selected project(s) should be recent and relevant in size, type, scope, and complexity, meets the minimum project experience criteria, and must be permitted by OSHPD.
 - iii. At a minimum, the project data information shall include the following information. (Limit One Page per Project)
 1. Project Name
 2. Location (City, State)
 3. Description of Project and Scope of Work Performed
 4. Authority Having Jurisdiction (OSHPD, SF Department of Building Inspection, etc.)
 5. Project Owner, Contact (Company, Name, Email, Phone Number)
 6. Architect of Record, Contact (Company, Name, Email, Phone Number)
 7. Builder, Contact (Company, Name, Email, Phone Number)
 8. Total Value of Construction (including change orders)
 9. Total Value of Contract for Company's Participation
 - Original Contract
 - Value of Change Orders with Reasons

10. Total Construction Duration

- Original Construction Schedule
- Any Time Extensions with Reasons

4. Step 3 - Cost Criteria Component (Section 00 41 00 Bid Form / Lump Sum Price)

- a. The City intends to award one contract to the Design-Builder that will provide the best overall "best value" of all work scopes (Design and Installation, Equipment Procurement) described herein. As such, the Design and Installation Lump Sum Bid Price will be evaluated in conjunction with the other cost components described in Part 2 of this RFP.
 - Please note the selected Design-Builder is an integral component of the selection of the ADC Equipment supplier. If the Design-Builder proposed for a team are determined to NOT meet the Minimum Qualifications, non-responsive, and/or non-responsible, the entire team's proposal will be rejected.
- b. The City reserves the right to accept other than the lowest priced offer and to reject any price proposal that is not responsive to this request. The Design-Builder shall submit its price proposal on Section 00 41 00 Bid Form (included in Appendix A of Attachment 1)
- c. The Bid Form must be signed by a person authorized by the Design-Builder to obligate the Design-Builder to perform the commitments contained in the Proposal and Contract Documents. By signing the form, the Design-Builder agrees to hold the proposed lump sum prices for one hundred and twenty (120) calendar days from the due date for Proposals. By signing the form, the Design-Builder also declares, under penalty of perjury under the laws of the State of California that the Proposer has read and agrees to the requirements of the San Francisco Administrative Code described on the following Documents:
- d. City staff will review the bid form after the completion of the Non-Cost Criteria Responses scoring by the Selection Panel.
- e. City staff will calculate the final Non-Cost Criteria scores in accordance with the scoring matrix outlined in Section F below.

C. SELECTION OF THE DESIGN-BUILDER

The Design-Builder on the highest-ranking Proposer Team (scores based on Part 2 – ADC Equipment and Related Software Acquisition and Part 3 – Design and Installation Scope evaluation) will be selected for award of one Design-Build contract that will include the design, permit, and installation scopes for Laguna Honda Hospital and Zuckerberg SF General Hospital campuses.

D. PART 3 PROPOSER SUBMITTAL REQUIREMENTS

(See also Part I Section VII Proposal Components Checklists and the RFP Checklist located in Attachment 1 for specific instructions related to the submittal package)

The Design and Installation Proposal Submittal Package shall be submitted in sealed and separate envelopes as outlined below:

1. Package #1 - Required Forms

In a sealed envelope clearly marked "**Package #1 - -- Required Forms for the ADC Design and Installation Project**". (1 original and 1 digital copy on USB Drive)

2. Package #2 – CMD Required Forms

In a sealed envelope clearly marked "**Package #2 - -- CMD Required Forms for the ADC Design and Installation Project**". (1 original and 1 digital copy on USB Drive)

3. Package #3 – Minimum Qualification Documents and Non-Cost Criteria Response

In a sealed envelope clearly marked "**Package #3 - -- Minimum Qualification Documents and Non-Cost Criteria Response for the ADC Design and Installation Project**". (1 original and 1 digital copy on USB Drive)

4. Additional Documents to be submitted by Design-Builder AFTER the Proposal Deadline

Within 5-Day after the Proposal Deadline, additional CMD documents must be submitted by ALL Proposers to the CMD Compliance Officer. Refer to **CMD Attachment 1 (Construction Contract)** and the RFP Checklist (Attachment 1) for the required forms and specific instructions.

E. NON-COST CRITERIA EVALUATION FORM

Item	Evaluation Form			
	Evaluation Criteria	Raw Score (1-100)	Weight %	Weighted Score
1.	A. Minimum Qualification (MQ) Forms (Evaluated by City Staff)			
	<ul style="list-style-type: none"> Builder Form Responses. Responses to the MQ Forms determine whether the Proposer may be qualified to bid. 		Yes / No	
	<ul style="list-style-type: none"> Designer Form Responses Responses to the MQ Forms determine whether the Proposer may be qualified to bid. 		Yes / No	
	<p>If the responses to both items above are "Yes," the Design-Build Team meets all minimum qualifications and the "Non-Cost Criteria Responses" will be forwarded to the Selection Panel for scoring.</p> <p>Otherwise, review <u>STOPS</u>, and Proposer is <u>NOT</u> eligible to bid.</p>		NA	
3.	B. Non-Cost Criteria Responses			

	• Project Team Organization and Teamwork		X 0.20	
	• Project Management and Work Approach		X 0.60	
	• Relevant Project Sample		X 0.20	
	Maximum Possible Score	300		100
	Total Evaluation Weighted Score			
	Scoring Ranges: Significantly Exceeds Expectations (100 - 90); Excellent (89 - 75); Good (74 - 60); Acceptable (59 - 40); Poor (39 - 01); Non-Responsive (0)			

F. COST CRITERIA EVALUATION FORM

1. Cost Component Scoring. The cost component of the Proposal will be evaluated only after the completion of the non-cost component and is weighed forty percent (40%) of the overall evaluation. Design-Builder' cost items' total will be scored on based on a point range of up to a maximum of 100 points.
 - a. The Proposer with the lowest Total Bid Prices will receive 100% of the points assigned to the cost component scoring, which is 40 points. Each remaining Proposer will receive a proportion of that total points based on the relative difference between the lowest Total Bid price ("Lowest") and another Proposer's Total Bid price ("Other") in accordance with this formula: $(\text{Lowest}/\text{Other}) \times (\text{Total Points}) = \text{Relative Points}$.
 - b. Below is a sample calculation, which does not represent the actual costs associated with the Project listed in this RFP, of the Total Bid Prices from three Proposers.**

Cost Criteria Component
(Sample Calculation)

	Proposer A	Proposer B	Proposer C
Total Proposed Price	990,000	925,000	975,000
Cost Score	93.43	100	94.87

Maximum Cost Score: 100
 Proposer B: 100.00
 Proposer A: 93.43 $= (925,000 / 990,000) * 100$
 Proposer C: 94.87 $= (925,000 / 975,000) * 100$

Proposer B receives 100 points because it has the lowest Bid price.

Proposer A will receive 93.43 points which has been proportioned based on 100 max points.

Proposer C will receive 94.87 points which has been proportioned based on 100 max points.

G. DETAILED OVERALL SCORING EVALUATION

- The table below include the evaluation matrices and sample calculations to illustrate how the City will calculate each Proposer's final RFP score. The City will enter each Proposer's raw scores into the matrix to calculate the weighted/adjusted scores.
- Evaluation Scoring Matrix**

	Evaluation Components	Max Raw Points	Weighted %	Weighted Max Points
1	Cost Criteria Component (Bid Form)	100	40%	40
2	Non-Cost Criteria Components	100	60%	60
	Total Score		100%	100

Sample Final RFP Evaluation Calculation

				Proposer A		Proposer B		Proposer C	
Total Bid Price				\$990,000		\$925,000		\$975,000	
	RFP Evaluation Components	Percent Allocation	Weighted Maximum Points	Raw Score	Weighted/ Adjusted Score	Raw Score	Weighted/ Adjusted Score	Raw Score	Weighted/ Adjusted Score
1	Cost Criteria Component	40%	40	93.43	37.4	100	40.0	94.87	37.9
2	Non-Cost Criteria Components	60%	60	80	48.0	88	52.8	90	54.0
	Total Score	100%	100		85.4		92.8		91.9

PART 4 – RFP Terms and Conditions

I. Terms and Conditions for Receipt of Proposals

A. ERRORS AND OMISSIONS IN RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the City, in writing, if the proposer discovers any ambiguity, discrepancy, omission, or other error in the RFP. Any such notification should be directed to the City promptly after discovery, but in no event later than 72 hours prior to the date that proposals are due. Modifications and clarifications will be made by addenda as provided below.

