



Medical Center Health System  
William Webster, FACHE  
President / Chief Executive Officer

**MEDICAL CENTER HEALTH SYSTEM (MCHS)**

Medical Center Health System seeks proposals from qualified and experienced Cardiac Perfusion Service Providers.

**REQUEST FOR PROPOSAL (RFP)**

**GENERAL DESCRIPTION:** MCHS is requesting the services of two (2) Cardiac Perfusionists with extensive cardiac perfusion experience for scheduled cases and on-call perfusion coverage.

**DATE ISSUED:** June 15, 2017

**QUESTIONS DUE DATE:** July 1, 2017

**RESPONSE DUE DATE:** July 30, 2017

Responses to this proposal shall be delivered between the hours of 8:00 AM (CST) and 2:00 PM (CST) to:

**Medical Center Health System**  
C/O Cheryl McQueen  
Director of Materials Management  
500 West 4<sup>th</sup> Street  
P.O. Box 7239  
Odessa, TX 797614

**PREPROPOSAL CONFERENCE: NONE**

All questions regarding the RFP should be directed to [bneckels@echd.org](mailto:bneckels@echd.org) where the subject of the email should reference the RFP.

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**Mission**

Medical Center Hospital is a  
Community-based teaching organization  
Dedicated to providing high quality healthcare  
And improving the health and wellness of  
All residents of the Permian Basin.

### 1. Background

Medical Center Health System (MCHS or System) provides a full continuum of health care services through its operating entities, referred to as System Affiliates. System Affiliates provide a broad range of services from specialty and primary care to emergency, acute, outpatient, rehabilitation and preventative care, MCHS services are offered without regard to a patient’s economic status or ability to pay.

The System operates MCH, which is a tertiary, acute care hospital. The System also operates the Ambulatory and Community Health Network, a system of sixteen (16) clinics offering primary care services in medically underserved areas and schools.

As such, MCHS provides a variety of cardiovascular services, and provides state-of-the-art care to MCHS patients.

### 2. Purpose

MCHS seeks to identify the most competitive proposer(s) of Qualifies Cardiac Perfusionist Services.

### 3. Business Goals and Objectives

MCHS intends to award one (1) multi-year contract, which is anticipated for thirty-six (36) months with an additional two (2) two-year extension options.

Upon successfully completing this initiative MCHS expects to meet the following business goals and objectives:

- a) Effectively provide patient services by cardiac perfusionists;
- b) Implement best in-class quality improvement program;
- c) Increase efficiency.

### 4. Schedule

MCHS anticipates the following schedule.

<b>Activity</b>	<b>Estimated Date</b>
RFP posted to website	June 15, 2017
Proposer Inquiry Deadline	July1 , 2017



MCHS response to Inquiries – Tentative	July 10, 2017
Proposal Due Date	July 30, 2017
Evaluation of Proposals - Tentative	August 10, 2017

## 5. Current State

MCHS is a level II trauma center that provides approximately 110 scheduled open heart operations each year that require Perfusion Services. On call perfusion coverage is required 24 hours per day, 7 days per week for off hours (weekends and nights) emergency cases that historically have averaged less than 1 case per month.

MCHS is an active academic environment with the institution sponsoring and hosting free-standing, affiliated, and integrated residencies and fellowships in virtually all medical specialties.

To effectively provide the services under this program, MCHS requires complete third party staffing and professional services for the Perfusion Services. This third party provider is solely responsible for the provision of these services within the County-owned facility, while abiding to rules and regulations of MCHS.

## 6. Scope of Work

### 6.1 Professional Services

MCHS is requesting the services of two (2) Cardiac Perfusionists with extensive cardiac perfusion experience for scheduled cases and on call perfusion coverage.

Cardiac Perfusionist	
Special Requirements Contractor must certify and ensure that each Perfusionist meets the following criteria prior to being assigned to work at MCHS:	Proposer’s commitment to meet requirements, comments, or alternate recommendation.
I. Board Certified by the American Board of Cardiovascular Perfusion	
II. Active medical staff privileges as an Allied Health Professionals at MCHS and has not been suspended, excluded or ruled ineligible to participate in any federal or state health care programs.	
III. At least two years of experience with the past three years providing perfusion services for cardiac surgical procedure, and has provided perfusion services on at least 30 cases over the past two years.	



