

REQUEST FOR PROPOSAL

FOR

Residential Care Basic Wheelchair Services

RFP NUMBER: BCCSS 02197

RFP ISSUE: November 01, 2016

RECEIPT CONFIRMATION: November 07, 2016

RFP QUESTIONS BY: November 09, 2016

RFP CLOSING: November 22, 2016 at 12:00 Noon Pacific Time

COPIES: **Return one (1) signed PDF electronic copy and two (2) sets of Microsoft Word and Excel on USB Flash drives.****PLEASE ENSURE THAT EACH PROPOSAL CONTAINS AN AUTHORIZED SIGNATURE ON THE FORMAL LETTER OF INTRODUCTION, SECTION(S), 6, AND SCHEDULES A, AND C**AUTHORIZED CONTACT: Niel Chaffe, Senior Buyer, Senior Buyer, Sourcing – Allied Health, IMIT, Facilities, Support Services, Food, and Housekeeping
BC Clinical and Support Services Society, (BCCSS)
Email Address: niel.chaffe@hssbc.caAPPROVED BY: Michael Schenkers, Manager, Sourcing - Allied Health, IMIT, Facilities, Support Services, Food and Housekeeping
BC Clinical and Support Services Society (BCCSS)**ALL INQUIRIES MUST BE SUBMITTED IN WRITING TO THE AUTHORIZED CONTACT PERSON****PLEASE NOTE THAT THERE ARE EMBEDDED EXCEL AND WORD DOCUMENTS IN SECTION 3 & Appendix D WITHIN THIS RFP FOR PROPONENTS TO FILL OUT**

TABLE OF CONTENTS

1	RFP OBJECTIVES	4
1.1	RFP Objective(s)	4
1.2	Scope	4
1.3	Estimated Timelines	4
1.4	Role of BC Clinical and Support Services Society	5
1.5	Extension of Contract to Other Healthcare Facilities	5
2	PROPOSAL REQUIREMENTS	5
2.1	Proposal Format and Instructions	5
2.2	Acceptance of contract legal terms and conditions	5
2.3	General Specifications	6
2.4	Service Delivery	6
2.7	Corporate Strength and Company Background	8
2.8	Credentialing Requirement	8
2.9	Availability of Products and Services	8
2.10	Alternate Options or Innovative Solutions	9
2.11	Sub-Contracting	9
3	SUBMISSION INSTRUCTIONS	9
3.1	General Instructions	9
3.2	Signed Proposals	11
3.3	No Fax or E-mail Submission	11
3.4	No Public Opening	11
3.5	Open for Acceptance	11
3.6	Questions and Inquiries	11
3.7	Amendments	12
3.8	Addenda	12
3.9	Acceptance of RFP Terms and Conditions	12
3.10	Receipt Confirmation Form	12
4	EVALUATION, SELECTION AND AWARD	12
4.1	Mandatory Requirements	12
4.2	Evaluation	12
4.3	Complaint Process	15
4.4	Selection of Rated Proponent and Award	15
5	RFP PROCESS AND CONDITIONS	15
5.1	No Obligation to Proceed	15
5.2	Right to Disqualify for Conflict	16
5.3	Freedom of Information and Protection of Privacy Act (FIPPA)	16
5.4	Ownership of Proposals	16
5.5	Agreement on Internal Trade	16
5.6	Confidentiality	16
5.7	Samples	16
5.8	Proponents Meeting	17
5.9	Site Visits of Customer References	17
5.10	Vendor Fair	17
5.11	Tours of Health Authorities Facilities	17
5.12	Proponent's Expenses	17
5.13	Liability for Errors	17

