



Solicitation Information
June 27, 2014

RFP# 7548858

**TITLE: Automated Dispensing Cabinets for Medication Distribution and Administration
Eleanor Slater Hospital-BHDDH**

Submission Deadline: August 8, 2014 at 10:00 AM (Eastern Time)

PRE-BID/ PROPOSAL CONFERENCE: NO

MANDATORY:

If YES, any Vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory Pre-Bid/ Proposal Conference. The representative must register at the Pre-Bid/ Proposal Conference and disclose the identity of the vendor whom he/she represents. A vendor's failure to attend and register at the mandatory Pre-Bid/ Proposal Conference shall result in disqualification of the vendor's bid proposals as non-responsive to the solicitation.

DATE:

LOCATION:

Questions concerning this solicitation must be received by the Division of Purchases at David.Francis@purchasing.ri.gov no later than **July 15, 2014 at 10:00 AM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: NO

BOND REQUIRED: NO

David J. Francis
Interdepartmental Project Manager

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed four-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Disk Based Bidding Information

File Format

All disk based bid files are ZIP files that you can open using the WinZip 8.1 software. The ZIP file will contain one or more files based on the type of Bid/RPF.

Downloading the Disk Based Bid

Bids that have a file for download are marked with a "D" in the Info field of the bid search results. The "D" will be an active link to the WinZip file. Clicking on the active "D" link will allow you to open or save the ZIP file associated with the bid. Opening the WinZip file will download a copy to your computer's temporary directory.

Opening the Disk Based Bid

Once downloaded, you can open the ZIP file with WinZip and view the Microsoft Office files contained within the WinZip file. Immediately save (extract) the individual files to an appropriate directory on your computer, such as "Desktop" or "My Documents".

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SECTION 1: INTRODUCTION

The Rhode Island Department of Administration/Division of Purchases, on behalf of the Department of Behavioral Healthcare, Developmental Disabilities and Hospitals, is soliciting proposals from qualified firms to provide automated dispensing cabinets for medication distribution and administration on the 17 patient care units at both campuses of Eleanor Slater Hospital via a lease agreement in accordance with the terms of this Request for Proposals and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases Home Page by Internet at www.purchasing.ri.us. The initial contract period will begin approximately June 1, 2014 for five years.

This is a Request for Proposals, not an Invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal, in addition to price; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

INSTRUCTIONS AND NOTIFICATIONS TO OFFERORS:

1. Potential vendors are advised to review all sections of this RFP carefully and to follow instructions completely, as failure to make a complete submission as described elsewhere herein may result in rejection of the proposal.
2. Alternative approaches and/or methodologies to accomplish the desired or intended results of this procurement are solicited. However, proposals which depart from or materially alter the terms, requirements, or scope of work defined by this RFP will be rejected as being non-responsive.
3. All costs associated with developing or submitting a proposal in response to this RFP, or to provide oral or written clarification of its content shall be borne by the vendor. The State assumes no responsibility for these costs.
4. Proposals are considered to be irrevocable for a period of not less than 120 days following the opening date, and may not be withdrawn, except with the express written permission of the State Purchasing Agent.
5. All pricing submitted will be considered to be firm and fixed unless otherwise indicated herein.
6. Proposals misdirected to other state locations, or which are otherwise not present in the Division at the time of opening for any cause will be determined to be late and will not be considered. For the purposes of this requirement, the official time and date shall be that of the time clock in the reception area of the Division.
7. It is intended that an award pursuant to this RFP will be made to a prime vendor, or prime vendors in the various categories, who will assume responsibility for all aspects of the work. Joint venture and cooperative proposals will not be considered. Subcontracts are permitted, provided that their use is clearly indicated in the vendor's proposal and the subcontractor(s) to be used is identified in the proposal.