## 6.2 General Staff Expectations

Though MCHS expects Proposers to submit staff minimum skills and qualifications to provide the required services, the Proposer must also acknowledge meeting following requirements.

Requirement	Proposer Response
a. Provide one credentialed Perfusionist for all scheduled open heart operations.	
b. Provide one on-call Perfusionist for coverage, twenty-four hours a day, and seven days per week. Ensure coverage for illnesses, vacations, and other absences. On-call Perfusionists must be immediately available by telephone and must arrive on site at MCHS within 45 minutes of the time MCHS places call to Perfusionist.	
c. Set-up, calibrate and operate the heart-lung machine primarily for cardiac and related procedures, other procedures that are rarely done but may be done include ECMO (extra corporeal membrane oxygenation), veno-venous bypass, (for complex liver resections, liver bypass, and vena cava thrombosis), arteriovenous bypass, perfusion for H1N1 (pneumonia), and hypothermia protocols.	
d. Set-up and operate the Cell Saver for autologous blood salvaging for open heart operations and related procedures.	
e. Set-up, calibrate, and operate the intra-aortic balloon pump.	
f. Set-up and operate patient temperature controlling devices (e.g. heater/coolers) during cardiopulmonary bypass.	
g. Set-up and operate ventricular assist devices as needed. This perfusion service will be considered a bridge to cardiac transplant and will be provided by the Contractor until the patient can be transferred to an appropriate cardiac transplant center. (This perfusion service will be charged separately and reimbursed in 12-hour increments.)	
h. Maintain appropriate patient records during cardiopulmonary bypass.	
i. Monitor and manage patient physiology during CPB and related procedures.	
j. Maintain documentation of routine, regular maintenance of all equipment as required.	
k. Perform routine, daily quality assurance of all coagulation testing equipment including ACT (activated clotting times) and TEG romboelastaogram.) Maintain all records, service logs, and quality assurance logs.	



l. Perform quality assurance on Cell Savers. Maintain quality assurance logs.	
m. Demonstrate competencies on all equipment and techniques. Test and evaluate competency of all Perfusionists initially and at least annually after that and report these findings to the Department of Surgery.	
n. Maintain appropriate inventories of all equipment and supplies in conjunction with Service Coordinator.	
o. Place orders request, to O.R. designated staff for disposables.	
p. Perform related tasks as needed.	
q. Follow all policies and procedures in the MCHS Perfusion Services Policy and Procedure Manual, Implement and maintain Quality Improvement programs for perfusion including but not limited to the Society of Thoracic Surgeons Adult Cardiac Surgery Data Base. Actively participate as a member of the CAB team.	

### 6.3 Transition-in Approach

Proposers must describe their plan to transition in including but not limited to:

- a. Transition approach/steps;
- b. Required qualifications and certifications for the required roles prior to transition;
- c. Description of how the required resources will meet/submit the required certifications/qualifications;
- d. Description of how the resources will track and report performance.

### 6.4 Reporting

Proposer must describe frequency and type of reporting expected including:

- a. Method to establish baseline data to measure performance;
- b. Reporting of performance measurements based on defined goals and objectives;
- c. Transparent cost reports.

### 6.5 Contract Performance Review

Proposers should describe all expected contract performance metrics, and approach to report Contract Performance at least twice a year and including the following:



- a. Service levels agreement;
- b. Resources Performance;
- c. Tracking in reporting of the stated business goals and objectives:
  - I. Effectively provide patient services;
  - II. Implement best in class quality improvement program;
  - III. Increase efficiency.

## 7. Required Proposal Content

This RFP provides proposers with sufficient information to enable them to prepare and submit proposals. MCHS is supplying a base of information to ensure uniformity of responses. It must be noted, however, that the guidelines should not be considered so rigid as to stifle the creativity of any Contractor responding.

This RFP also contains the instructions governing the submittal of a proposal and the materials to be included therein, which must be met to be eligible for consideration. All proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive.

MCHS expects all responses to reflect exceptional quality, reasonable cost and overall outstanding service.

Any page of a proposal the Proposer asserts to contain confidential proprietary information such as trade secrets shall be clearly marked "CONFIDENTIAL PROPRIETARY INFORMATION" at the top of the page in at least one-half inch (1/2") size letters. The specific portions of the page are asserted to contain a trade secret shall be noted as such.