B. INQUIRIES REGARDING RFP

Inquiries regarding the RFP and all oral notifications of an intent to request written modification or clarification of the RFP, must be directed to:

Jonathan Lyens / Cynthia Wu
San Francisco Department of Public Health
Office of Contracts Management
Phone (415) 554-2886; FAX (415) 554-2555

jonathan.lyens@sfdph.org / cynthia.wu@sfdph.org

C. OBJECTIONS TO RFP TERMS

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not less than 72 hours prior to the RFP deadline, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

D. CHANGE NOTICES

The City may modify the RFP, prior to the proposal due date, by issuing an Addendum to the RFP, which will be posted on the website. The proposer shall be responsible for ensuring that its proposal reflects any and all Bid Addendum(s) issued by the City prior to the proposal due date regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Bid Addendum(s). It is the responsibility of the proposer to check for any Addendum, Questions and Answers, and updates, which will be posted on the City's Bid and Contracts website: <https://sfcitypartner.sfgov.org/pages/index.aspx>.

E. TERM OF PROPOSAL

Submission of a proposal signifies that the proposed services and prices are valid for 365 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity. At Proposer's election, the proposal may remain valid beyond the 365 day period in the circumstance of extended negotiations.

F. REVISION OF PROPOSAL

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

In no case will a statement of intent to submit a revised proposal, or commencement of a revision process, extend the proposal due date for any proposer.

At any time during the proposal evaluation process, the City may require a proposer to provide oral or written clarification of its proposal. The City reserves the right to make an award without further clarifications of proposals received.

G. ERRORS AND OMISSIONS IN PROPOSAL

Failure by the City to object to an error, omission, or deviation in the proposal will in no way modify the RFP or excuse the vendor from full compliance with the specifications of the RFP or any contract awarded pursuant to the RFP.

H. FINANCIAL RESPONSIBILITY

The City accepts no financial responsibility for any costs incurred by a firm in responding to this RFP. Submissions of the RFP will become the property of the City and may be used by the City in any way deemed appropriate.

I. RELEASE OF LIABILITY

The Proposer hereby releases all individuals, entities and Proposers from all claims and losses that may arise from said individuals, entities or Proposers providing information, comments, or conclusions to inquiries that the City and County of San Francisco may make regarding the qualifications of any individual or Proposer seeking to be selected as a Proposer, Design-Builder or subcontractor in connection with this RFP. This release is freely given and will be applicable whether or not the responses by said individuals, entities or Proposers are accurate or not, or made willfully or negligently.

J. PROPOSER'S OBLIGATIONS UNDER THE CAMPAIGN REFORM ORDINANCE

Proposers must comply with Section 1.126 of the S.F. Campaign and Governmental Conduct Code, which states:

No person who contracts with the City and County of San Francisco for the rendition of personal services, for the furnishing of any material, supplies or equipment to the City, or for selling any land or building to the City, whenever such transaction would require approval by a City elective officer, or the board on which that City elective officer serves, shall make any contribution to such an officer, or Proposers for such an office, or committee controlled by such officer or Proposer at any time between commencement of negotiations and the later of either (1) the termination of negotiations for such contract, or (2) three months have elapsed from the date the contract is approved by the City elective officer or the board on which that City elective officer serves.

If a proposer is negotiating for a contract that must be approved by an elected local officer or the board on which that officer serves, during the negotiation period the proposer is prohibited from making contributions to:

- The officer's re-election campaign
- A Proposer for that officer's office
- A committee controlled by the officer or Proposer.

The negotiation period begins with the first point of contact, either by telephone, in person, or in writing, when a contractor approaches any city officer or employee about a particular contract, or a city officer or employee initiates communication with a potential contractor about a contract. The negotiation period ends when a contract is awarded or not awarded to the contractor. Examples of initial contacts include: (1) a vendor contacts a city officer or employee to promote himself or herself as a Proposer for a contract; and (2) a city officer or employee contacts a contractor to propose that the contractor apply for a contract. Inquiries for information about a particular contract, requests for

documents relating to a Request for Proposal, and requests to be placed on a mailing list do not constitute negotiations.

Violation of Section 1.126 may result in the following criminal, civil, or administrative penalties:

1. Criminal. Any person who knowingly or willfully violates section 1.126 is subject to a fine of up to \$5,000 and a jail term of not more than six months, or both.
2. Civil. Any person who intentionally or negligently violates section 1.126 may be held liable in a civil action brought by the civil prosecutor for an amount up to \$5,000.
3. Administrative. Any person who intentionally or negligently violates section 1.126 may be held liable in an administrative proceeding before the Ethics Commission held pursuant to the Charter for an amount up to \$5,000 for each violation.

For further information, proposers should contact the San Francisco Ethics Commission at (415) 581-2300.

K. SUNSHINE ORDINANCE

In accordance with S.F. Administrative Code Section 67.24(e), contractors' bids, responses to RFPs and all other records of communications between the City and persons or firms seeking contracts shall be open to inspection immediately after a contract has been awarded. Nothing in this provision requires the disclosure of a private person's or organization's net worth or other proprietary financial data submitted for qualification for a contract or other benefits until and unless that person or organization is awarded the contract or benefit. Information provided which is covered by this paragraph will be made available to the public upon request.

L. PUBLIC ACCESS TO MEETINGS AND RECORDS

If a proposer is a non-profit entity that receives a cumulative total per year of at least \$250,000 in City funds or City-administered funds and is a non-profit organization as defined in Chapter 12L of the S.F. Administrative Code, the proposer must comply with Chapter 12L. The proposer must include in its proposal (1) a statement describing its efforts to comply with the Chapter 12L provisions regarding public access to proposer's meetings and records, and (2) a summary of all complaints concerning the proposer's compliance with Chapter 12L that were filed with the City in the last two years and deemed by the City to be substantiated. The summary shall also describe the disposition of each complaint. If no such complaints were filed, the proposer shall include a statement to that effect. Failure to comply with the reporting requirements of Chapter 12L or material misrepresentation in proposer's Chapter 12L submissions shall be grounds for rejection of the proposal and/or termination of any subsequent Agreement reached on the basis of the proposal.

M. RESERVATIONS OF RIGHTS BY THE CITY

The issuance of this RFP does not constitute an agreement by the City that any contract will actually be entered into by the City. The City expressly reserves the right at any time to:

1. Waive or correct any defect or informality in any response, proposal, or proposal procedure;
2. Reject any or all proposals;
3. Reissue a Request for Proposals;
4. Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the

specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the proposals;

5. Procure any materials, equipment or services specified in this RFP by any other means; or
6. Determine that no project will be pursued.

N. NO WAIVER

No waiver by the City of any provision of this RFP shall be implied from any failure by the City to recognize or take action on account of any failure by a proposer to observe any provision of this RFP.

O. LOCAL BUSINESS ENTERPRISE REQUIREMENTS AND OUTREACH

The requirements of the Local Business Enterprise and Non-Discrimination in Contracting Ordinance set forth in Chapter 14B of the San Francisco Administrative Code as it now exists or as it may be amended in the future (collectively the "LBE Ordinance") shall apply to this RFP.

The Local Business Enterprise ("LBE") subcontracting/subcontracting requirement will be applied separately to the Chapter 21 and Part 3 (Design and Installation Scopes) portions of this proposal. For the Chapter 21 portion, the LBE Subcontracting requirement has been waived.

If any of the required forms listed in this section are not returned with the response, the response may be determined to be non-responsive and may be rejected.

1. Local Business Enterprise Requirements and Outreach for Part 2 ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing)

Each solicitation process requires a new submittal of CMD Attachment 2 forms located in Attachment 1 (A-1.zip) and at the following link, located under the heading "Attachment 2: Requirements for Architecture, Engineering, & Professional Services Contracts":

<https://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%20%20-%2008.01.16.pdf>

2. Local Business Enterprise Participation Requirement and Outreach for Part 3 (Design and Installation)

Each solicitation process requires a new submittal of CMD Attachment 1 and 2 forms located in Attachment 1 (A-1.zip) and at the following link, located under the heading "Attachment 2: Requirements for Architecture, Engineering, & Professional Services Contracts":

<https://sfgov.org/cmd/sites/default/files/Documents/CMD%20Attachment%20%20-%2008.01.16.pdf>

a. Chapter 14B Design Portion LBE Subcontracting Participation Requirement

The LBE subcontracting participation requirement for the Design portion of this Contract is 20%.