8. All proposals should include the vendor's FEIN or Social Security number as evidenced by a W9, downloadable from the Division's website at www.purchasing.ri.gov.
9. The purchase of services under an award made pursuant to this RFP will be contingent on the availability of funds.
10. Vendors are advised that all materials submitted to the State for consideration in response to this RFP will be considered to be Public Records as defined in Title 38, Chapter 2 of the General Laws of Rhode Island, without exception, and will be released for inspection immediately upon request once an award has been made.
11. Interested parties are instructed to peruse the Division of Purchases website on a regular basis, as additional information relating to this solicitation may be released in the form of an addendum to this RFP.
12. Equal Employment Opportunity (G.L. 1956 § 28-5.1-1, et seq.) – § 28-5.1-1 Declaration of policy – (a) Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island state government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of state employment. This policy applies to all areas where State dollars are spent, in employment, public services, grants and financial assistance, and in state licensing and regulation.
13. In accordance with Title 7, Chapter 1.2 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful vendor(s).
14. The vendor should be aware of the State's Minority Business Enterprise (MBE) requirements, which address the State's goal of ten percent (10%) participation by MBE's in all State procurements. For further information visit the website www.mbe.ri.gov
15. Under HIPAA, a "business associate" is a person or entity, other than a member of the workforce of a HIPAA covered entity, who performs functions or activities on behalf of, or provides certain services to, a HIPAA covered entity that involves access by the business associate to HIPAA protected health information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits HIPAA protected health information on behalf of another business associate. The HIPAA rules generally require that HIPAA covered entities and business associates enter into contracts with their business associates to ensure that the business associates will appropriately safeguard HIPAA protected health information. Therefore, if a Contractor qualifies as a business associate, it will be required to sign a HIPAA business associate agreement

SECTION 2: BACKGROUND

Eleanor Slater Hospital must update its medication distribution and administration processes as mandated by pertinent Joint Commission standards. The hospital's goal is to improve patient safety by minimizing the risk of medication errors and to improve medication security. Phase 1 of the hospital's plan to upgrade its medication management system is to implement an automated dispensing cabinet (ADC) system on each of the 17 patient care units at both campuses. The ADCs will interface with the ESH Pharmacy information system.

The vendor must possess extensive prior experience in implementing automated medication dispensing technology in the hospital setting.

SECTION 3: SCOPE OF WORK

General Scope of Work

Automated dispensing cabinet (ADC) systems will be installed in each of the 17 patient care unit medication rooms at both campuses of Eleanor Slater Hospital. Approximately 5,000 medication doses are administered daily at the hospital where the census varies from 10 to 24 patients per unit.

Specific Requirements

I. ADC System Requirements:

1. Must have biometric user identification to access ADC system, using technology that is NIST and FIPS 201 certified.
2. Must have 2D barcode scanner installed on each ADC system; must have option to require scanning of medications upon loading and refilling using pre-defined parameters
3. Must recognize National Drug Codes
4. Must have medication profiling system to view patient-specific medication orders, administration times, and listed allergies at the ADC. Further, profiling system will limit access to medications that have been reviewed and approved by a pharmacist.*
5. *Must provide override capability when a medication that has not been reviewed and approved by a pharmacist, needs to be accessed from the ADC under certain predefined criteria (to be determined by the hospital), ie clinically urgent or stat medication order. The designated nurse must be prompted to describe the reason for the override
6. Need report that allows for retrospective review and investigation of causes of medication overrides

