

REQUEST FOR PROPOSAL
FOR
Automated Medication Dispensing System
Nursing Simulation Lab – Building 1

Columbia Gorge Community College
The Dalles, Oregon



Issued: November 8, 2024

Proposals Due: December 31, 2024, 3:00
pm, Local Time-**Extended**

EDA Award Number 07-79-07767

URI 116720

Point of Contact:
Address:

Dan Saldivar
400 East Scenic Drive
Business Office, Building 2
The Dalles, Oregon 97058
(541) 506-6070

Phone:
Email:

dsaldivar@[cgcc.edu](mailto:dsaldivar@cgcc.edu)

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I. PROPOSAL OVERVIEW

Notice to Proposers

Columbia Gorge Community College (CGCC) invites qualified vendors to submit proposals for the purchase and installation of nursing simulator equipment. The equipment will be based upon the functionality and best fit for CGCC. The simulation center will have two simulation labs with two beds each of monitored simulation with the goal of collaboratively working with the existing skills labs, as well.

Each vendor who intends to submit a proposal in response to this RFP shall submit an "Intent to Respond" via email to Dan Saldivar (dsaldivar@cgcc.edu). on or before December 31, 2024, 3:00 pm. The Intent to Respond shall include the vendor's name, the name of a contact person and that person's email address.

Proposals will be accepted until December 31, 2024, at 3:00 pm. Please email with the subject heading, "RFP-CGCC Automated Medication Dispensing System".

This solicitation does not oblige the College to pay any costs incurred in the preparation of the Proposals. The College reserves the right to reject any or all Proposals that are not in compliance with all prescribed requirements. This RFP shall be referenced in, and considered part of, any final contract.

II. STANDARD TERMS AND CONDITIONS APPLICABLE TO ALL CGCC CONTRACTS

Contracting Terms and Conditions

The following standard contracting terms and conditions are incorporated and shall become a part of any final contract that will be awarded by any college or other operating unit of the Columbia Gorge Community College (CGCC). These terms and conditions derive from the public nature and limited resources of the CGCC. CGCC DOES NOT AGREE TO:

1. Provide any defense, hold harmless or indemnity.
2. Waive any statutory or constitutional immunity.
3. Apply the law of a state other than Oregon.
4. Procure types or amounts of insurance beyond those CGCC already maintains or waive any rights of subrogation.
5. Add any entity as an additional insured to CGCC policies of insurance.
6. Pay attorneys' fees, costs, expenses, or liquidated damages.
7. Promise confidentiality in a manner contrary to CGCC policies and procedures.
8. Permit an entity to unilaterally change any term or condition once the contract is signed.
9. Automatic renewals for term(s) greater than month-to-month.

By submitting a response to a Request for Proposal, bid or other offer to do business with CGCC, YOUR ENTITY UNDERSTANDS AND AGREES THAT:

1. The above standard terms and conditions are thereby incorporated into any agreement entered into between CGCC and your entity; that such terms and conditions shall control in the event of any conflict with such agreement; and that your entity will not propose or demand any contrary terms.

2. The above standard terms and conditions will govern the interpretation of such agreement notwithstanding the expression of any other term and/or condition to the contrary.
3. Your entity will not propose to any college or other operating unit of the CGCC any contractual documents of any kind that are not in at least 11-point font and completely contained in one Word or PDF document, and that any references to terms and conditions, privacy policies or any other conditions referenced outside of the contract will not apply; and
4. Your entity will identify at the time of submission which, if any, portion or your submitted materials are entitled to “trade secret” exemption from disclosure; that failure to so identify will authorize CGCC to conclude that no portions are so exempt; and that your entity will defend, indemnify and hold harmless CGCC in any and all legal actions that seek to compel CGCC to disclose some or all of your submitted materials and/or contract, if any, executed between CGCC and your entity.
5. To the greatest extent practicable, your entity is encouraged to purchase American-made equipment and products with funding provided under EDA financial assistance.
6. This project will be partially funded with Federal funds from the United States Department of Commerce, Economic Development Administration, and therefore is subject to the Federal laws and regulations associated with that program.
7. All work must conform to the requirements of Appendix II to 2 CFR Part 200 – Contract Provisions for Non-federal Entity Contracts under federal awards.

