Request for Proposal

Budget Forecasting and Resource Management

RFP#16-617488-cs

Date Issued: April 25, 2016

Due Date: May 26, 2016 by 3:00 PT

Submitted by the University of California
Davis Health System

This RFP is also available at: http://www.ucdmc.ucdavis.edu/supplychain/

All questions regarding this RFP should be directed to:
Connie Stewart, C.P.M.
UCDHS Purchasing Department
Email: cjstewart@ucdavis.edu

Questions should not be directed to any other University departments or staff. Material or substantive information provided to any bidder, as a result of questions received, will be provided to all bidders via an addendum to this RFP.
Introduction

University of California at Davis Health System Profile

The University of California, Davis Health System (UCDHS) provides the organizational framework that enables the University of California, Davis to fulfill teaching, research, patient-care and public service missions. It consists of the School of Medicine (SOM), the UC Davis Medical Center (UCDMC), the UC Davis Medical Group and several specific centers such as the UC Davis Cancer Center, the UC Davis Children's Hospital and the UC Davis M.I.N.D. Institute. Together they deliver primary, secondary and tertiary care throughout inland Northern California. The UC Davis Medical Group, the health system's physician network, includes over 500 physicians and 150 areas of medical specialty geographically dispersed in 25 locations.

UCDMC is one of five teaching hospitals operated by The Regents of the University of California. UCDMC is a 619-bed, fully accredited hospital, which serves as the main clinical education site for the UCD School of Medicine. Prior to its acquisition by The Regents in 1973, the hospital was owned and operated by Sacramento County and served as the primary provider of health care to Sacramento’s medically indigent population.

UCDMC is the sole Level 1 trauma center serving the Sacramento-Sierra area and the primary tertiary care referral center for a 32-county area of more than five million residents. Each year UCDMC admits approximately 32,000 inpatients, while its 150-plus clinics log more than 828,000 outpatients and emergency visits.

UCDHS Facilities Services Division Profile:

UCDHS Facilities Services Division includes several departments that work together closely to implement planning, design and construction of projects for the UC Davis Health System.

Facilities Planning is responsible for meeting the facility needs of each department at the UC Davis Health System which may include everything from space planning, furniture purchases, real estate acquisitions and facility renovation to new construction. They work closely with FD&C as a precursor to projects before they go into the building phase.

Facilities Design and Construction (FD&C) is responsible for implementing the capital improvement program by managing facilities projects from design through construction. FD&C provides project management services to departments within the UC Davis Health System who submit requests to renovate and remodel space as well as design and construct new buildings. The staff that make up FD&C are directors, administrators, analysts, project managers, inspectors, accountants, architects and engineers.

Capital Finance & Administrative Support is responsible for finance and budget support for capital and non-capital projects as well as the development of design professional consultant agreements and construction contracts. They play a crucial role with FD&C both in the administering of new projects, managing funding approvals and assisting project managers in tracking the financial performance of their projects.
Schedule of Events

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
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<tbody>
<tr>
<td>Release of Request for Proposals</td>
<td>25 April 2016</td>
</tr>
<tr>
<td>Receipt of Bidders' Written Questions, by 3 pm Pacific Time</td>
<td>04 May 2016</td>
</tr>
<tr>
<td>Written Responses to Bidders’ Questions – Addendum will be posted online</td>
<td>10 May 2016</td>
</tr>
<tr>
<td>Receipt of Bidders' Proposals</td>
<td>26 May 2016</td>
</tr>
<tr>
<td>On-site demos (If needed)</td>
<td>June 2016*</td>
</tr>
<tr>
<td>Award of Contract</td>
<td>30 June 2016*</td>
</tr>
</tbody>
</table>

* Approximate Dates

Basis of Award

THERE WILL BE THREE PHASES TO THIS RFP

PHASE ONE – Assessment of Corporate Qualifications and Acceptance of University of California Terms and Conditions (possible points = 300):

To be considered responsive and to continue in the scoring process, the Bidder must:

- Provide all fully completed documentation (see “Information Required (attachments)” section of the RFP) as requested by the requested due date and time.
- Compliance with UC’s specified terms and conditions – this includes all terms per [www.ucop.edu/procurement-services/files/uc-terms-and-conditions-of-purchase.pdf](http://www.ucop.edu/procurement-services/files/uc-terms-and-conditions-of-purchase.pdf) and Data Security and Privacy Appendix attached. Must acknowledge compliance by signing below and returning this page:

<table>
<thead>
<tr>
<th>Signature of acceptance of UC terms and conditions and Data Security Appendix</th>
</tr>
</thead>
</table>

Up to 300 points will be awarded during this phase. A score of at least 150 points in this category is required in order to qualify for consideration in Phase Two. If you take exception to UCs terms in whole or in part, it will affect your total score in this category and you may not qualify for consideration in Phase Two. Your acceptance of UC terms by signing and returning this page will qualify for highest point score.