7. Must have allergy alert system at the ADC for dispensing a medication that has not been reviewed and approved by a pharmacist
8. Must have web-based access from remote workstations that allows nurses to review their patients' medication records and then queue the medications to be administered at a given time so they can be ready for withdrawal at the ADC.
9. Must have secure medication return bin installed as part of the ADC system, along with process at the ADC screen for the nurse to enter reason for return.
10. Must have locked, lidded bins in the ADC drawers so that only one medication at a time is accessed; will allow one drawer per ADC system to have open, non-lidded bins.
11. Must have "user friendly" process at the ADC that allows the nurse to quickly and easily identify the correct location of each medication
12. Drawer and bin configuration must be flexible to allow Pharmacy to adjust each ADC system's configuration to meet changing medication needs over time.
13. Must have capacity for touch screen and keyboard access to all ADC systems; keyboard needs to be protected from spills and easily cleaned
14. Must have option for the nurse to print receipt of medications removed from ADC
15. Must have system alert for the nurse if attempting to remove medication outside of administration time range allowed by hospital, or if attempting to remove a medication that is more or less than the ordered quantity
16. Must have monitoring system that provides report of incorrect access to ADC.
17. ADC drawers must lock automatically when closed in a configurable, set time frame.
18. All ADCs must log the nurse off automatically after a configurable, defined time period.
19. If a bin or drawer fails to open, it must not affect the use of the other parts of the ADC.
20. When Pharmacy is closed, the nurse must be able to search on system for a new medication in other ADCs if the medication is not stocked on that unit.
21. When a patient is transferred to a new care unit, need access at the ADC to the patient's medication orders.
22. Refrigerated medications must be accessed through the ADC system; also, the system must monitor medication refrigerator temperatures and provide notification on the system of temperatures that are out of range.
23. Must allow the nurse to highlight the list of those medication orders on each patient profile for a specified timeframe, ie for a medication pass that is due; also, the nurse must have the option to highlight a list of assigned patients and their medication administration times.

24. Both generic and brand names need to be available on ADC system to search for medications on system in either format. There should be no discrepancies in the display of medication names on the MAR and ADC screen.
25. Need to flag or identify patients with the same last name.
26. When a medication has been recalled by the manufacturer, it must be identified and then restricted access at the ADC.
27. In the event of a system failure, ie power outage, must have manual access to the medication in the ADC(s).
28. Must have controlled substance management software and monitoring system in Pharmacy that is linked to the ADC systems to include reporting, perpetual inventory, and bar code support features.
29. Must allow the nurses on each unit to inventory only those controlled medications that have been accessed at the ADC since the last count.
30. Must be able to generate standard reports from the ADC, remotely from a workstation, and from Pharmacy.
31. Reporting needs to be web-based; need capacity to email reports and/or export them into Microsoft Excel
32. Must be able to automatically generate scheduled reports
33. Must have capacity to monitor critically low stock levels or out of stock items, and the process to adjust par levels must be user-friendly.

II. IT-Related Requirements:

1. All ADCs and the required backend servers will be configured on the State network.
2. All backend servers will be located in the State Enterprise Operations Center (EOC). The ESH Cranston campus is connected to the EOC over a 150Mb connection and the ESH Zambarano Campus is connected to the EOC over a 10Mb connection. The vendor must identify if these connection speeds are sufficient for reasonable response times of ADC functionality.
3. It is expected that the ADC units and backend servers will use the State Windows Server Update Services (WSUS). Vendors must identify any issues with using the State's WSUS.
4. It is expected that the ADC units and backend servers will use the State Anti-Virus software (currently Symantec EndPoint but may be switching to Microsoft). Vendors must identify any issues with using the State's Anti-Virus software.

5. It is expected that the vendor will utilize the State VPN connection (Juniper) for all remote access to the ADCs and backend servers. Vendors must identify any issues with using the State VPN for all remote connections. All connections and transmissions to/from outside of the State network must be encrypted.

6. It is expected that the ADC units and backend servers will utilize the State Enterprise Active Directory for authentication and authorization. Vendors must identify any issues with integration into the State Active Directory.

7. It is expected that ADC software that allows for selected functions will be installed on existing State PCs (Windows XP and 7) and Thin Clients (Windows Server 2008 R2 Data Center). Vendors must identify any issues with installation of the ADC software on existing State PCs and Thin Clients.

8. It is expected that the 17 ADC units do not need to be backed up. Vendors must identify if the ADC units need to be backed up, and if so, provide an estimate of the amount of disk space that must be backed up.

9. All equipment must be supported and maintained for a minimum of five years. Equipment maintenance shall be included in the price covering a five year period.

10. The vendor will provide a single contact number for State IT staff to report equipment and software issues.

11. The vendor must describe the process of how all State patient and medication data stored in the ADC system will be made accessible in a useable format upon termination of the agreement.

12. The vendor must provide details for two different backend server solutions. The State will review options and choose the solution that best meets our needs.