In accordance with 14B.8(B) of the Administrative Code, in order for the Proposer to be exempt from meeting the "Good Faith Outreach" requirements described in 1.02A in CMD Attachment 2, the total amount of the LBE participation must equal or exceed 27%.

Pursuant to Sec. 14B.9 of the Administrative Code, Proposers are hereby advised that the availability of Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Other Business Enterprises (OBE) to perform subcontracting work on this project is as follows:

8.2% MBE; 4.4% WBE; 7.4% OBE;

Proposers are further advised that they may not discriminate in the selection of subconsultants on the basis of race, gender, or any other basis prohibited by law, and that they shall undertake all required good faith outreach steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required outreach.

b. Chapter 14B Installation (Construction) Portion Subcontracting Participation Requirement

The LBE subcontracting requirement for the Installation (Construction) portion is 25%.

In accordance with 14B.8(B) of the Administrative Code, in order for the Bidder to be exempt from meeting the "Good Faith Outreach" requirements described in 1.02B in CMD Attachment 1, the total amount of the LBE participation must equal or exceed 33.75%.

Pursuant to Sec. 14B.9 of the Administrative Code, Bidders are hereby advised that the availability of Minority Business Enterprises (MBE), Women Business Enterprises (WBE) and Other Business Enterprises (OBE) to perform subcontract work on this project is as follows:

11.5% MBE; 3.7% WBE; 9.8% OBE;

Proposers are further advised that they may not discriminate in the selection of subcontractors on the basis of race, gender, or any other basis prohibited by law, and that they shall undertake all required good faith outreach steps in such a manner as to ensure that neither MBEs nor WBEs nor OBEs are unfairly or arbitrarily excluded from the required outreach.

c. CMD Determination of Participation Credit:

Bidders are responsible for verifying the LBE status of a subcontractor or supplier immediately prior to submitting a bid. A subcontractor that has a certification application pending, that has been denied certification, that has had its certification revoked or that is in the process of appealing a CMD denial or revocation at the date and time the bid is due is not an LBE and cannot be counted as an LBE for purposes of achieving LBE subcontracting participation requirement even if the firm is later certified or ultimately prevails in its appeal.

The CMD will calculate the participation of an LBE subcontractor toward meeting the specified requirement as follows:

d. General Rules; Commercially Useful Function

1. All prime bidders, including LBE prime bidders, must meet the LBE subcontracting participation requirement. An LBE prime bidder cannot count its own work towards meeting the LBE subcontracting participation requirement. A Small or Micro-LBE prime bidder may, however, count its own work toward the 35% good faith efforts exception set forth in Section 14B.8(B) of the Code. Refer to Form 2B for instructions.
2. If a bidder owns or controls or has any common ownership or control of more than one business, the bidder will not receive LBE subcontracting credit if its lists such other firm(s) to meet the LBE subcontracting requirement when bidding as a prime. For purposes of determining ownership of a business, a business owned by the bidder's spouse/domestic partner shall be deemed to be owned by the bidder.
3. For a bidder to receive credit toward the LBE subcontracting participation requirement, a listed LBE subcontractor must be CMD certified in the scopes of work/trade(s) specified on Document 00435 or Section 00 43 36.
 - a. An LBE subcontractor performs a Commercially Useful Function if it is directly responsible for providing the materials, equipment, supplies or services to the project as required by the bid and contract documents. To perform a Commercially Useful Function, an LBE subcontractor must be solely responsible for execution of a distinct element of the contract work, and must actually perform, manage and supervise the work involved in accordance with normal industry practice.
 - b. To determine whether an LBE subcontractor is performing a Commercially Useful Function, the CMD will evaluate the amount of work subcontracted, industry practices, whether the amount the firm is to be paid under the contract is commensurate with the work it is actually performing and the LBE credit claimed for its performance of the work, and other relevant factors. What constitutes a Commercially Useful Function will vary depending on the type of LBE subcontractor (e.g., construction subcontractor, manufacturer, supplier, broker, or trucker).
 - c. An LBE subcontractor does not perform a Commercially Useful Function if its role is limited to that of an extra participant in a transaction, contract, or project through which funds are passed in order to obtain the appearance of LBE participation. In determining whether an LBE is such an extra participant, the CMD will examine similar transactions and determine whether or not non-LBEs would normally participate in such transactions.
4. Only the dollar amount of work to be performed by the LBE subcontractor will be credited toward meeting the LBE subcontractor participation requirement.
5. All work performed by lower-tier LBE subcontractors will be credited toward meeting the LBE subcontracting requirement provided that the lower-tier subcontractor was listed on Document 00435 or Section 00 43 36 (or Document 00435A or Section 00 43 37, if applicable) at the time of bid.

6. The CMD will calculate compliance with the LBE subcontracting participation requirement based on the total amount of a bidder's base bid (including non-deletable bid items, deletable bid items, allowances, and all other items that contribute to the base bid amount). In addition, a bidder must demonstrate good faith efforts to meet the LBE subcontracting participation requirement through LBE participation on the base bid. If a bidder fails to meet the LBE subcontracting participation requirement through its base bid, the CMD will credit listed LBE subcontractor participation for alternates selected by the City for contract award toward the LBE subcontracting participation requirement. To receive LBE subcontracting credit for City-selected alternates, a bidder must separately list LBE subcontractors that it will use for alternate work on Document 00435A or Section 00 43 37 (for alternates only) and submit the completed Document with its bid. If a bidder lists an LBE subcontractor on Document 00435 or Section 00 43 36 and intends to use that LBE subcontractor for alternate work, the bidder must separately list the LBE subcontractor on Document 00435A or Section 00 43 37 for each alternate on which the subcontractor will be used.
7. If a bidder lists LBE subcontractors on Document 00435A or Section 00 43 37 to perform certain alternate work, but the City does not select the applicable alternate(s) for contract award, the bidder will not receive LBE subcontracting credit for the listed subcontractors.
8. A bidder shall not use deletable bid items, allowances or contingency/conditional bid items to fulfill the LBE subcontractor participation requirement. LBE Construction Subcontractors
9. Bidders may receive 100% credit for CMD-certified LBE construction subcontractors that perform a Commercially Useful Function by supplying labor, materials and supplies for a discrete portion of the contract work performed in accordance with normal industry practice. To receive credit towards the LBE subcontracting participation requirement with respect to materials and supplies used for the contract work, the material and supplies must be of the type normally provided by the construction subcontractor in accordance with industry practice. In addition, with respect to materials and supplies, the LBE construction subcontractor must be responsible for negotiating price, determining quality and quantity, ordering the material and supplies, selecting a supplier or dealer from those available, installing the materials, and paying for the materials and supplies. To receive LBE subcontracting credit, the bidder must list the LBE construction subcontractor on Document 00435 or Section 00 43 36 (and Document 00435A or Section 00 43 37, if applicable).
10. Bidders may receive 100% credit for LBE construction contractors that perform a Commercially Useful Function by supplying labor only for a discrete portion of the contract work in accordance with normal industry practice. To receive LBE subcontracting credit, the bidder must list the LBE construction subcontractor on Document 00435 or Section 00 43 36 (and Document 00435A or Section 00 43 37, if applicable).

For more information on LBE subcontractor participation calculation, see CMD Attachment 1, Part III 3.01B.

3. Link to San Francisco LBE Directory

This link takes you to a directory of businesses currently certified as San Francisco Local Business Enterprises. Only San Francisco Small-and Micro-LBEs count towards the subcontracting requirements:

http://mission.sfgov.org/hrc_certification/

4. Part 3 (Design and Installation) Good Faith Outreach Requirements

There is a Good Faith Outreach requirement for the Design Subconsultant Portion of the contract and a separate Good Faith Outreach requirement for the Build/Construction Portion. Design Builder must approach each as a separate and unique requirement and submit 2 CMD Forms 2B.

Form 2B: CMD "Good Faith Outreach" Requirements Form: Document solicitation of LBE participation. This form must be submitted for every solicitation that includes LBE subconsultant participation. Proposer shall meet the specified LBE subcontractor participation requirement and shall complete and submit Form 2B in accordance with Form 2B instructions.

In accordance with Section 14B.8(B) of the Administrative Code ("Code"), if a proposer does not demonstrate in its proposal that proposer exceeds the established LBE subcontracting participation requirement by at least 35%, such proposer must demonstrate adequate good faith efforts to meet the LBE subcontracting participation requirement. Such proposer must complete and submit Form 2B as required by Form 2B instructions and must submit all good faith documentation as specified in Form 2B with its proposal. Failure to meet the LBE subcontracting participation requirement and demonstrate/document adequate good faith efforts shall cause the proposal to be determined non-responsive and rejected.