5.14	Limitation of Liability and Indemnity.....	17
5.15	BCCSS Acting as Representative and Agent	18
5.16	Financial Contribution Disclosure.....	19
5.17	No Collusion	19
5.18	No Lobbying	19
5.19	Electronic Communication.....	19
5.20	Working Language.....	19
5.21	Governing Laws	20
5.22	Appendices	20
5.23	Headings.....	20
5.24	Time is of the Essence.....	20
6	MANDATORY REQUIREMENT CHECK-LIST	21
7	DEFINITIONS.....	22
	APPENDIX A: ACCEPTANCE OF RFP TERMS AND CONDITIONS	23
	APPENDIX B: RECEIPT CONFIRMATION FORM.....	24
	APPENDIX C: STATEMENT OF DISCLOSURE AND CONFLICT OF INTEREST DECLARATION	25
	DISCLOSURE REQUIREMENTS	25
	STATEMENT OF FULL DISCLOSURE: FRASER HEALTH AUTHORITY	26
	STATEMENT OF FULL DISCLOSURE: INTERIOR HEALTH AUTHORITY	27
	STATEMENT OF FULL DISCLOSURE: NORTHERN HEALTH AUTHORITY	28
	STATEMENT OF FULL DISCLOSURE: PROVINCIAL HEALTH SERVICES AUTHORITY	29
	STATEMENT OF FULL DISCLOSURE: VANCOUVER COASTAL HEALTH AUTHORITY	30
	STATEMENT OF FULL DISCLOSURE: VANCOUVER ISLAND HEALTH AUTHORITY	31
	APPENDIX D: LIST OF PARTICIPATING HEALTH AUTHORITY FACILITIES	33
	APPENDIX E: WORKSAFE BC CLEARANCE LETTER	34
	APPENDIX F: INSURANCE CERTIFICATE	35
	APPENDIX G: CLEANING AND DISINFECTION OF PRODUCT.....	36
	APPENDIX H: MEDICAL DEVICE LICENSE AND ESTABLISHMENT LICENSE	37

1 RFP Objectives

1.1 RFP Objective(s)

This RFP is being issued to identify a Proponent to enter into a non-exclusive Contract between a Proponent and Vancouver Coastal Health Authority (VCHA), through their agent, BC Clinical and Support Services Society (the "BCCSS"), to provide products / services for wheelchair services to Residential Care (RC) facilities to comply with the changes to the Ministry of Health Wheelchair policy (the "Products") and/or Services described herein to the Health Authorities at their facilities listed in Appendix D. Any Contract resulting from this RFP may be executed by BCCSS in its capacity as agent for Vancouver Coastal Health or other Health Authorities.

For information on the Ministry of Health Wheelchair policy, please visit:

http://www2.gov.bc.ca/assets/gov/health-safety/home-community-care/accountability/hcc-policy-manual/6_hcc_policy_manual_chapter-6.pdf

1.2 Scope

BCCSS invites proposals from qualified parties for the supply of the Products and Services to the Vancouver Coastal Health Authority in accordance with the specifications and requirements set out in this RFP.

The Products and Services specifications are identified in 2.3 General Specifications. The Products and Services are to be provided in the facilities listed in Appendix D.

Proponents are to provide pricing for an anticipated term of 3 years, with optional 1 year extension's at the sole discretion of BCCSS.

These services would be available to all contracted as well as owned/operated RC facilities within VCHA.

Unless otherwise stated in this RFP, all statistical information is estimated. BCCSS reserves the right to alter the RFP by adding or deleting Services delivery requirements/levels as required by VCHA.

1.3 Estimated Timelines

The following timetable outlines the anticipated schedule for this RFP, the Competitive Selection Process and the Contract process. The schedule provided is for information only. Timing and sequence of events may vary and BCCSS will ultimately determine the timing and sequence of events.