Backend Server Solution #1: Vendor Turn-Key Server Solution

Vendor must provide detailed configuration documents including diagrams for a Vendor Turn-Key server solution. The detailed configuration documents must address the following items:

- a) The vendor is 100% responsible for all equipment, Operating Systems, software, installation, configuration, licensing, testing, repair, warranty, backup, restoration and disaster recovery. State staff will work with the vendor to resolve any issues that overlap with State IT responsibility such as networking, Active Directory, remote access, and security.
- b) The servers will be located at the State Enterprise Operations Center (EOC) and the vendor must meet State security requirements for physical access to the EOC.
- c) The backend server configuration must include both test and production environments.

- d) The vendor server configuration must provide for high-availability systems and expedited support.
- e) All equipment must be covered under a 24/7 4-hour response support contract.
- f) The vendor should perform backups of the OS, ADC software and data and restorations as needed. The vendor must provide a plan that specifies the backup and recovery processes that allows for speedy recovery of data with no or minimal data loss in all situations. The plan must include the equipment, software, frequency and backup methodology. If the vendor does not offer this level of service, they must provide a backup and recovery plan for the State IT staff to follow.
- g) The vendor should provide a plan for disaster recovery of the ADC system located at the State EOC in case the facility was unavailable due to a major disruptive event. The disaster recovery plan should provide for periodic testing and system recovery within 24 hours. Vendors have the option to participate in the State's Disaster Recovery testing which utilizes an alternative data center located in another State. If the vendor does not offer this level of service, they must indicate what level of disaster recovery services they are capable of providing.

Backend Server Solution #2: Vendor Server Software Solution

Vendor must provide detailed configuration documents including diagrams for a server software solution. The detailed configuration documents must address the following items:

- a) The vendor server software solution will be installed on State-owned servers located at the State Enterprise Operations Center (EOC).
- b) The backend server configuration must include both test and production environments.
- c) The vendor must provide specifications for the backend server(s) including the number of servers, operating systems, processors, disk storage and memory.
- d) The vendor server specifications must provide for high-availability systems.
- e) The vendor must indicate if the server software solution can be installed in a VMWare environment and identify which versions of VMWare are supported.
- f) The vendor is 100% responsible for the installation, configuration, licensing, and testing all ADC software and all database software.
- g) State IT staff will be responsible for backups, restorations and disaster recovery. The State utilizes an EMC Data Domain system for backups. The vendor must provide a plan that specifies the backup requirements that allow for speedy recovery of data with no or minimal data loss in all situations. The plan must include estimates of the total amount of disk space (OS, ADC software, database, etc.) that must be backed up.

13. HL7 Interfaces

a) The ADC units and backend servers must interface with the ESH Pharmacy system utilizing HL7 formatted messages. ESH utilizes a Commercial-Off-The-Shelf (COTS) Pharmacy information system called “CIPS” which is written and support by Kalos® Incorporated (www.kalos-inc.com). The Kalos Pharmacy Information System is hosted at the State of Rhode Island Enterprise Operations Center (EOC) within a VMWare server environment.

b) ESH will contract directly with Kalos for development of the HL7 interfaces needed for the Pharmacy system to communicate with the ADC system.

c) The vendor must take the lead project management role and work directly with Kalos and ESH staff to configure, test and validate all HL7 interfaces.

d) The vendor must assign a project manager to the HL7 implementation and must develop a project plan that provides a breakdown of the major components and timelines including but not limited to discovery, gap analysis, pre-installation, equipment, communications, installation, configuration, workflows, testing, documentation and go live.

e) The HL7 interfaces must include: patient demographics/ADT data (admission, discharge, and transfer), formulary item transactions/updates, medication inventory management and item usage, and pharmacy medication order information/profile system.

f) The vendor must develop an HL7 Interface Specification document that provides details including but not limited to profiles, messages, segments, fields, data types and code sets.

g) The vendor must develop an HL7 Test Plan that provides details including but not limited to test scenarios, validation and acceptance procedures. The vendor must develop a report that includes a summary of tests that were performed including but not limited to testing validations and failures.

h) The vendor will be responsible for troubleshooting all interface issues once the system is in production. This includes notifying ESH staff of problems and working with ESH pharmacy staff, ESH IT staff and Kalos staff to monitor, troubleshoot and resolve all interface issues.