If a proposer demonstrates in its proposal that it exceeds the established LBE subcontracting participation requirement by 35% or more, such proposer is not required to conduct good faith outreach efforts or to submit evidence of good faith efforts. Such proposer shall complete and submit Form 2B as required by Form 2B instructions. NOTE: A SMALL OR MICRO-LBE PRIME PROPOSER MAY COUNT ITS OWN CONTRACT WORK TOWARD THE 35% GOOD FAITH EFFORTS EXCEPTION.

Example: The LBE subcontracting participation requirement is 10%. Good faith efforts requirements will be waived if the Proposer:

- 1) Meets the 10% LBE subcontracting participation requirement; AND*
- 2) Has total LBE participation that equals or exceeds 13.5% of the total proposal amount. The 13.5% represents the 10% LBE subcontracting participation requirement plus 35% of that 10% subcontracting participation requirement.*

5. LBE Participation and Rating Bonuses

There is no rating bonus for Part 2 - ADC Equipment and Related Software Acquisition (Leasing, Maintenance and Licensing) portion of this contract because the cost estimate exceeds \$20

million. The rating bonus will apply only for the Part 3-Design and Installation Scopes portion of this contract. The City strongly encourages responses from qualified LBEs. Pursuant to Chapter 14B, the following rating bonuses will be in effect for the award of this project for any Proposers who are certified as a Small or Micro-LBE. Certification applications may be obtained by calling (415) 581-2310. The rating bonus applies at each phase of the selection process. The application of the rating bonus is as follows:

A 10% bonus to a Small or Micro LBE—including Non-Profit LBEs A 5% bonus to a SBA LBE Prime providing the application of this rating bonus does not disadvantage a Small or Micro LBE Joint Venture Rating Bonus is not available on Design Build projects.

1. Application of the Rating bonus:

The following rating bonus shall apply at each stage of the selection process, i.e., qualifications, proposals, and interviews:

- a) Contracts with an Estimated Cost in Excess of \$10,000 and Less Than or Equal To \$400,000. A 10% rating bonus will apply to any proposal submitted by a CMD certified Small or Micro LBE. Proposals submitted by SBA-LBEs are not eligible for a rating bonus.
- b) Contracts with an Estimated Cost in Excess of \$400,000 and Less Than or Equal To \$10,000,000. A 10% rating bonus will apply to any proposal submitted by a CMD certified Small or Micro-LBE. Pursuant to Section 14B.7(E), a 5% rating bonus will be applied to any proposal from an SBA-LBE, except that the 5% rating bonus shall not be applied at any stage if it would adversely affect a Small or Micro-LBE proposer or a JV with LBE participation.
- c) Contracts with an Estimated Cost In Excess of \$10,000,000 and Less Than or Equal To \$20,000,000. A 2% rating bonus will apply to any proposal submitted by a Small LBE, Micro LBE and SBA-LBE.
- d) The rating bonus does not apply for contracts estimated by the Contract Awarding Authority to exceed \$20 million.

2. Questions and Concerns related to the LBE Program and Requirements

Failure to demonstrate compliance with S.F. Administrative Code Chapter 14B (LBE) requirements in your submittal may result in the rejection of bid/proposal. If any questions or concerns, e-mail Alysabeth Alexander-Tut, at: alysabeth.alexander-tut@sfgov.org and include the RFP title in the subject of the e-mail.

II. City Contract and Administrative Requirements

AS APPLICABLE TO BOTH CHAPTER 21 AND DESIGN AND INSTALLATION AWARDED CONTRACTS.

A. ADMINISTRATIVE REQUIREMENTS

Proposers must fulfill the City's administrative requirements for doing business with the City prior to contract award. Fulfillment is defined as completion, submission and approval by applicable City agencies of the forms and requirements.

B. STANDARD CONTRACT PROVISIONS

The successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services, attached hereto as Attachment A-3. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original

selectee for damages. Successful proposer will be required to enter into a contract substantially in the form of the Agreement for Professional Services or other applicable standard City agreement, contained in Attachment A-3. Failure to timely execute the contract, or to furnish any and all insurance certificates and policy endorsement, surety bonds or other materials required in the contract, shall be deemed an abandonment of a contract offer. The City, in its sole discretion, may select another firm and may proceed against the original selectee for damages.

C. NONDISCRIMINATION IN CONTRACTS AND BENEFITS

The successful proposer will be required to agree to comply fully with and be bound by the provisions of Chapters 12B and 12C of the San Francisco Administrative Code. Generally, Chapter 12B prohibits the City and County of San Francisco from entering into contracts or leases with any entity that discriminates in the provision of benefits between employees with domestic partners and employees with spouses, and/or between the domestic partners and spouses of employees. The Chapter 12C requires nondiscrimination in contracts in public accommodation. Additional information on Chapters 12B and 12C is available on the HRC's website at www.sfcmd.org.

D. MINIMUM COMPENSATION ORDINANCE (MCO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Minimum Compensation Ordinance (MCO), as set forth in S.F. Administrative Code Chapter 12P. Generally, this Ordinance requires contractors to provide employees covered by the Ordinance who do work funded under the contract with hourly gross compensation and paid and unpaid time off that meet certain minimum requirements. For the contractual requirements of the MCO, see §43 in the P-600 Agreement.

For the amount of hourly gross compensation currently required under the MCO, see www.sfgov.org/olse/mco. Note that this hourly rate may increase on January 1 of each year and that contractors will be required to pay any such increases to covered employees during the term of the contract.

Additional information regarding the MCO is available on the web at www.sfgov.org/olse/mco.

E. HEALTH CARE ACCOUNTABILITY ORDINANCE (HCAO)

The successful proposer will be required to agree to comply fully with and be bound by the provisions of the Health Care Accountability Ordinance (HCAO), as set forth in S.F. Administrative Code Chapter 12Q. Proposers should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the HCAO is available on the web at www.sfgov.org/olse/hcao.

F. FIRST SOURCE HIRING PROGRAM (FSHP)

If the contract is for more than \$50,000, then the First Source Hiring Program (Admin. Code Chapter 83) may apply. Generally, this ordinance requires contractors to notify the First Source Hiring Program of available entry-level jobs and provide the Workforce Development System with the first opportunity to refer qualified individuals for employment.

Proposers should consult the San Francisco Administrative Code to determine their compliance obligations under this chapter. Additional information regarding the FSHP is available on the web at <http://oewd.org/first-source> and from the First Source Hiring Administrator, (415) 701-4848.

G. CONFLICTS OF INTEREST

The successful proposer will be required to agree to comply fully with and be bound by the applicable provisions of state and local laws related to conflicts of interest, including Section 15.103 of the City's Charter, Article III, Chapter 2 of City's Campaign and Governmental Conduct Code, and Section 87100 et seq. and Section 1090 et seq. of the Government Code of the State of California.

The successful proposer will be required to acknowledge that it is familiar with these laws; certify that it does not know of any facts that constitute a violation of said provisions; and agree to immediately notify the City if it becomes aware of any such fact during the term of the Agreement.

Individuals who will perform work for the City on behalf of the successful proposer might be deemed consultants under state and local conflict of interest laws. If so, such individuals will be required to submit a Statement of Economic Interests, California Fair Political Practices Commission Form 700, to the City within ten calendar days of the City notifying the successful proposer that the City has selected the proposer.

H. PROTECTED HEALTH INFORMATION AND BAA

The parties acknowledge that CITY is a Covered Entity as defined in the Healthcare Insurance Portability and Accountability Act of 1996 ("HIPAA") and is required to comply with the HIPAA Privacy Rule governing the access, use, disclosure, transmission, and storage of protected health information (PHI) and the Security Rule under the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act").

The parties acknowledge that CONTRACTOR will:

1. ☒ Do **at least one** or more of the following:
 - A. Create, receive, maintain, or transmit PHI for or on behalf of CITY/SFDPH (including storage of PHI, digital or hard copy, even if Contractor does not view the PHI or only does so on a random or infrequent basis); or
 - B. Receive PHI, or access to PHI, from CITY/SFDPH or another Business Associate of City, as part of providing a service to or for CITY/SFDPH, including legal, actuarial, accounting, consulting, data aggregation, management, administrative, accreditation, or financial; or
 - C. Transmit PHI data for CITY/SFDPH and require access on a regular basis to such PHI. (Such as health information exchanges (HIEs), e-prescribing gateways, or electronic health record vendors)

For purposes of this Agreement, Contractor is a Business Associate of CITY/SFDPH, as defined under HIPAA. Contractor must comply with and complete the following attached documents, incorporated to this Agreement as though fully set forth herein:

- a. **Appendix E** SFDPH Business Associate Agreement (BAA) (04-12-2018)
 1. SFDPH Attestation 1 PRIVACY (06-07-2017)
 2. SFDPH Attestation 2 DATA SECURITY (06-07-2017)
2. ☐ **NOT do any of the activities listed above in subsection 1;**

Contractor is not a Business Associate of CITY/SFDPH. Appendix E and attestations are not required for the purposes of this Agreement.