EVENT	ANTICIPATED DATE
RFP Issued	November 01, 2016
Receipt Confirmation Form returned	November 07, 2016
Inquiries and questions submitted by	November 09, 2016
Proponents Meeting – <u>if required</u>	November 15, 2016
RFP Closing	November 22, 2016
Presentations by Proponents to Evaluation Committee	January 12, 2017
Proponents notified re: assessment results	January 2017
Contract/Service Level Agreement negotiations begin	January 2017
Contract/Service Level Agreement negotiations complete	March 2017
Contract/Service Level Agreement signed by both parties	March 2017

1.4 Role of BC Clinical and Support Services Society

This RFP is issued by BC Clinical and Support Services Society (the “BCCSS”), a not-for-profit society created by the Ministry of Health to promote health in British Columbia by coordinating, managing and/or providing clinical, diagnostic and support services to British Columbia’s health care system for the benefit of all users of British Columbia’s health care system. BCCSS’ Support Services Division currently includes Supply Chain, Technology Services and Financial and Employee Services. The Clinical Services Division includes the BC Provincial Blood Coordinating Office and the Agency for Laboratory and Pathology Medicine.

For information on the BC Health Authorities, please visit the following sites: <http://www.fraserhealth.ca> ; <http://www.interiorhealth.ca> ; <http://www.northernhealth.ca> ; <http://www.phsa.ca> ; <http://www.vch.ca> (including <http://www.providencehealthcare.ca>) and <http://www.viha.ca> . For additional information on BCCSS, please visit <http://www.hssbc.ca>.

1.5 Extension of Contract to Other Healthcare Facilities

Any contract resulting from this RFP may be extended to any of the participating Health Authority’s hospitals, present or future health care agencies or facilities for which they are or may in the future be responsible for or with which they are affiliated or to any other Health Authority or the hospitals, health care agencies or facilities of any such other Health Authority in British Columbia who may not have participated in this RFP process. It is expressly stated that the aforementioned in no way creates any express or implied commitment or undertaking and any potential extension provided for hereunder is contingent upon approved funding availability.

2 Proposal Requirements

2.1 Proposal Format and Instructions

The format, sequence, and requirements documented in this Section of the RFP should be followed in order to provide consistency and ensure each Proposal receives full consideration. Specific details can be referred to and provided as appendices if convenient.

The Proponent’s Proposal should follow the same format (and numbering system) as provided in the RFP. All pages should be consecutively numbered following the same format as the RFP.

The Proposal should also include a formal letter of introduction and a table of contents, including page numbers and appendices.

2.2 Acceptance of contract legal terms and conditions

The Contract and its Schedules attached as Appendix A to the RFP while substantially complete are in draft form and BCCSS reserves the right to make minor changes to create the final contract, including changes required to reflect the selected Proponent(s)’ Proposal (e.g. scope of Products to be provided).

Proponents should note that BCCSS does not consider the terms and conditions pertaining to indemnity, liability, insurance and privacy to be negotiable. Further, while BCCSS appreciates that some of the terms and conditions are business terms, BCCSS considers only the related dates, time periods, percentages and other such values of these terms and conditions to be negotiable and subject to modification.

BCCSS intends to confirm the Contract and its Schedules with Proponents during the interview phase of evaluating Proposals. Therefore, in the interest of reaching agreement in the shortest reasonable time periods, Proponents are required to provide any proposed variances from the draft Contract and Schedules by completing the “Contract Comment Form” **embedded** below.

Be advised that as noted in the RFP, the nature and extent of variations from the draft contract form will be taken into full account when evaluating Proposals.

Proponents should take note of Section 4.2.7 of this RFP, which allows BCCSS to reject any Proposal that contains omissions, exceptions or variations not acceptable to, or material to, VCHA.



2.2 Contract
Comment Form

2.3 General Specifications

The **embedded**, 2.3 General Specifications, identifies the current need for product and services for the facilities listed in Appendix D, and is to be used as the basis when completing, 2.5 Pricing and Total Cost of Ownership.



2.3 General
Specifications

2.4 Service Delivery

The **embedded**, 2.4 Service Delivery document consists of questions that are to be addressed within the Proposal in the order provided. Proposals should clearly cross-reference to the corresponding question. If a Proponent wishes to include additional information that is not requested, such information is to be cross-referenced and contained within a separate appendix. Scanned documents, if needed, such as brochures and audited financial and annual reports, should be attached as a separate appendix that can be easily detached from the main Proposal document to facilitate electronic transmission..