PHASE TWO – Evaluation of ability to meet requirements in 6 different categories (possible points = 1,700). Note: you must have successfully completed Phase One to be rated
Each Bidder will receive a total point score known as total quality points. Quality points will be assigned as follows:

**RFP Quality Points Scoring Matrix**

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Vendor Qualification Statement</td>
<td>100</td>
</tr>
<tr>
<td>2</td>
<td>Response to Scope of Work</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Response to Implementation, Training and Support Requirements</td>
<td>360</td>
</tr>
<tr>
<td>4</td>
<td>Response to Project Management Requirement</td>
<td>460</td>
</tr>
<tr>
<td>5</td>
<td>Response to Financial Requirements</td>
<td>580</td>
</tr>
<tr>
<td>6</td>
<td>Response to Vendor Complete Professional Service Offerings</td>
<td>100</td>
</tr>
<tr>
<td></td>
<td><strong>Total Maximum Quality Points</strong></td>
<td>1700</td>
</tr>
</tbody>
</table>

At the completion of Phase Two scoring, the cost per quality point will be calculated. Responses will then be ranked from lowest cost per quality point to highest cost per quality point. Two or more Bidders with lowest cost per quality points may be invited to participate in PHASE THREE.

**PHASE THREE (Demonstrations and IT Evaluation)**

Demonstrations may be requested of 2 or more Bidders having the lowest cost per quality point scores. Up to 1,000 points may be awarded during the Demonstration and Information Technology (IT) Evaluation phase. After the demonstrations are completed, the cost per quality point will be re-calculated to include the points awarded in PHASE THREE.

One or more of the Bidder(s) invited to participate in Phase Three will be required to fill out IT questionnaires to facilitate UCDHS IT Evaluation Process. Questionnaires will be provided during Phase THREE. Successful passing of the UCDHS IT Evaluation Process is mandatory prior to contract negotiations.

- The UCDHS IT Evaluation Process is a set of activities and procedures referring to the acquisition of new applications, technology, or technology devices. It is the goal of the UC Davis Health System to ensure new applications, technology, and devices adhere to current Information Technology, Clinical Engineering, and Security standards to safeguard patient privacy, enable organizational efficiencies, and provide overall protection of health systems assets.

Following evaluation of this RFP and Bidder selection, UCDHS expects to negotiate a contract with the selected Bidder and, at UCDHS’s discretion, standard software contractual terms and conditions, cost and/or value added features. UCDHS reserves the right to award this RFP in part or in full.
Vendor Inquiries

Inquiries regarding this RFP and/or RFP process and the functional or technical requirements of the proposed systems must be received by 3:00 p.m. PDT on May 4, 2016. The UCDHS contact person is listed below. Questions must be via email.

Connie Stewart, C.P.M.
UCDHS Purchasing Department
E-mail: cjstewart@ucdavis.edu

Proposal Submittal Instructions

Each Bidder is required to submit their response via email to: cjstewart@ucdavis.edu

All responses must be emailed and the email posted and received in the UCDHS Purchasing Department no later than 3:00 p.m. PDT on May 26, 2016. UCDHS Purchasing Department will not accept proposals received after the due date and time.
Scope of Work

Project Goal

The goal of this project is to find a solution that will allow IT Finance the ability to create and monitor budget and cash flow activities in one application. In addition, we are seeking a solution that can also meet the needs of our IT Department who currently create and manage projects for our various business customers. This new tool will help to provide visibility for project initiation and prioritization, monitoring resource capacity against demand and developing and tracking financial budgeting and reporting across our entire IT enterprise.

Budgets and Cash Flow Tool

In order to successfully meet our organization’s goal to continue to deliver high quality products, we are looking for a solution that can develop and maintain our IT financial budget. The new software solution must provide budget and cash flow forecasting and analysis. It must have the capability to develop, track and audit financial performance of new and ongoing IT key initiatives, as well as the ability to provide financial status dashboards, reports and metrics. The new solution must have the ability to monitor and compare budgeted vs. actual performance, and have the capability to track and audit our organization's financial performance as well as monitor and report on budget variances.