I. PROTECTED HEALTH INFORMATION

Contractor, all subcontractors, all agents and employees of Contractor and any subcontractor shall comply with all federal and state laws regarding the transmission, storage and protection of all private health information disclosed to Contractor by City in the performance of this Agreement. Contractor agrees that any failure of Contractor to comply with the requirements of federal and/or state and/or local privacy laws shall be a material breach of the Contract. In the event that City pays

a regulatory fine, and/or is assessed civil penalties or damages through private rights of action, based on an impermissible use or disclosure of protected health information given to Contractor or its subcontractors or agents by City, Contractor shall indemnify City for the amount of such fine or penalties or damages, including costs of notification. In such an event, in addition to any other remedies available to it under equity or law, the City may terminate the Contract.

J. EXCLUSION LISTS AND EMPLOYEE VERIFICATION

Upon hire and monthly thereafter, Contractor will check the exclusion lists published by the Office of the Inspector General (OIG), General Services Administration (GSA), and the California Department of Health Care Services (DHCS) to ensure that any employee, temporary employee, volunteer, consultant, or governing body member responsible for oversight, administering or delivering state or federally-funded services who is on any of these lists is excluded from (may not work in) your program or agency. Proof of checking these lists will be retained for seven years.

K. INDEMNIFICATION

The Proposer shall indemnify the City and County of San Francisco, its boards and commissions and all of its officers, agents, members, employees, and authorized representatives to the fullest extent permitted by law, and consistent with California Civil Code section 2782 and Contract General Conditions (Section 00 72 00) Article 3.

L. INSURANCE REQUIREMENTS

Upon award of contract, Contractor shall furnish to the City a Certificate of Insurance and Additional Insured Endorsements stating that there is insurance presently in effect for Contractor with limits of not less than those established by the City including the insurance coverage as required under General Conditions, Section 00 72 00, Article 10, and Insurance Requirements, Section 00 73 16.. (Requirements are listed in Attachment A-3 and are available for download at the City's RFP/Q center <http://www.sfdph.org/dph/comupg/aboutdph/insideDept/Contracts/default.asp>

M. DEPARTMENT OF INDUSTRIAL RELATIONS (DIR)

On July 1, 2014, the registration program under section 1725.5 of the California Labor Code went into effect. No contract can be awarded without proof of current registration with the California Department of Industrial Relations. The City must require registrations from any contractor who performs work subject to prevailing wage requirements.

N. BUSINESS TAX REGISTRATION

In accordance with San Francisco City Ordinance 345-88, all vendors conducting business with the City are required to maintain a valid business tax registration number. Agreements will not be awarded to the successful Proposer unless business tax registration fees are paid in full by the time the agreement is awarded. Proposers can register for a current certificate with the Business Tax Division of the Tax Collector of the City of San Francisco. The telephone number of the Business Tax Division is (415) 554-4426. The address of the Tax Collector's office is located at City Hall, Room #140.

O. COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT

The Proposer acknowledges that pursuant to the Americans with Disabilities Act (ADA), programs, services, and other activities provided by a public entity to the public, whether directly or through a Proposer, must be accessible to the disabled public. The Proposer shall provide the services specified in this contract in a manner that complies with the ADA and all applicable federal, state, and local disability rights legislation. The Proposer agrees not to discriminate against disabled persons in the provision of services, benefits, or activities provided under any agreement with the City and further

agree that any violation of this prohibition on the part of the Proposer, its employees, agents or assigns shall constitute a material breach of the agreement.

P. SAN FRANCISCO POLICY ON LOCAL HIRING

This Project is subject to the requirements of the San Francisco Local Hiring Policy for Construction ("Policy") as set forth in Section 6.22(G) of the San Francisco Administrative Code. Proposers are hereby advised that the requirements of the Policy will be incorporated as a material term of any contract awarded for the Project. Refer to Appendix J.2, Section 00 73 30 for more information. The mandatory Local Hiring Requirement set forth for this Project is a minimum of 30% total project work hours performed by San Francisco residents by trade. Under the Policy, "project work hours" means the total hours worked by all apprentices and journey level workers subject to reporting through the City's Payroll Reporting System ("PRS") and covered by Administrative Code subsection 6.22(E) and California Labor Code section 1770 et seq.

The Proposer shall work cooperatively with the Office of Economic and Workforce Development (OEWD) and the City to support application of the Policy to the Project. The Design Builder will be responsible for ensuring that trade subcontractors of all tiers comply with applicable requirement of the Policy. As set forth in Section 00 73 30, the Design Builder shall incorporate the requirements of the Policy in all trade work packages procured by Design Builder in accordance with the Contract Documents and shall timely submit all required local hiring forms to OEWD and San Francisco Public Works. Failure by Design Builder to timely submit and properly complete the required local hiring forms may result in delays to authorization to proceed with work and/or delays in progress payments.

Q. NOTES ON CHAPTER 12B: NONDISCRIMINATION IN CONTRACTS (EQUAL BENEFITS OR DOMESTIC PARTNERS ORDINANCE)

Effective June 1, 1997 the City and County of San Francisco added to its Nondiscrimination in Contracts ordinance the requirement that all Contractors that enter into an agreement with the City must extend the same benefits to domestic partners of employees that are extended to spouses of employees. It is recommended that you thoroughly understand this requirement. Questions regarding this requirement can be directed to the Contract Monitoring Divisions Internet site at <https://sfgov.org/cmd/>

R. VENDOR CREDENTIALING AT ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL.

It is the policy of Zuckerberg San Francisco General Hospital to provide quality patient care and trauma services with compassion and respect, while maintaining patient privacy and safety. ZSFGH is committed to providing reasonable opportunities for Health Care Industry Representatives (HCIRs), external representatives/vendors, to present and demonstrate their products and/or services to the appropriate ZSFGH personnel. However, the primary objective of ZSFGH is patient care and it is therefore necessary for all HCIRs to follow guidelines that protect patient rights and the vendor relationship. Therefore, all HCIR's that will come onto the campus of Zuckerberg San Francisco General Hospital must comply with Hospital Policy 16.27 "PRODUCT EVALUATION AND PHARMACEUTICAL SERVICES: GUIDELINES FOR SALES PERSONNEL, HEALTHCARE INDUSTRY REPRESENTATIVES, AND PHARMACEUTICAL COMPANY REPRESENTATIVES". Before visiting any ZSFGH facilities, it is required that a HCIR create a profile with "VendorMate." VendorMate is the company that manages the credentialing process of policy 16.27 for ZSFGH. For questions, or to register as a HCIR please contact the Director of Materials Management, or designee (during normal business hours) at (415) 206-5315 or sign on to <https://sfdph.vendormate.com> for details.

S. HOSPITAL POLICY 3.28.

To ensure that care, treatment, and clinical services provided through contractual agreements are provided safely and effectively. Contractors for Zuckerberg San Francisco Hospital must comply with Hospital Policy 3.28 "CONTRACTING PATIENT CARE SERVICES"

T. VENDOR CREDENTIALING AT ZUCKERBERG SAN FRANCISCO GENERAL HOSPITAL.

It is the policy of Zuckerberg San Francisco General Hospital to provide quality patient care and trauma services with compassion and respect, while maintaining patient privacy and safety. ZSFGH is committed to providing reasonable opportunities for Health Care Industry Representatives (HCIRs), external representatives/vendors, to present and demonstrate their products and/or services to the appropriate ZSFGH personnel. However, the primary objective of ZSFGH is patient care and it is therefore necessary for all HCIRs to follow guidelines that protect patient rights and the vendor relationship. Therefore, all HCIR's that will come onto the campus of Zuckerberg San Francisco General Hospital must comply with Hospital Policy 16.27 "PRODUCT EVALUATION AND PHARMACEUTICAL SERVICES: GUIDELINES FOR SALES PERSONNEL, HEALTHCARE INDUSTRY REPRESENTATIVES, AND PHARMACEUTICAL COMPANY REPRESENTATIVES". Before visiting any ZSFGH facilities, it is required that a HCIR create a profile with "VendorMate." VendorMate is the company that manages the credentialing process of policy 16.27 for ZSFGH. For questions, or to register as a HCIR please contact the Director of Materials Management, or designee (during normal business hours) at (415) 206-5315 or sign on to <https://sfdph.vendormate.com> for details.