However, the proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Texas statutes.

Proposals shall not contain claims or statements to which the Proposer is not prepared to commit contractually. The information contained in the proposal shall be organized as described in this section.

### 7.1 Cover Letter

**Please limit this to one page.** The cover letter shall be by an authorized representative of the Proposer. The letter shall indicate the **Proposer's commitment to provide the services proposed** at the price and schedule proposed. **Do not forget to sign your cover letter.**



## 7.2 Executive Summary

Please limit this section to 2 pages. The executive summary should include:

- a. Brief description of the proposer’s capability to provide the described services;
- b. Key team members and Partners (subcontractors) and respective services;
- c. Company Organization chart;
- d. Brief statement of your company strengths.

## 7.3 Response to Scope of Work

This section must address the detail scope requirements in section 6.

## 7.4 Qualifications of Proposer

Proposers responding to this request must have experience providing the required services.

- a. Proposer must include a **description** of the organization’s track record as follows.

<b>Company Profile (Prime only)</b>	
1. Legal Name	
2. Assumed Names if any	
3. Legal for (e.g. sole proprietor, partnership, corporation, joint venture)	
4. If a subsidiary, provide the same information about Parent Company as required in this table format.	
5. Date and State where formed	
6. Proposer’s principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, Chief Financial Officer, and related contact information	
7. Point of Contact for this RFP including contact information	
8. Proposer Business background and description of current operations	
9. Number of employees	
10. Number of years in business	
11. Relevant Certifications	
12. Proposer’s Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)	



13. Is Proposer authorized to conduct business in Texas? Please provide Registration Number issued by the Texas Secretary of State, and attach Ector County Assumed Business Name Certificate, if applicable.	
14. Describe any merger or acquisition discussions in which the Proposer is involved.	
15. Other key information that may assist the County understand “track record.”	

- b. Proposer must submit two (2) letters of recommendation from similar organizations, where similar services have been provided by the proposer. The letters must be dated within the last 12 months.
- c. Provide at least two (2) relevant references in the required table format below, from clients using similar services from your firm. If partners/subcontractors plan to perform a major part of the scope, **they should also provide two (2) references in alignment with their proposed Contract role.**

Contract/Project Name*	
Name of the organization*	
Name of the contact person (title, email and phone number)*	
Project dollar value*	
Prime or subcontractor?*	
Contract Period*	
Project Scope*	
Proposer’s role/scope (succinct description)*	

\*Required information

### 7.5 Key Personnel

- a. Provide a table with the following information:
  - I. Proposed staffing;
  - II. Roles;
  - III. High level skills (alignment)
  - IV. Certifications;
- b. Provide a chronological resume for each key personnel.

The System Director of Supply Chain Management reserves the right to reject any key personnel proposed if it is determined not to be in MCHS’ best interest. The evaluation of proposals includes the qualifications of the personnel proposed; therefore, proposers must name key personnel as part of their response. Key Personnel must not be replaced during the contract without the approval of the System Director of Supply Chain Management.



## 7.6 Subcontracting or teaming and MBE/WBE Participation

The proposer may be comprised of one or more firms as to assure the overall success of the project. The proposer must present a team chart that clearly identifies each team member and specify their role in the project (this should be more detailed than the information provided in the executive summary). For each subcontractor, provide the name of the firm (s), brief company background, level of participation, MBE or WBE if applicable, the type of services each resource, from each firm, will provide. For each MBE/WBE certified firm proposed, provide the appropriate information in the Economic Disclosure Statement Forms (in a separate envelope). MBE/WBE Participation Goals for this procurement are stated in section 10.8 of this document.

## 7.7 Conflict of Interest

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

***If no conflicts of interest are identified, simply state "[Company X] has no conflict of interest."***

## 7.8 Insurance Requirements

Prior to contract award, the selected Proposer will be required to submit evidence of insurance in the appropriate amounts. ***However, with its Proposal, the Proposer is required to provide a statement on their company letterhead stating their agreement to meet all insurance requirements by MCHS.***

The standard insurance Requirements captured shall be modified to meet the needs of the future project.