Cash flow is the essential pulse of a business. The cash flow statement details various inflows and outflows of money through a company. The new solution will have the ability to analyze and forecast our company’s ongoing cash flow in detail. It will have the capability to provide ad hoc and standardized reports that can be shared inter-departmentally as well as dashboards and metrics that can be shared with project stakeholders and leadership.

Portfolio and Project Management Tool

In support of our growing IT enterprise organization, the solution will have the ability to create project portfolios for small, mid and large scale projects. It must be able to develop and maintain project plans and schedules, both inside and outside of the application. The solution must have the ability to manage and report on both resource utilization and resource capacity. It must be able to track and monitor resource capacity to effectively forecast time and resources available for future projects, and must be able to provide reports to show current resource allocation and future capacity.

The new solution must be able to manage and track issues and risks inside and outside of the application. It must have the ability to provide ad hoc and standardized reporting. The solution must also have the ability to track and monitor project change requests, for both project initiation and post implementation.

Interface Capability

We are currently not implementing any interfaces as part of our initial implementation. Please provide a list of any standard interfaces that your application currently supports. Also, indicate costs involved for your application to accept an interface developed in the future.
PROPOSAL EVALUATION CRITERIA

Proposals will be evaluated by an evaluation committee consisting of key stakeholders within UCDHS. The intent is to acquire a solution that provides the best value, and meets both the functional and technical requirements identified in this RFP.

Following evaluation of this RFP and system demonstrations, the finalist shall be given the opportunity to enter into negotiations with UCDHS if the cost is within the project funding allotment and bidder's proposal is in compliance with all terms and conditions expressed within the RFP document. If UCDHS and finalist are unable to come to satisfactory terms, UCDHS reserves its right to pursue other alternatives, including, but not limited to, awarding the opportunity to negotiate with the next lowest cost per quality point bidder.

UCDHS expects to negotiate a contract with the selected finalist and, at UCDHS's discretion, standard software contractual terms and conditions, cost and/or value added features. UCDHS reserves the right to award this RFP in part or in full.

Responses that are incomplete in that there has been failure to respond in all of the requested areas may be disqualified. UCDHS reserves the right to set the criteria for and make this determination independently in each case.

Cost Proposal

Furnish definitive information regarding the fees for each of the resources identified in your Proposal as well as provide costs proposal based on the Scope of Work.

Include on-going maintenance costs for an initial 3-year contract with the option to extend for 2 additional 1-year periods. We will use a 5-year cost basis for this project.

Corporate Qualifications Statement

1. The Qualification Statement must contain a description of the Bidder's corporate qualifications, area of expertise, and prior experience with providing systems and services similar to those described in this RFP, including but not limited to the following:

2. Provide the Bidder's name, address, telephone and facsimile numbers, a contact name, a brief description of the company's history, including name and address of the parent company, and the size of the company.
3. Provide a corporate profile, service portfolio, and description of the Bidder’s service philosophy and approach. Do you have a written service guarantee? If so, please submit with the proposal. What separates and distinguishes this Bidder from other applicants?

4. Provide a report of the Bidder’s financial status, including the most recently audited financial statements and profit and loss statements or equivalent evidence of financial stability and include auditor's opinion.

5. Identify by name and University position any University officer, faculty member or other employee who holds a position of director, officer, partner, trustee, manager or employee in the Bidder's company, as well as the name of any near relatives who are employed by the University.

6. Provide a statement of the total dollar amount of work performed by Bidder for the University of California in the past twelve (12) months and specify the campus(es) served.

   *The contract will not be awarded to any Bidder that has failed to perform in a satisfactory or faithful manner on any previous contract or purchase order with the University of California.*

7. Has your hardware, software development or company ever been subjected to product litigation? Please explain.

8. Provide a reference list of three clients located in California, if possible, for whom the Bidder was directly responsible for providing products or services similar to those requested herein within the past two years. The references may be from current or prior clients. The references will be used as a basis for inquiry concerning the Bidder’s quality of products and service.

   *Furnishing incorrect and/or incomplete reference information may lead to Bidder's elimination from consideration for award. The decision to eliminate Bidder from consideration for award for poor reference checks or for incorrect and/or incomplete reference information shall be at the sole discretion of UCDHS and shall not be subject to appeal.*

9. How do you measure client satisfaction? Provide examples of tangible changes that have been implemented as a direct result of client feedback.

10. If a consultant is dismissed, will a replacement be provided without charge during the initial training period for a given project? If a consultant leaves prior to the completion date of the project, will you provide an immediate replacement to be trained by the original consultant?