U. BECOMING A CITY VENDOR. COMPLIANCE FORMS.

Proposer shall be in compliance with City Vendor requirements in order to sign the City Contract and it is **strongly suggested** that proposers begin compliance immediately at the time of responding to this RFP or no later than the notice of award from the City. In order to become a City Vendor you must submit the forms listed in attachment 2 and register at the following <https://sfCitypartner.sfgov.org/pages/BidderRegistration-BS3/bidder-registration-1.aspx>.

The Office of Contract Management and Compliance will be available to assist with the City Vendor Compliance process. In addition, Contractor shall agree to the City contract in form, provide services as needed by the City, and complete all Vendor requirements.

III. Protest Procedures

A. PROTEST OF NON-RESPONSIVENESS DETERMINATION

Within five working days of the City's issuance of a notice of non-responsiveness, any firm that has submitted a proposal and believes that the City has incorrectly determined that its proposal is non-responsive may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day following the City's issuance of the notice of non-responsiveness. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

B. PROTEST OF NON-RESPONSIBLE DETERMINATION

Within five working days of the City's issuance of a notice of a determination of non-responsibility, a vendor that would otherwise be the lowest responsive proposer may submit a written notice of protest. The vendor will be notified of any evidence reflecting upon their responsibility received from others or adduced as a result of independent investigation. The vendor will be afforded an opportunity to rebut such adverse evidence, and will be permitted to present evidence that they are qualified to perform the contract. Such notice of protest must be received by the City on or before

the fifth working day following the City's issuance of the notice of non-responsibility. The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

C. PROTEST OF CONTRACT AWARD

Within five working days of the City's issuance of a notice of intent to award the contract, any firm that has submitted a responsive proposal and believes that the City has incorrectly selected another proposer for award may submit a written notice of protest. Such notice of protest must be received by the City on or before the fifth working day after the City's issuance of the notice of intent to award.

The notice of protest must include a written statement specifying in detail each and every one of the grounds asserted for the protest. The protest must be signed by an individual authorized to represent the proposer, and must cite the law, rule, local ordinance, procedure or RFP provision on which the protest is based. In addition, the protestor must specify facts and evidence sufficient for the City to determine the validity of the protest.

D. DELIVERY OF PROTEST

All protests must be received by the due date. If a protest is mailed, the protestor bears the risk of non-delivery within the deadlines specified herein. Protests should be transmitted by a means that will objectively establish the date the City received the protest. Protests or notice of protests made orally (e.g., by telephone) will not be considered. Protests must be delivered to:

Jonathan.lyens@sfdph.org

and

Robert.longhitano@sfdph.org

If delivering by mail, please email a copy to the individuals listed above.

Mail:

Director of Contract Management and Compliance
101 Grove St, Rm. 410
San Francisco, CA 94102

Attachment 2: Vizient Vendor Contacts

Vizient Vendors in Pharmacy Automation Category:

Firm	Contact Name	Email
Omniceil	Chris Baer	chris.baer@omnicell.com
Omniceil	David Labounty	david.labounty@omnicell.com
Carefusion	Shelly Coppinger	shelly.coppinger@bd.com
Carefusion	Jeri Weis	jeri.weis@bd.com
Baxter	William Lefebve	william_lefebve@baxter.com
ICU Medical	Jeffrey Cole	jeffrey.cole@icumed.com

Attachment 3: JHS Configuration List

Controlled Substances

Testosterone 200mg inj	Buprenorphine 2mg
Diastat 15 <i>mg</i>	Buprenorphine 8mg
Diastat 20 <i>mg</i>	Lorazepam 1mg
	Lorazepam 2mg
Tamiflu	

Controlled Substances

T3	Tramadol 50mg	Norco
Chlordiazepoxide 25mg		Methadone 5mg
Clonazepam 0.5mg		Methadone 10mg
Clonazepam 1mg	Oxycodone IR 5mg	Morphine ER 15mg
Lorazepam 0.5mg	Oxycodone IR 15mg	Morphine ER 30mg
Phenobarbital 32.4mg	Oxycodone IR 30mg	Percocet

Hazardous Drugs

Zetrol 1+2 Fungal 5g

Abacavir 300mg				Risperidone 1mg	
Carbamazepine 200mg		Fluconazole 100mg		Risperidone 2mg	
Divalproex 250mg		Fluconazole 200mg		Spironolctone 25mg	
Divalproex 500mg		Levnorg/Estra 0.1/0.02mg		Valproic 250mg	
Divalproex ER 250mg		Paroxetine 10mg /40		Valproic liquid 500mg/10ml	
Divalproex ER 500mg		Phenytoin ER 100mg		Medroxyprogesterone Inj 150mg/ml	

Paro 10/40

methimazole 5g

Topamax 25g

Condom 1, 2.5, 5.

Gesic 20 60

Attachment 3: JHS Configuration List

Antibiotics

Ceftiraxone 250mg	Amoxicillin 500mg
Ceftriaxone 1gm	Augmentin 875mg
Gentamicin 40mg/ml	Cephalexin 500mg
	Doxycycline 100mg
	Penicillin 500mg

Large volumn topicals

Lice Shampoo	Miconazole 2% cream
Permethrine 5% cream	Hydrocortisone Cream 1%
	Petrolatum

Inhalers

Albuterol Solution	Fluticasone HFA
Ipratropium solution	Ipratropium HFA
	Levalbuterol HFA

Attachment 3: JHS Configuration List

Digoxin 0.125mg	Diphenhydramine 25mg	Diphenhydramine 50mg	Dolutegravir 50mg	Doxazosin 1mg	Duloxetine DR 20mg
Clopidogrel 75mg	Clozapine 100mg	COMPLERA	Cyclobenzaprine 5mg	Dapsone	Daruvir 800mg
Ciprofloxacin 500mg	Citalopram 20mg	Clonidine 0.1mg	Clonidine 0.1mg pch	Clonidine 0.2mg pch	Clonidine 0.3mg pch
Bisacodyl 5mg	Buspirone 10mg	Carvedilol 6.25mg	Celecoxib 100mg	Cetirizine 10mg	Chlorthalidone 25mg
Atenolol 25mg	ATRIPLA	Azithromycin 600mg	Azithromycin 1gm pdr	Benzotropine 1mg	BIKTARVY
acyclovir 400mg	Amiodarone 200mg	Amitriptyline 25mg	Amlodipine 5mg	Aripiprazole 10mg	Aripiprazole 15mg

Metronidazole 500mg	Nitroglycerin 0.4mg		Ondansetron 4mg	Rehydramine salt	
Etravirine 100mg	Ibuprofen 600mg		Loperamide 2mg		
Acetaminophen 325mg	Clindamycin 150mg		Donnatal		

Nitrofurantoin 100mg	Olanzapine 10mg	Olanzapine 15mg	Omeprazole 20mg	Pantoprazole 40mg	Paroxetine 20mg
Metformin 500mg	Metformin 850mg	Metoprolol 25mg	Metoprolol ER 25mg	Mirtazapine 25mg	Naproxyn 500mg
Labetolol 100mg	Levetiracetam 500mg	Levothyroxine 0.05mg	Lithium 300mg	Losartan 25mg	Lurasidone 20mg
Glipizide 5mg	Haloperidol 5mg	Hydralazine 25mg	Hydrochlorothiazide 25	Isoniazid 300mg	Isosorbide 30mg
Folic Acid 1mg	Furosemide 20mg	Gabapentin 100mg	Gabapentin 300mg	Gabapentin 400mg	GENVOYA
EPZICOM	Escitalopram 10mg	Ethambutal 400mg	Famotidine 20mg	Fluoxetine 10mg	Fluphenazine 5mg

Attachment 3: JHS Configuration List

TRUVADA	Venlafaxine 75mg				
Sertraline 50mg	Simvastatin 25mg	STRIBILD	Terazosin 1mg	Thiamine 100mg	TRIUMEQ
Rifampin 300mg	Risperidone 1mg	Ritonavir 100mg	Rivaroxaban 10mg	Rivaroxaban 15mg	Septra DS
Potassium 10mEq	Prednisone 10mg	Prenatal Vits	Propranolol 10mg	Propranolol LA 80mg	Pyrazinamide 500mg