## 7.9 Contract

Execution of the contract is not required at the time the qualifications are submitted. However, if the proposer disagrees with any contract provisions, or is proposing alternate language, it shall include the language for consideration by submitting the proposed redlines on the sample Contract General Terms and Conditions document.

MCHS will not consider any exceptions or proposed language to the Contract General Terms and Conditions if the proposer does not include these objections or alternate language with the proposal.

MCHS shall not be deemed to have accepted any requested exceptions by electing to engage a Proposer in negotiations of a possible Contract.

## 7.10 Legal Actions

Provide a list of any pending litigation in which the Proposer may experience significant financial settlement and include a brief description of the reason for legal action.



***If no Legal actions are identified, simply state “[Company X]” has no pending legal actions in which our firm will experience any significant impact to this contract.***

## 7.11 Pricing Proposal

Submit your pricing proposal in a separate sealed envelope clearly marked with the RFP and the label “Pricing Proposal.” Proposers are required to submit one (1) original, three (3) copies and one (1) electronic copy (USB only).

The pricing proposal must include any supplemental or renewal option period pricing or schedules offered by the Proposer. Proposers should include elements or references to the pricing proposal **only in this section and separate the pricing proposal according to the instructions above.**

MCHS makes no guarantee that the services or products identified in this RFP will be required.

The Proposer must provide sufficient pricing details to permit MCHS to understand the basis for the proposal.

The MCHS is neither obligated to purchase the full quantities proposed by the proposer, nor to enter into an agreement with any one proposer.

## 7.12 Addenda

Since all addenda become part of the Proposal, all addenda must be signed by an authorized proposer representative and returned with the Proposal. Failure to sign and return any and all addenda acknowledgements shall be grounds for rejection of the Proposal.

## 8. Evaluation and Selection Process

### 8.1 Evaluation Process

Proposals will be evaluated by a RFP Evaluation Committee which may invite one or more Proposers to make presentations and or demonstrations.

The evaluation committee, at its option, may request that all or a shortlisted group of proposers engage in proactive pricing feedback, submit clarifications, schedule a site visit of their premises (as appropriate), provide additional references, respond to questions, or consider alternative approaches.

### 8.2 Right to Inspect

MCHS reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the proposer and any proposed subcontractors and to reject any proposal regardless of price if it shall be administratively determined that in MCHS’s sole discretion the proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. MCHS



reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

### 8.3 Consideration for Contract

Any proposed contract including all negotiations shall be subject to review and approval of MCHS management and / or MCHS legal. Proposed Contracts are also subject to review by the MCHS of Contract Compliance.

Following finalization of contract documents to the satisfaction of MCHS executive management, MCHS shall secure appropriate reviews and may approve the proposed Contract for execution in its sole discretion. The identity of the successful Proposer shall be posted on the website.

## 9. Evaluation Criteria

### 9.1 Responsiveness of Proposal

Proposals will be reviewed for compliance with and adherence to all submittal requirements requested in this RFP. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the System Director of Supply Chain Management or designee, be rejected from further consideration due to “Non- Responsiveness” and rated Non-Responsive.

### 9.2 Technical Proposal

Proposals will be reviewed and selected based on the following criteria. These criteria represent 70% of the scorecard.

- A. Ability to achieve MCHS business goals, objectives and Scope of Work described in this RFP, by providing a succinct and feasible strategy that clearly describes how the proposers would provide the required service. The Evaluation Committee will place special attention to the following.
  - I. Availability to provide cardiac perfusionists that are Board Certified, have the required level of experience, and have not been suspended, excluded or ruled ineligible to participate in any federal or state health care programs.
- B. Qualifications and experience of the proposer to successfully perform and provide the services described in this RFP, as evidenced by the successful implementation of similar programs in large complex health organizations and compliance with all applicable laws’
- C. Qualifications and experience of the proposed key personnel as evidenced by relevant experience.

### 9.3 Reasonableness of Overall Price

Price will be evaluated separately for overall reasonableness and competitiveness. The criteria represents 30% of the score.