III. Planning, Implementation, Training & Customer Support Requirements:

1. Must assist in configuring each ADC system to meet the specific medication needs for each of the 17 patient care units.

2. Must assist in evaluation of medication room/nursing station geography in planning for installation of appropriate size and number of cabinets for each ADC system; also, consideration needs to be given to factors such as appropriate ventilation, controlled room temperature, and lighting.

3. As the new psychiatric building construction is reaching completion on the Cranston campus, must assist in converting and configuring the ADC systems on the adult psychiatric, forensic, and geriatric units to meet the specific medication needs for the move to the new patient care unit locations.
4. Must provide a schematic configuration with the dimensions of the proposed ADC systems for each patient care unit and their appropriate placement in each nursing station on the units.
5. Must provide a written implementation plan that includes the following components as well as the level of support to be provided during each phase:
 - a) Installation and set-up of equipment
 - b) Testing and verification of system performance
 - c) On-site employee training (refer to #6 below)
 - d) An appropriate roll-out schedule for each ADC system on every patient care unit to be coordinated with Eleanor Slater Hospital Pharmacy, Nursing, and IT management
 - e) A reasonable timeframe to complete the project
6. Must provide a comprehensive, on-site employee training program for an estimated 180 nursing and pharmacy staff on three shifts at both hospital campuses that includes familiarization to operate all ADC system equipment and related software.
 - Must include instructional manuals for each ADC system.
7. Must provide written details of the customer support process, including projected response time to address all reported problems and estimated time of arrival on-site of service technicians when needed. ADC software support and technical support must be available 24/7 with call back response not to exceed 30 minutes. Required response time for on-site services should not exceed 4 hours.

SECTION 4: TECHNICAL PROPOSAL

Narrative and format: The separate technical proposal should address specifically each of the (4) required elements:

1. Capability, Capacity, and Qualifications of the Offeror:
Please provide the following:
 - a) Detailed description of vendor's experience in successful implementations of automated medication dispensing technology
 - *in the hospital setting
 - *in which approximately 90% of prescribed medications are dispensed and administered from the automated dispensing cabinet system on each patient care unit

b) List of relevant client references including client names, addresses, phone numbers and e-mail addresses, and dates of service.

2. ADC System Requirements (refer to list in Section 3 “Scope of Work”)

*Please include vendor’s current literature that includes product specifications

Please describe in detail how each of these 33 requirements will be provided.

3. IT-Related Requirements (refer to list in Section 3 “Scope of Work”)

Please describe in detail how each of these 13 requirements will be provided.

4. Planning, Implementation, Training & Customer Support Requirements
(refer to list in Section 3 “Scope of Work”)

Please describe in detail how each of these 7 requirements will be provided.

SECTION 5: COST PROPOSAL

Detailed Budget and Budget Narrative:

Provide a cost proposal for a 5 year lease agreement for the Automated Dispensing Cabinet Project by completing the Cost Response Table (see Attachment 1). Provide all costs according to the (8) categories of items and services listed in the table. Please follow carefully the key and instructions at the top of the table. List any additional items or services not itemized in each category under “other charges.” List items or services that do not fit in any of the eight categories under “Miscellaneous.” Also, provide a budget narrative that describes the basis and rationale for the cost proposal.

Pricing must also include but is not limited to all software, licensing, communications, customization, transactions, consultation, contractors, warranty, services, support, travel, taxes and miscellaneous expenses. No additional costs other than what is specified by the vendor in the RFP response will be considered.

SECTION 6: EVALUATION AND SELECTION

Proposals will be reviewed by a Technical Review Committee comprised of staff from state agencies. To advance to the Cost Evaluation phase, the Technical Proposal must receive a minimum of 60 (85.7%) out of a maximum of 70 technical points. Any technical proposals scoring less than 60 points will not have the cost component opened and evaluated. The proposal will be dropped from further consideration.

Proposals scoring 60 technical points or higher will be evaluated for cost and assigned up to a maximum of 30 points in cost category, bringing the potential maximum score to 100 points.