2.4 Service Delivery

2.5 Pricing and Total Cost of Ownership

The product listed within the **embedded** document “2.5 Pricing and Total Cost of Ownership” is the preferred manufactured make and model, and should be use as the basis when completing the **embedded** Pricing Questionnaire.

Given the financial constraints that currently apply within BC Healthcare, BCCSS is seeking responses from suppliers able to provide a creative financial model to support the acquisition and ongoing operation of the proposed solution.

Proponents who wish to submit more than one pricing model for the same product / service solution may do so by providing the additional pricing model in a separate folder on the CD / DVD containing the completed Financial and Pricing Questionnaire. A statement attesting that this is an additional pricing model, should be included in the folder.

BCCSS requires pricing which will enable it to calculate the Total Cost for the duration of the Contract. The specifications and pricing sheet(s) **embedded** are to be completed by the Proponent according to the requirements set forth therein and the following:

1. Proponents should complete the **embedded** 2.5 workbook according to the requirements set out below:
 - a. Prices should be proposed in Canadian funds.

- b. All costs should be included in the proposed prices, excluding Goods & Services Tax (GST) and BC Provincial Sales Tax (PST) where applicable. Indicate GST and PST status for each line item separately.
 - c. Subject to Section 3.5 of this RFP and the terms of the Contract, any prices submitted will be deemed to be firm for the duration of the term of the Contract unless the Proponent includes in its Proposal a proposed price adjustment and timing mechanism, which should include a minimum of 30 days written notice to BCCSS of any required price adjustment.
 - d. For delivery of Products, Parts or Equipment, prices should be for delivery INCOTERMS 2010 DDP the Health Authority's warehouses and facilities (as listed in Appendix D) and includes freight, delivery, duty paid, insurance, packaging, crating and unloading costs.
 - e. If there are any pricing extension errors, the unit price will apply.
2. Proponents should state preferred payment terms in their Proposals. Proponents should also describe any discounts for early payment and method of payment Electronic Data Interchange or Electronic Funds Transfer transactions or any form of E-commerce (to be specified by Proponent) available to VCHA. Proponents should identify any additional pricing strategies that would benefit VCHA.
 3. Proponents should propose prices at list cost(s) and show discount for additional volume and final VCHA cost(s). INCOTERMS 2010 DDP are to be included in unit prices.
 4. Proponents should include any additional charges or surcharges that VCHA could incur which are over and above the proposed price.
 5. Upon selection of a Rated Proponent and commencement of negotiations of the Contract, new contract pricing will be effective retroactively to the date at which negotiations began.
 6. VCHA may elect to purchase all or any part of the Products on a consignment basis where consignment is proposed in a Proposal.

VCHA may elect to purchase all or any part of the Products on a consignment basis where consignment is proposed in a Proposal.



2.5 Pricing and Total cost

2.6 Value-Adds

The **embedded** 2.6 Value-Added document consists of questions that Proponents are to address in their Proposals in the order provided. Proposals should clearly cross-reference to the corresponding question.

1. Illustrate the proposed training and education for physicians, clinical personnel and other health professionals as necessary.
2. Illustrate how the Proponent's Proposal will advance the Vancouver Coastal Health Authority to keep them at the forefront of clinical care (for example, partnering to become a center for excellence and a demonstration site for product development and training).
3. Describe the Proponent's past support for and ongoing commitment to investments in research for products, services or equipment that include health outcomes, cost effectiveness, technology development and innovation.