### 9.4 Other Qualitative Criteria

The System Director of Supply Chain Management may at his own discretion reject a proposal from further consideration due to “Non-Responsiveness,” if a proposal does not completely address the following:

- 1. MWBE Utilization Plan (EDS forms);
- 2. Legal Actions;
- 3. Conflict Interest;
- 4. Contract Terms and Conditions (objections and/or suggested alternate language);
- 5. Complete References;

### 10. Instructions to Proposers

These instructions to Proposers contain important information and should be reviewed carefully prior to providing the Required Proposal Content. Failure to adhere to the procedures set forth in these instructions, failure to provide positive acknowledgement that the Proposers will provide all services and products or failure to provide acceptable alternatives to the specified requirements may lead to disqualification of the submitted proposal.

#### 10.1 Registration

All prospective Proposers must submit their firm’s information **in excel following the format below** in order to receive notification of any Addenda which are issued prior to the date(s) upon which proposals are due. MCHS will make all reasonable efforts to notify vendors about Addenda postings, however, Proposers are responsible for checking the MCHS website periodically.

Complete the information below and return to Cheryl McQueen in Materials Management.

Please include the **RFP number on the subject line.**

SUBMISSION OF THIS INFORMATION DOES NOT OBLIGATE YOU TO SUBMIT PROPOSAL.

RFP	Name	Company Name	Street	City	State	Zip	Phone	Email

#### 10.2 Number of Copies



Proposers are required to submit one (1) original paper copy, one (1) electronic copy (**USB only please**) and three **(3) paper copies** no later than the time and date indicated in the RFP.

**NOTE: the pricing proposal and EDS must be submitted separate from the rest of the response.**

Each submission must then be separated in two (2) parts:

1. **Full response except for pricing and EDS;**
2. **Pricing and EDS in a separate envelope (or electronic file).**

### 10.3 Format

**Hardcopies of the proposals should be submitted in 3-ring binders only.** Material should be organized following the order of the Required Proposal Content Section separated by **labeled tabs**. Expensive paper and bindings are discouraged since no materials will be returned. **Numbered titles and pages are required.**

MCHS reserves the right to waive minor variances.

### 10.4 Time for submission

Proposals shall be submitted no later than the date and time indicated on the cover page of this RFP. **Late submittals will not be considered.**

### 10.5 Packaging and Labeling

The outside wrapping/envelope shall clearly indicate the RFP Title, Number, Proposer's Name, Proposer's Address and Point of Contact information. **The Price Proposal and the EDS shall be submitted in a separate sealed envelope.** The envelope shall clearly identify the content as "Price Proposal". All other submission requirements shall be included with the Technical Proposal.

### 10.6 Timely delivery of Proposals

The proposal(s) must be either delivered by hand or sent to MCHS through U.S. Mail or other available courier services to the address on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to MCHS and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and drop box. Packages delivered by express mail services to other



locations might not be re-delivered in time to be considered. MCHS assumes no responsibility for any Proposal not so received.

### 10.7 Questions and Inquiries

Questions regarding this RFP will be submitted in writing to the contact email listed on the cover page of this RFP no later than the date stated in the Schedule.

Question must be submitted in the following format, preferably in excel.

<u>ID</u>	<u>Vendor Name</u>	<u>RFP Section</u>	<u>Question</u>
1.			
2.			
3.			
4.			

Should any proposer have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Supply Chain Management Office via the email provided on the cover sheet no later than the date on the Schedule and obtain clarification prior to submitting a Proposal. Such inquiries must reference the proposal due date and MCHS RFP number.

### 10.8 Alteration/Modification of Original Documents

The proposer certifies that no alterations or modifications have been made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this proposal). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Proposer understands that the failure to comply with this requirement may result in the proposal being disqualified and if determined to be a deliberate attempt to misrepresent the proposal, may be considered as sufficient basis to suspend or debar the submitting party from consideration from future competitive procurement opportunities.

### 10.9 Cost of Proposer Response

All costs and expenses in responding to this RFP shall be borne solely by the Proposer regardless of whether the Proposer’s Proposal is eliminated or whether MCHS selects to cancel the RFP or declines to pursue a contract for any reason. The cost of attending any presentation or demonstration is solely the Proposer’s responsibility.

### 10.10 Proposer’s Responsibility for Services Proposed



The proposer must thoroughly examine and read the entire RFP document. Failure of proposers fully to acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of the Contract.

### 10.11 RFP Interpretation

Interpretation of the wording of this document shall be the responsibility of MCHS and that interpretation shall be final.