The questions asked are intended to help the University to evaluate your corporate qualifications and ability to provide the functionality that our system requires. It is acceptable to attach other information like company brochures but please respond to all questions in this section.
Certification

The Bidder shall not maintain or provide racially segregated facilities for employees at any establishment under the Bidder’s control. The Bidder agrees to adhere to the requirements set forth in Executive Orders 11246 and 11375, and with respect to activities occurring in the State of California, to the California Fair employment and Housing Act Government Code section 2900 et seq.). Expressly, the Bidder shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, ancestry, medical condition, marital status, age, physical and mental handicap in regard to any position for which the employee or applicant for employment is qualified, or because he or she is a disabled veteran or veteran of the Vietnam era. The Bidder shall further specifically undertake an outreach effort in regards with the hiring, promotion and treatment of minority group persons, women, the handicapped, and disabled veterans and veterans of the Vietnam era. The Bidder shall communicate this policy in both English and Spanish to all persons as concerned within its company, with outside recruiting services and the minority community at large. The Bidder shall provide the University on request a breakdown of its labor force by groups, specifying the above characteristics within job categories, and shall discuss with the University its policies and practices relating to its programs.

A. Please complete the vendor contact information requested below:

Company Name

Federal Employer Identification #

Contact Person/Title-

Address -

Telephone Number

Fax -

E-mail address-

B. I certify that I am authorized to sign on behalf of the organization I represent for this offer, and agree to all terms and conditions described herein.

_____________________________________                                  __________________
Authorized Signature       Date
Proposal Conditions

1. UCDHS shall have the unconditional and unqualified right to withdraw, cancel, or amend this request at any time. Bidders shall bear all costs associated with the preparation and furnishing of responses to this RFP. All proposals shall be firm for a period of 180 days following the proposal submission due date.

2. Responses to this RFP should be made according to the instructions contained herein.

3. UCDHS reserves the right to interpret or change any provision of this RFP at any time prior to the submission date. Such interpretation or change shall be in the form of a written addendum to this RFP. Such addendum will become part of this RFP and any resultant contract. Such addendum shall be made available to each company that has received an RFP.

4. UCDHS has, at its sole discretion, the unconditional and unqualified right to determine that a time extension is required for submission of proposals, in which case, a written RFP addendum issued by UCDHS shall indicate the new submission date for proposals.

5. Prior to the final submission date, any Bidder may retrieve its information to make additions or alterations. Such retrieval, however, shall not extend the final submission date.

6. Bidders wishing to submit information in response to this request do so entirely at their own expense, and submission of a proposal indicates acceptance of the conditions contained in the RFP unless clearly and specifically noted otherwise.

7. PUBLIC INFORMATION AND TRADE SECRETS--The California Public Records Act limits UCDHS’s ability to withhold pre-qualification and bid data to trade secrets or records, the disclosure of which is exempt or prohibited pursuant to federal or state law. If a submittal contains any trade secrets that Bidder does not want disclosed to the public or used by UCDHS for any purpose other than evaluation of the Bidder’s eligibility, each sheet of such information must be marked with the designation “Confidential.” UCDHS will notify the Bidder of any request, by another party, to inspect such confidential information. Bidder will have an opportunity to establish that such information is exempt from inspection in any proceeding to compel inspection.

8. All computer programs and data made available by UCDHS to Bidders hereunder shall remain the property of the UCDHS and shall be maintained, used, and disseminated in accordance with the California Information Practices Act of 1911, Civil code Sections 1798 through 1798.76, and the California Public Records Act, Government Code Section 6250 through 6260. All listings and all copies of listings that reveal names or identification numbers of individuals, (i.e., employees, patients, etc.) shall be destroyed or returned to UCDHS.
Contract Terms and Conditions

1. The University’s Terms and Conditions of Purchase (www.ucop.edu/procurement-services/files/uc-terms-and-conditions-of-purchase.pdf) shall apply to any order resulting from this RFP.

2. No form of the University’s name shall be used in promotional materials, signs, announcements, or other forms of communication or advertising originated by Bidder unless the University’s express written permission for such use has been obtained in advance.

3. Under existing campus policy (P & P Manual #260-15) a gift or donation to the University may not be coupled with the expectation of tangible compensation or with the imposition of contract or grant requirements. Each purchasing transaction, business contract, research contract, affiliation agreement, and grant shall be considered as separate and whole in itself. As such, it is the policy of the University of California Health System that no gift or donation to the University, nor any of its business contracts, purchasing transactions, research contracts, affiliation agreements, or grants shall be used as partial consideration for any other transaction, contract, agreement, grant or gift/donation.