Attachment 4: JHS Proposed Inventory List

	Inventory Available	CJ#1	CJ#2	Fpod	CJ#3	Dental
Drug list	Strength					
Abacavir(ZIAGEN)	300mg	x	x		x	
Acetaminophen(TYLENOL)	325mg	x	x	x	x	x
Acyclovir(ZOVIRAX)	400mg	x	x		x	
Amiodarone(CORDARONE)	200mg	x	x		x	
Amitriptyline(ELAVIL)	25mg	x	x		x	
Amlodipine(NORVASC)	5mg	x	x	x	x	
Amoxicillin(AMOXIL)	500mg	x	x		x	x
Aripiprazole(ABILIFY)	10mg	x	x		x	
Aripiprazole(ABILIFY)	15mg		x		x	
Atazanavir(REYATAZ)	300mg	x	x		x	
Atenolol(TENORMIN)	25mg	x	x		x	
ATRIPLA (Efavirenz/Emtric/Tenof)	600/200/300mg	x	x		x	
AUGMENTIN (Amoxicillin/Clavulanate)	875mg/125mg	x	x		x	
Azithromycin(ZITHROMAX)	600mg	x	x		x	
Azithromycin(ZITHROMAX)	1gm Pwdr	x	x	x	x	
Benzotropine(COGENTIN)	1mg	x	x		x	
BIKTARVY (Bicte/Emtric/Tenof)	50/200/25mg	x	x		x	
Bisacodyl(DULCOLAX)	5mg	x	x			
Buspirone(BUSPAR)	10mg	x	x		x	
Carbamazepine(TEGRETOL)	200mg	x	x		x	
Carvedilol(COREG)	6.25mg	x	x		x	
Celecoxib(CELEBREX)	100mg	x	x		x	
Cephalexin(KEFLEX)	500mg	x	x		x	
Cetirizine(ZYRTEC)	10mg	x	x		x	
Chlorthalidone(THALITONE)	25mg	x	x		x	
Ciprofloxacin(CIPRO)	500mg	x	x		x	
Citalopram(CELEXA)	20mg		x		x	
Clindamycin(CLEOCIN)	150mg	x	x		x	x
Clonidine(CATAPRES)	0.1mg	x	x		x	
Clonidine Patch(CATAPRES TTS)	0.1mg	x	x		x	
Clonidine Patch(CATAPRES TTS)	0.2mg	x	x		x	
Clonidine Patch(CATAPRES TTS)	0.3mg	x	x		x	
Clopidogrel(PLAVIX)	75mg	x	x		x	
Clozapine(CLOZARIL)	100mg	x	x		x	
COMPLERA (Emt/Rilpivirine/Tenofovir)	200/25/300mg	x	x		x	
Cyclobenzaprine(FLEXERIL)	5mg		x		x	
Dapsone (gen)	100mg	x	x		x	
Darunavir(PREZISTA)	800mg	x	x		x	
DESCOVY (Emtric/Tenof)	200/25mg	x			x	
Digoxin(LANOXIN)	0.125mg	x	x		x	
Diltiazem CD(CARDIZEM CD)	120mg	x				
Diltiazem CD(CARDIZEM CD)	180mg	x				
Diphenhydramine(BENADRYL)	25mg		x	x	x	
Diphenhydramine(BENADRYL)	50mg	x	x		x	
Divalproex Sodium DR (DEPAKOTE)	250mg	x	x		x	
Dolutegravir(TIVICAY)	50mg	x	x		x	

Attachment 4: JHS Proposed Inventory List

	Inventory Available	CJ#1	CJ#2	Fpod	CJ#3	Dental
Drug list	Strength					
Donnatal(Generic)		x	x	x		
Doxazosin(CARDURA)	1mg	x	x		x	
Doxycycline(VIBRAMYCIN)	100mg	x	x		x	
Duloxetine(CYMBALTA)	20mg		x		x	
Duloxetine(CYMBALTA)	30mg	x	x		x	
EPZICOM (Abacavir/Lamivudine)	600mg/300mg	x	x		x	
Erythromycin (gen)	500mg	x				
Escitalopram(LEXAPRO)	10mg	x	x		x	
Ethambutal(MYAMBUTOL)	400mg	x	x		x	
Etravirine(INTELENCE)	100mg	x			x	
Famotidine(PEPCID)	20mg		x		x	
Fluconazole(DIFLUCAN)	100mg				x	
Fluconazole(DIFLUCAN)	200mg		x			
Fluoxetine(PROZAC)	10mg	x	x		x	
Flupenazine(PROLIXIN)	5mg	x	x		x	
Folic Acid(FOLVITE)	1mg		x	x		
Furosemide(LASIX)	20mg	x	x		x	
Gabapentin(NEURONTIN)	100mg		x		x	
Gabapentin(NEURONTIN)	300mg	x	x		x	
Gabapentin(NEURONTIN)	400mg	x	x		x	
GENVOYA (Elv/Cob/Emt/Ten)	150/150/200/10	x	x		x	
Glipizide(GLUCOTROL)	5mg	x	x		x	
Haloperidol(HALDOL)	5mg	x	x		x	
Hydralazine(APRESOLINE)	25mg	x	x		x	
Hydrochlorothiazide(HYDRODIURIL)	25mg	x	x		x	
Hydroxyzine(VISTARIL)	25mg	x				
Ibuprofen(MOTRIN)	600mg	x	x	x	x	x
Isoniazid(LANIZID)	300mg	x	x		x	
Isosorbide Mononitrate(IMDUR)	30mg	x	x		x	
Labetolol(NORMODYNE)	100mg	x	x		x	
Lamivudine(EPIVIR)	300mg	x			x	
Lamotrigine(LAMICTAL)	25mg	x				
Levetiracetam(KEPPRA)	500mg	x	x		x	
Levofloxacin(LEVAQUIN)	500mg	x			x	
Levofloxacin(LEVAQUIN)	750mg	x			x	
Levonorgestrel and Ethinyl Estrodiol	0.1/0.02mg	x				
Levothyroxine(SYNTHROID)	0.05mg	x	x		x	
Lisinopril(PRINIVIL)	5mg	x			x	
Lisinopril(PRINIVIL)	10mg		x		x	
Lisinopril(PRINIVIL)	20mg	x			x	
Lithium Carbonate(ESKALITH)	300mg	x	x		x	
Loperamide(IMODIUM)	2mg	x	x	x	x	
Losartan(COZAAR)	25mg	x	x		x	
Lurasidone(LATUDA)	20mg	x	x		x	
Metformin(GLYCOPHAGE)	500mg	x	x		x	
Metformin(GLYCOPHAGE)	850mg	x	x		x	

Attachment 4: JHS Proposed Inventory List

	Inventory Available	CJ#1	CJ#2	Fpod	CJ#3	Dental
Drug list	Strength					
Metoprolol(LOPRESSOR)	25mg	x	x		x	
Metoprolol ER(LOPRESSOR ER)	25mg	x	x		x	
Metronidazole(FLAGYL)	500mg		x		x	
Mirtazapine(REMERON)	15mg	x	x		x	
Naproxen(NAPROSYN)	500mg	x	x		x	
Nitrofurantoin(Mac/Mono)(MACROBID)	100mg	x	x		x	
Nitroglycerin SL	0.4mg	x	x	x	x	
ODEFSEY (Emtric/Rilpiv/Tenof)	200/25/25mg	x				
Olanzapine(ZYPREXA)	5mg	x	x		x	
Olanzapine(ZYPREXA)	10mg	x	x		x	
Olanzapine ODT(ZYPREXA ODT)	5mg	x				
Olanzapine ODT(ZYPREXA ODT)	10mg	x				
Omeprazole(PRILOSEC)	20mg	x	x		x	
Ondansetron(ZOFRAN) (disintegrating)	4mg	x	x	x	x	
Pantoprazole(PROTONIX)	40mg	x	x		x	
Paroxetine(PAXIL)	10mg	x	x		x	
Penicillin VK (gen)	500mg	x	x		x	
Phenytoin Sodium ER(DILANTIN)	100mg	x	x		x	
Plan B One Step		x	x			
Potassium Chloride XL(KDUR)	10mEq	x	x		x	
Prazosin(MINIPRESS)	1mg		x		x	
Prazosin(MINIPRESS)	2mg		x		x	
Prednisone(DELTAZONE)	5mg	x				
Prednisone(DELTAZONE)	10mg		x		x	
Prednisone(DELTAZONE)	20mg	x				
Prenatal Vitamins gen)			x	x		
PREZCOBIX (Darun/Cobic)	800/150mg	x			x	
Prochlorperazine(COMPAZINE)	10mg	x				
Propanolol(INDERAL)	10mg		x		x	
Propanolol LA(INDERAL LA)	80mg	x	x		x	
Pyrazinamide(RIFATER)	500mg	x	x		x	
Raltegravir(ISENTRESS)	400mg	x				
Rehydration Salts		x	x		x	
Rifampin(RIFADIN)	300mg		x		x	
Rifapentin(Priftin)	150mg	x				
Risperidone(RISPERDAL)	1mg	x	x		x	
Risperidone(RISPERDAL)	2mg	x				
Ritonavir(NORVIR)	100mg	x	x		x	
Rivaroxaban(XARELTO)	10	x	x		x	
Rivaroxaban(XARELTO)	15		x		x	
SEPTRA DS (Sulfa/Trimethoprim)	800mg/160mg	x	x		x	
Sertraline(ZOLOFT)	50mg	x	x		x	
Simvastatin(ZOCOR)	10mg	x	x		x	
Spironolactone(ALTACTONE)	25mg	x	x		x	
STRIBILD (Elvit/Cobic/Emtr/Tenof)	150/150/200/300	x	x		x	
SYMITUZA (Dar/Cobi/Emtr/Tenof)	800/150/200/10	x	x		x	