III. RFP EVALUATION CRITERIA

CGCC has established a review committee that will evaluate and select the vendor for award of a contract to provide the equipment, installation, and training services from the responses to criteria outlined in the RFP.

The review will consist of a point formula to score proposals. The evaluators can assign a maximum of one hundred (100) points for each respondent’s written response. Based on the total calculated score, the respondent will be ranked highest to lowest with a 100 total score being the highest.

Company Qualifications (maximum 10 points)

1. Describe the organization, size and structure; whether the company is local, regional, or national; the location of the office which will facilitate the sale of the equipment; the number of professional staff employed at that office and the location of any support personnel assigned to this project.
2. Indicate the number and type of non-profit and government clients served. If your clients include colleges and universities or are located in the State of Oregon, please state that information. Provide client names that can be contacted as references.
3. Provide a minimum of four (4) references from previous clients for whom services have been performed over the last five (5) years. Provide the reference’s current contact name and telephone number.
4. Consideration will be given to, but not limited to, professional registrations, years of experience, experience with Higher Education Facilities and other experience/qualifications that may be relevant to the proposed project.

Training (maximum 30 points)

1. Identify the availability and any limitations to the training of the CGCC Nursing staff by the vendor.
2. Identify each location of the training.
3. Please note if the training can be conducted on the CGCC Campus and if an additional cost is required for this ability.
4. Identify all costs associated with the training on:
 - a. Initial group training sessions.
 - b. New employee training sessions.
 - c. Any refresher training sessions.

Automated Medication Dispensing System (maximum 25 points)

1. Provide all equipment identified in Section IV of the RFP with the product manufacturer name, description(s), and cost of each.
2. Evaluations will be based on achieving criteria identified for the equipment, including total cost.

IV. COMPONENT DESCRIPTIONS AND CRITERIA

Please identify how your company will address the requirements for each system component.

A. Medication Management System

- a. Quantity: One
- b. Manufacturer: BD Pyxis or approved equal
- c. Primary Requirements:
 - i. Login system: Keyless access requiring user credentials; user authentication
 - ii. Touch screen control
 - iii. Integration with Medication Administration Records (MAR); electronic digital system to record medication administration, integrated with barcodes system.
 - iv. Barcode scanners: interfaces with medication and patient barcode ID bands to confirm match
 - v. Alert system for medication error in interaction and administration
 - vi. Barcode printer
 - vii. Software program which interfaces with medication resources, tracking medication; patient ID and charts
 - viii. Cross-platform compatibility: ensures the system can work with different software and hardware.
 - ix. Hardware, power and network requirements needed to operations of system
 - x. Sealed keyboard
 - xi. Secure Drawers – secured units configured to hold different types and sizes of medications: 3” 6’ and 10” depths or similar size; cubie pockets; matrix drawer, controlled access matrix drawers, deep bin drawers.

B. Auxiliary Med Station

- a. Quantity: One
- b. Manufacturer: BD Pxyis, Universal Medical, OMNICELL or approved equal
- c. Primary Requirements
 - i. Single column Med station auxiliary, approximately 31 in W x 28 in D x 80 in H, with easily accessible doors.

V. REQUIREMENTS FOR PROPOSAL

Submittal Requirements

Interested bidders must submit their responses to Columbia Gorge Community College, The Dalles, Oregon, Facilities Services Director, Dan Saldivar (dsaldivar@cgcc.edu), with subject heading, "RFP-CGCC Automated Medication Dispensing System" no later than 3:00 pm local time on December 31, 2024. Responses submitted after this time will be subject to rejection. It is the responsibility of the bidder to ensure that proposals have been received.

Form of Proposal

A Proposer's submitted proposal:

- One (1) electronic copy submitted via email to Columbia Gorge Community College, Dan Saldivar, listed above.
- Exhibit A BID FORM should be completed
- Shall be in PDF format, 8 1/2" x 11" size. 11"x17" size is acceptable for equipment spreadsheets if needed.