The Department of Behavioral Health, Developmental Disabilities, and Hospitals reserves the exclusive right to select the individual(s) or firm (vendor) that it deems to be in its best

interest to accomplish the project as specified herein; and conversely, reserves the right not to fund any proposal(s).

Proposals will be reviewed and scored based upon the following criteria:

Criteria	Possible Points
1) Capability, Capacity, and Qualifications of the Offeror	20 Points
2) ADC System Requirements	15 Points
3) IT-Related Requirements	15 Points
4) Planning, Implementation, Training, & Customer Support Requirements	20 Points
Total Possible Technical Points	70 Points
Cost calculated as lowest responsive cost proposal divided by (this cost proposal) times 30 points *	30 Points
Total Possible Points	100 Points

*The Low bidder will receive one hundred percent (100%) of the available points for cost. All other bidders will be awarded cost points based upon the following formula:

$$(\text{low bid} / \text{vendors bid}) * \text{available points}$$

For example: If the low bidder (Vendor A) bids \$65,000 and Vendor B bids \$100,000 for monthly cost and service fee and the total points available are Thirty (30), vendor B's cost points are calculated as follows:

$$\$65,000 / \$100,000 * 30 = 19.5$$

Points will be assigned based on the offeror's level of qualifications and experience, in addition to demonstrating that all of the specified technical requirements can and will be provided.

Applicants may be required to submit additional written information or be asked to make an oral presentation before the technical review committee to clarify statements made in their proposal. Applicants may be required to submit additional written information or be asked to make an oral presentation before the Technical Review Committee to clarify statements made in their proposal.

SECTION 7: PROPOSAL SUBMISSION

Questions concerning this solicitation may be e-mailed to the Division of Purchases at David.Francis@purchasing.ri.gov no later than the date and time indicated on page one of this solicitation. Please reference **RFP # 7548858** on all correspondence. Questions should be submitted in a Microsoft Word attachment. Answers to questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information. If technical assistance is required to download, call the Help Desk at (401) 574-9709.

Offerors are encouraged to submit written questions to the Division of Purchases. **No other contact with State parties will be permitted.** Interested offerors may submit proposals to provide the services covered by this Request on or before the date and time listed on the cover page of this solicitation. Responses received after this date and time, as registered by the official time clock in the reception area of the Division of Purchases will not be considered.

Responses (**an original plus four (4) copies**) should be mailed or hand-delivered in a sealed envelope marked "**RFP# 7548858 Automated Dispensing Cabinets for Medication Distribution and Administration Eleanor Slater Hospital-BHDDH**" to:

RI Dept. of Administration
Division of Purchases, 2nd floor
One Capitol Hill
Providence, RI 02908-5855

NOTE: Proposals received after the above-referenced due date and time will not be considered. Proposals misdirected to other State locations or those not presented to the Division of Purchases by the scheduled due date and time will be determined to be late and will not be considered. Proposals faxed, or emailed, to the Division of Purchases will not be considered. The official time clock is in the reception area of the Division of Purchases.

RESPONSE CONTENTS

Responses shall include the following:

1. A completed and signed four-page R.I.V.I.P generated bidder certification cover sheet (include in the original proposal only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
2. A completed and signed W-9 (include in the original proposal only) downloaded from the RI Division of Purchases Internet home page at www.purchasing.ri.gov.
3. **A separate Technical Proposal** that addresses the offeror's qualifications and all of the technical requirements specified in Sections 3 and 4 of this solicitation.
4. **A separate, signed and sealed Cost Proposal that reflects pricing for the 5 year lease agreement.**

5. In addition to the multiple hard copies of proposals required, Respondents are requested to provide their proposal in **electronic format (CD-Rom, disc, or flash drive)**. Microsoft Word / Excel OR PDF format is preferable. Only 1 electronic copy is requested and it should be placed in the proposal marked “original”.

CONCLUDING STATEMENTS

Notwithstanding the above, the State reserves the right not to award this contract or to award on the basis of cost alone, to accept or reject any or all proposals, and to award in its best interest.

Proposals found to be technically or substantially non-responsive at any point in the evaluation process will be rejected and not considered further.