Attachment 4: JHS Proposed Inventory List

	Inventory Available	CJ#1	CJ#2	Fpod	CJ#3	Dental
Drug list	Strength					
Tenofovir(VIREAD)	300mg	x				
Terazosin(HYTRIN)	1mg	x	x		x	
Thiamine(VITAMIN B1)	100mg		x	x		
Topiramate(TOPAMAX)	25mg	x				
Triamterene/HCTZ(DYAZIDE)	37.5/25mg	x			x	
TRIUMEQ (Abacavir/Dolut/Lami)	600/50/300mg	x	x		x	
TRUVADA (Emtricitabine/Tenofovir)	200mg/300mg	x	x		x	
Valproic Acid(DEPAKENE)	250mg	x	x		x	
VenlafaxineER(EFFEXOR ER)	75mg	x	x		x	
Verapamil SR(ISOPTIN ER)	240mg	x				
Warfarin(COUMADIN)	2mg	x	x		x	
Warfarin(COUMADIN)	5mg	x	x		x	
Ziprasidone(GEODON)	20mg	x	x		x	
LIQUIDS						
Antacid (Mylanta)	200/200/20mg/5ml	x	x		x	
Charcoal/Sorbitol (ACTIDOSE)	50/96gms	x	x		x	
Chlorhexidine Gluconate (PERIDEX)	0.12%		x		x	x
Diphenhydramine (BENADRYL)	12.5mg/5ml		x		x	
Haloperidol (HALDOL)	2mg/ml		x		x	
Lactulose	10g/15ml		x		x	
Lidocaine Viscous	2%		x		x	
Lithium	300mg/5ml		x		x	
Magnesium Citrate			x		x	
Milk of Magnesia			x		x	
Phenytoin (DILANTIN)	100mg/4ml		x		x	
Valproic Acid (DEPAKENE)	250mg/5ml		x		x	
Nystatin Suspension	100,000u/ml		x			
Glutol			x			
ORAL						
Antacid (Tums)	500mg calium	x	x		x	
Aspirin, EC	81mg	x	x		x	
Docusate Sodium (COLACE)	100mg		x		x	
Glucose Tablets	10/tube	x	x	x	x	
Metamucil generic			x		x	
Miralax generic			x		x	
Multi-Vitamin			x		x	
Polycarbophil (FIBER-TABS)			x		x	
Senna laxative Tablets			x		x	
Golytely			x			
RECTAL						
Fleet Enema			x		x	
Prochlorperazine (COMPAZINE)	25mg				x	
VAGINAL						
Metronidazole Vaginal Gel	0.75%		x			
Miconazole 7 Vaginal Cream			x			
DERMATOLOGICAL						

Attachment 4: JHS Proposed Inventory List

	Inventory Available	CJ#1	CJ#2	Fpod	CJ#3	Dental
Drug list	Strength					
Bacitracin oint	0.9gm		x		x	
Benzoyl Peroxide	5%		x		x	
Domeboro astringent			x		x	
Hydrocortisone cream	1%		x		x	
Hydrogen Peroxide	3%		x		x	
Isopropyl Alcohol	70%		x		x	
Lice shampoo		x	x		x	
Miconazole cream	2%		x		x	
Permethrin (Nix) Crème Rinse		x	x			
Permethrin cream	5%	x	x		x	
Povidine Iodine (BETADINE)	10%		x			
Silver Sulfadiazine (SILVADENE)	1%		x		x	
Triamcinolone cream	0.1%		x		x	
Triamcinolone ointment	0.1%		x		x	
White Petrolatum	106gm		x		x	
Silver Nitrate Applicators			x		x	
OPHTHALMICS						
Brimonidine solution	0.20%		x			
Ciprofloxacin solution	0.3% (5ml)		x		x	
Dorzolamide solution	2.00%		x			
Erythromycin ointment	0.5%		x		x	
Prednisolone solution	0.13%		x		x	
Prednisolone suspension	1.00%		x		x	
Timolol solution	0.25%		x		x	
Timolol solution	0.50%		x		x	
Soft lens solution / Hard lens solution			x		x	
Fluorescein Opth Strip			x		x	
OTIC						
Ciprofloxacin ophth Solution FOR EAR USE	0.3% (10ml)		x		x	
CORTISPORIN (gen)			x		x	
INHALERS						
ADVAIR DISKUS(Flutica/Salmeter)	250/50mcg		x		x	
Fluticasone (FLOVENT) HFA	110mcg		x		x	
Ipratropium (ATROVENT) HFA	14.7gm	x	x		x	
Levalbuterol (XOPENEX) HFA	15gm	x	x	x	x	
Salmeterol (SEREVENT) Diskus	50mcg/blister		x		x	
Tiotropium (SPIRIVA HANDIHALER)	18mcg/capsule		x		x	
Albuterol Solution	2.5mg/3ml	x	x	x	x	
Ipratropium (ATROVENT) Solution	0.5mg/2.5ml	x	x	x	x	
INJECTABLES						
Ceftriaxzone (ROCEPHIN)	500mg	x	x	x	x	
Ceftriaxzone (ROCEPHIN)	1gm		x		x	
Diphenhydramine (BENADRYL)	50mg/ml		x	x	x	
Dextrose	50%	x				
Enoxaparin (LOVENOX)	300mg/3ml		x		x	
Fluphenazine decanoate (PROLIXIN)	25mg/ml		x		x	

Attachment 4: JHS Proposed Inventory List

	Inventory Available	CJ#1	CJ#2	Fpod	CJ#3	Dental
Drug list	Strength					
Gentamicin	40mg/ml		x			
Haloperidol Decanoate (HALDOL)	100MG		x		x	
Lidocaine	1%		x		x	
Medroxyprogesterone	150mg/1ml		x			
Sodium Chloride	0.90%		x		x	
Sterile Water for Injection		x	x		x	
Trimethobenzamide (TIGAN)	200mg/2ml	x	x	x	x	
MISCELLANEOUS						
Wavesense Presto Test Strips			x		x	
Wavesense Control Solution			x		x	
NARCS						
Acetaminophen/Codeine		x	x		x	
Buprenorphine 2mg		x	x	x	x	
Buprenorphine 8mg		x	x	x	x	
Buprenorphine/Naloxone Film 4mg/1mg						
Buprenorphine/Naloxone Film 8mg/2mg						
Buprenorphine/Naloxone Film 12mg/3mg						
Chlordiazepoxide 25mg		x	x	x	x	
Clonazepam 0.5mg			x			
Clonazepam 1mg			x			
Hydrocodone/apap		x	x		x	
Lorazepam 0.5mg			x			
Lorazepam 1mg				x		
Lorazepam 2mg		x	x	x		
Methadone 5mg			x			
Methadone 10mg		x	x		x	
Morphine ER 15mg		x	x		x	
Morphine ER 30mg			x		x	
Oxycodone IR 5mg			x			
Oxycodone IR 15mg			x			
Oxycodone IR 30mg			x			
Oxycodone/apap		x	x		x	
Phenobarbital 32.4mg		x	x		x	
Testosterone Injection			x		x	
Tramadol 50mg			x		x	
Tamiflu		x	x		x	