BCCSS will in its sole discretion determine the allocation of Value-Adds among VCHA. This is to ensure that Value Adds received are appropriate, fill a need, deliver value and do not result in additional costs. Value-Adds proposed by Proponents will be converted to reduced pricing where possible. Value-Adds may remain directed and not converted to reduced pricing when:

1. the proposed Value-Add aligns with previously determined priorities of the Health Authority to which the Value-Add is directed;
2. the proposed Value-Add defers Health Authority expenditures that would have otherwise been funded by the Health Authority; and
3. conversion to reduced pricing is either not possible or results in lower overall value to the provincial health system.

Value-Adds, offered as a result of a provincial contract, are considered as provincial resources and BCCSS reserves the right to negotiate all such Value Adds. All Value-Adds will be routed through BCCSS and not delivered directly to departments/sites. All Value Adds will be declared, be visible and be accounted for.

Proponents are to include in their Proposals answers to the **embedded** following questions:



2.6 Value Adds

2.7 Corporate Strength and Company Background

The **embedded** 2.7 Corporate Strength document consists of questions that are to be addressed within the Proposal in the order provided. Proposals should clearly cross-reference to the corresponding question. If a Proponent wishes to include additional information that is not requested, such information is to be cross-referenced and contained within a separate appendix. Scanned documents, if needed, such as brochures and audited financial and annual reports, should be attached as a separate appendix that can be easily detached from the main Proposal document to facilitate electronic transmission.



2.7 Corporate Strength

2.8 Credentialing Requirement

Section 7.4 of the BCCSS Contract **embedded** within Appendix A, requires the Supplier to deliver a signed attestation that the Supplier meets the requirements of the National Standard for Vendor Credentialing developed by the Health Care Supply Chain Network. Proponents should include the signed attestation in their Proposals, if available, or describe the Proponent's plan for meeting the requirements of the National Standard for Vendor Credentialing by the date of execution of the Contract.

The National Standard for Vendor Credentialing and the attestation form are available at <http://hscn.org>.

2.9 Availability of Products and Services

Products and services offered by the Proponent should be available in sufficient supply to meet the RFP requirements at the time of Contract commencement. Proposals should clearly identify any Services, software functionality or products which will not be available at such time.

The estimated demand is approximately 2025 basic wheelchairs at any given time, over an estimated 3 year lifespan of the wheelchair (approximately 675/year, depending on the number of participating sites

as identified in Appendix D.)” All quantities specified are approximate and are based on annual estimated requirements. Actual quantities are subject to change.

2.10 Alternate Options or Innovative Solutions

Proponents may expand their Proposals to detail additional features, performance characteristics or innovative or creative options available beyond those requested, together with pricing information, provided the product or service offered at least meets the specifications listed in this RFP.

Proponents quoting on goods and services with specifications different from those listed in this RFP, including those which are considered functionally equivalent, should provide a specification sheet and/or equipment data sheets, Notice of Compliance and Health Canada required approvals. Any alternative, innovative or creative solutions being offered should be in the same format, clearly identified and in a separate section within the main Proposal.

Acceptance of this equivalency will be in the sole discretion of BCCSS. Proponents should identify and document any variations from the specifications listed in this RFP. Descriptive literature accompanying Proposals is not considered adequate information indicating variance from the specifications.

BCCSS reserves the right to use in its analysis of the Proposal any benefits from any overarching corporate agreements concluded by any of the Proponents prior to the issued of this RFP. If a Proponent that does not have a corporate agreement in place prior to the issue of this RFP chooses to enhance during the Competitive Selection Process, the Proponent may reference it in its Proposal as a non-binding option at the sole discretion of BCCSS.