The State may, at its sole option, elect to require presentation(s) by offerors clearly in consideration for award.

The State’s General Conditions of Purchase contain the specific contract terms, stipulations and affirmations to be utilized for the contract awarded to the RFP. The State’s General Conditions of Purchases/General Terms and Conditions can be found at the following URL: <https://www.purchasing.ri.gov/RIVIP/publicdocuments/ATTA.pdf>

ATTACHMENT 1 – Cost Response Table

Vendors must complete

5 year lease agreement to provide automated dispensing cabinets for medication distribution and administration in each of the 17 patient care unit medication rooms at both campuses of Eleanor Slater Hospital

Key: Type “**Included**”: if cost of an item or service listed below is included or built in

Type “**N/A**”: if an item or service listed below is not available from your company

** List additional items/services that are not itemized in each category below under “Other charges”

** Miscellaneous category: List items or services that do not fit into any category below

Item/Service	One-Time Charge	Annual Lease	Total 5-Year Lease
1. ADC Equipment:			
ADC systems for 17 patient care units average # meds per patient = 18 # patients per unit, as of June, 2014:	-----	-----	-----
Unit R-5: 19 patients			
Unit R-6: 20 patients			
Unit R-4: 20 patients			
Unit AM-4: 10 patients			
Unit AM-7: 17 patients			
Unit AM-8: 11 patients			
Unit AM-9: 14 patients			
Unit AM10: 14 patients			
Unit AM11: 14 patients			
Unit AM12: 15 patients			
Unit PP-3: 19 patients			
Unit S-1: 9 patients			
Unit S-2: 26 patients			
Unit S-3: 24 patients			
Unit N-1: 11 patients			
Unit N-2: 26 patients			
Unit N-3: 19 patients			
Locked lidded bins in all ADC drawers- *except 1 drawer per ADC system may have open, non-lidded bins			
Biometric user identification access			
2D barcode scanner for each system			
Secure medication return bin			
Touch screen & keyboard access to ADC			
Receipt print of meds removed at ADC			
Locking device & monitoring system for medication refrigerators			
Other charges for ADC Equipment			
Description:			
Total charges for ADC Equipment			

Item/Service	One-Time Charge	Annual Lease	Total 5-Year Lease
2. Software:			
ADC software			
Web-based remote access to ADC system			
Controlled substance management system for pharmacy & nursing			
Medication order profiling system			
Highlighted list of meds due per patient on ADC screen			
Global system search for new medications			
Other charges for Software			
Description:			
Total charges for Software			
3. Backend Server Solutions:			
Backend server solution #1			
Vendor turn-key server solution			
Backup of OS, ADC and Data			
Disaster Recovery			
Other charges for Solution #1			
Description:			
Total charges for Solution #1			
Backend server solution #2			
Vendor server software solution			
Other charges for solution #2			
Description:			
Total charges for Solution #2			
4. HL-7 Interfaces – project management, planning, programming, configuration and testing:			
ADT			
Formulary			
Orders			
Inventory and item usage			
Other charges for Interfaces			
Description:			
Total charges for Interfaces			

Item/Service	One-Time Charge	Annual Lease	Total 5-Year Lease
5. Consulting Services/Project Management:			
Configuration of each ADC system: - Evaluation of specific medication needs for each patient care unit - Evaluation of medication room/nursing station workspace & workflow analysis			
Conversion/reconfiguration of ADC systems to meet medication requirements for psychiatric units move to new building			
Installation/set-up equipment			
Testing/verification of system performance			
Roll-out schedule for implementation of each unit's ADC system			
Other charges for Consulting/Proj Mgt			
Description:			
Total charges for Consulting/Proj Mgt			
6. Training:			
On-site employee training Instructional manuals for each system			
Other charges for Training			
Description:			
Total charges for Training			
7. Customer Support:			
ADC software & technical support			
Other charges for Customer Support			
Description:			
Total charges for Customer Support			
8. Miscellaneous:			
Total charges for Miscellaneous			
TOTALS:	\$	\$	\$
GRAND TOTAL PROJECT COST:			\$