### 10.12 Errors and Omissions

The proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or MCHS. Should the proposer suspect any error, omission, or discrepancy in the specifications or instructions, the proposer shall immediately notify MCHS in writing, and MCHS will issue written corrections or clarifications. The proposer is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP. Proposer will not be allowed to benefit from errors in the document that could have been reasonably discovered by the proposer in the process of putting the proposal together.

### 10.13 Proposal Material

The proposal material submitted in response to the RFP becomes the property of MCHS upon delivery to the Supply Chain Management Office and may become part of the contract.

### 10.14 Confidentiality and Response Cost and Ownership

All information submitted in response to this RFP shall be confidential until MCHS has executed a Contract with the successful Proposer or has terminated the RFP process and determined that it will not reissue the RFP in the near future. Following such actions, the contents of Proposals submitted in response to this RFP may be disclosed in response to requests made pursuant of the provisions of the Texas Freedom of Information Act ("FOIA"). If a Proposer wishes to preserve the confidentiality of specific proprietary information set forth in its Proposal, it must request that the information be withheld by specifically identifying such information as proprietary in its Proposal. MCHS shall have the right to determine whether it shall withhold information upon request of a FOIA request, and if it does so pursuant to a Proposer request, the Proposer requesting confidential treatment of the information shall bear the costs of asserting that there is a proper exemption justifying the withholding of such information as proprietary in any court proceeding which may result. This notwithstanding, Proposer is on notice that the MCHS is subject to the FOIA and that any documents submitted to the MCHS by the Proposer may be released pursuant to a request under FOIA.



## 10.15 Awards

MCHS may, at its discretion evaluate all responsive Proposals. MCHS reserves the right to make the award on an all or partial basis or split the award to multiple proposers based on the lowest responsible proposers meeting the specifications, terms and conditions. If a split award impacts the outcome of the project it must be so stated in the proposal.

## 10.16 MCHS County Rights

MCHS reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the proposer, to accept any item in the offer. MCHS also reserves the right to accept or reject all or part of your Proposal, in any combination that is in the best interest of MCHS.

## 10.17 Cancellation of RFP; Requests for New or Updated Proposals

MCHS in its sole discretion, may cancel the RFP at any time and may elect to reissue the RFP at a later date. MCHS may also issue an Addendum modifying the RFP and may request supplemental information or updated or new proposals.

## 11. Definitions

The following definitions shall apply to this RFP:

**“Addendum”** or **“Addenda”** shall refer to a one or more documents issued to Registered Proposers in hard or soft copy by which modifies this Request for Proposal or provides additional information.

**“Board”** or **“System Board”** shall refer to the Board of Directors of the Medical Center Health System.

**“Contract”** shall mean a properly executed Contract that has been negotiated between MCHS and a Proposer for Some or all of the Deliverables described in this RFP.

**“Contractor(s)”** shall mean the individuals, businesses or entities that have submitted a Proposal and have negotiated a contract that has been properly executed on behalf of the Contractor and MCHS.

**“County”** shall mean the County of Ector, Texas, a body politic and corporate.

**“Deliverables”** shall refer to the items, supplies, equipment or services that will be provided pursuant to any Contract entered into as a result of this RFP.

**“General Condition”** shall mean the terms and conditions included in Attachment C of the RFP. **“Proposal”** shall mean the document(s) submitted by Proposer(s) in response to this RFP that constitute Proposer’s offer to enter



into contract with the MCHS under terms consistent with this RFP, subject to the negotiation of a contract and approval by the Board.

**Proposer(s)** shall mean the individuals or business entities, if any, submitting a Proposal in response to this RFP.

**“Procurement Director”** or **“System SCM Director”** shall mean the System Director of Supply Chain Management who serves as chief procurement officer for the MCHS.

**“Registered Proposer”** shall refer to a prospective Proposer who has submitted a completed Proposer Registration Form (Attachment B) to MCHS.

**“Request for Proposals”** or **“RFP”** shall refer to this solicitation of Proposals by MCHS which may lead to the negotiation of a contract and the recommendation that the MCHS authorize a Contract with a Proposer.

**“Solution”** the specific configuration of Deliverables that is submitted in a Proposal to meet the needs and goals of the MCHS as articulated in this RFP.