REVIEW AND PROPOSAL SELECTION PROCESS

General

Columbia Gorge Community College reserves the right to reject any or all Proposals and is not liable for any costs the Proposer incurs while preparing or presenting the Proposal. All proposals and fees shall remain in effect for a minimum of 90 days beyond the submittal date. Upon completion of the evaluations, CGCC intends to negotiate a contract with the Proposer whose proposal is deemed most advantageous to CGCC.

CGCC has appointed a selection committee for this RFP to evaluate proposals, and to award a contract to the vendor which they determine best meets its needs. CGCC reserves the right to reject any or all bids, to waive or not waive informalities or irregularities in bids or bidding procedures, and to accept or further negotiate cost, terms, or conditions of any bid determined by CGCC to be in the best interests of CGCC even though not the lowest bid.

The proposals will be evaluated on a qualitative basis; factors which may affect the decision include the vendor's completeness and timeliness in its response to CGCC, the results of discussions with references, and interviews with personnel to be assigned to CGCC.

Vendors shall deliver and install all equipment within eight to ten weeks from award notification. Preference may be given to vendors that can complete delivery and installation in a shorter time frame after receiving the award. Availability of the proposed equipment may be used in the evaluation of the proposal. The vendor must include a realistic delivery schedule in terms of weeks following contract award.

Interviews

No interviews are planned; however, At CGCC's option interviews may be conducted with the Proposers after the Proposals are evaluated. Such interviews shall provide an opportunity for Proposers to clarify their Proposal to ensure thorough mutual understanding.

END OF REQUEST FOR PROPOSAL

EXHIBIT A

BID FORM

Project Name: **REQUEST FOR PROPOSAL FOR MEDICATION MANAGEMENT SYSTEMS**
Nursing Simulation Lab – Building 1

Due Date: **December 31, 2024-Extended**

Bid From: _____

The undersigned hereby proposes to provide to the College all materials, services, and labor necessary to perform all work in connection with the project in strict accordance with the terms of the Request for Proposal.

In submitting this bid, the undersigned agrees:

- a. To provide all goods, equipment, and services required by the RFP.
- b. To hold this bid open for 60 days from the date of the bid opening
- c. To execute a purchase order relating to this bid if the bid is selected.

1. Price Bid:

Each item should be priced. College reserves the right to modify quantity ordered:

Item	QTY	Price Per Unit	Total Price
Medication Management System	1		
Auxiliary Med System	1		
TOTAL PRICE			

Bidder must respond to each of the yes/no prompts below, otherwise the bid will not be considered.

2. References:

Required Not Required

The Bidder must provide references as required in the RFP

3. Addenda:

Complete this section if any Addenda were issued and received.

4. Nondiscriminatory Subcontractor Participation:

Bidder certifies that it has not and will not discriminate against disadvantaged business enterprises, minority-owned, women-owned, or service-disabled-veteran-owned businesses, or emerging small-business enterprises in awarding any subcontract relating to this ITB or any contract awarded under it.

Yes No

5. Conflicts of Interest.

Proposer certifies that no officer, agent, or employee of the College that has a pecuniary interest in the proposal has participated in the contract negotiations on the part of the College; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer in connection with this RFP; and that the proposer is competing solely on its own behalf without connection with or obligation to any undisclosed person or firm.

6. **Oregon Office for Business Inclusion and Diversity Certification:**

Please indicate whether your business is certified under ORS 200.055 as any of the following:

Minority Business Enterprise

Women Business Enterprise

Emerging Small-Business Enterprise

Service-Disabled-Veteran Enterprise

7. **Bidder's Signature and Identification:**

I hereby certify that this bid is genuine and that I have not entered into collusion with any other entity or person relating to this bid.

Name of Proprietor, Partnership, or Corporation: _____

Authorized Official Name and Title (Please Print): _____

Signature of Authorized Official: _____ Date Signed: _____

Street Address City, State, and Zip Code

Mailing Address (if different from street address) City, State, and Zip Code

Phone Number Employer Federal ID Number