2.11 Sub-Contracting

1. All subcontractors and/or partner(s) should be identified and the history of the organization(s) included in the Proposal. This includes a joint submission by two Proponents having no formal corporate links. Proponents are to identify all proposed sub-contractors, including the company name, contact name, phone number, fax number, e-mail address, type of service the sub-contractor will be performing or providing, and the length of time the Proponent has been using the services of the sub-contractor. Proponents may not add, remove or otherwise change any sub-contractor or partners listed in a Proposal without the written consent of BCCSS.
2. In a Proposal submitted by one or more Proponents acting in partnership, one Proponent should be named as the primary Proponent and take overall responsibility for the successful delivery of the Products and Services as the primary Proponent.
3. Sub-contracting and partnerships with any entity or individual whose current or past corporate or other interests may, in BCCSS’s opinion, give rise to a conflict of interest or unfair advantage in connection with the subject matter of this RFP will not be permitted.
4. The Proponent named as the primary Proponent will be responsible for the acts and omissions of its sub-contractor(s) and/or partner(s), as well as the Proponent’s own acts and omissions and those of its employees.
5. Nothing in this RFP creates any contractual relationship between any sub-contractor and/or partner and BCCSS or VCHA. All terms and conditions contained in this RFP extend to all sub-contractors and/or partners.

3 Submission Instructions

3.1 General Instructions

1. Proponents must submit Proposals by the Closing to the following location:

BC Clinical and Support Services Society
1795 Willingdon Avenue
Burnaby, BC
V5C 6E3

(the "Submission Location").

2. Proposals should be appropriately packaged, clearly marked with the name and address of the Proponent and the RFP Number and sent to the attention of the Contact Person.

3. The package should contain Proposals following the 2-envelope concept on a USB flash drive:

In Envelope 1:

- 2 USB flash drives with complete Proposal, **less** the financial portion in both PDF format and using the templates provided in standard Microsoft Word and/or Excel applications.

In Envelope 2:

- 2 USB flash drives with complete Proposal, including financials in both PDF format and using the templates provided in standard Microsoft Word and/or Excel applications.

4. Proponents are responsible to ensure their Proposal is received when, where and how it is specified in this RFP. BCCSS is not responsible for lost, misplaced or incorrectly delivered Proposals. All Proposals will be date and time stamped upon receipt at the Submission Location. Proposals received after the Closing and those Proposals which have not been signed are non-compliant and will be rejected. For hand delivered Proposals, a receipt will be supplied if requested. If there is a discrepancy between the PDF copy of a Proposal and the Microsoft Word and/or Excel copy of the Proposal, the PDF copy will prevail.

3.2 Signed Proposals

The Proposal should designate the individual who is authorized to negotiate any subsequent Contract on behalf of the Proponent. Appendix A [Acceptance of RFP Terms and Conditions] of the Proposal must be signed by a person authorized to sign on behalf of the Proponent.

3.3 No Fax or E-mail Submission

Proposals submitted by fax or e-mail will not be accepted.

3.4 No Public Opening

There will be no public opening of the proposals received unless indicated in this RFP. Proposals will be opened privately by BCCSS after the Closing. No public announcement of the contents of any proposal will be made at any time.

3.5 Open for Acceptance

By submitting a proposal, a Proponent agrees that its proposal, including all prices, will remain fixed and irrevocable for **one hundred and eighty** (180) days after the Closing.

3.6 Questions and Inquiries

1. All questions and inquiries concerning this RFP, including questions related to discrepancies, omissions, ambiguities and conflicts, should be directed, in writing, to the Contact Person. Information offered from sources other than the Contact Person with regard to this RFP is not official, may be inaccurate and should not be relied upon in any way, for any purpose.
2. BCCSS may, in its sole discretion, decide not to respond to any inquiry. To ensure consistency and quality of information, responses to questions relevant to the interpretation of this RFP will be sent via e-mail to all Proponents from whom BCCSS has received the Receipt Confirmation Form, without revealing the source of the inquiries. Responses may or may not be in the form of an Addendum. The decision to issue or not issue an Addendum is in the sole discretion of BCCSS.
3. Any Proponent that initiates any form of discussion with respect to this RFP with any other representative of BCCSS, VCHA or a member of the Evaluation Committee for any reason whatsoever may be disqualified from the Competitive Selection Process.

3.7 Amendments

No Proposal may be amended after the Closing for any reason. In the event of pricing extension errors, the unit price will apply. In the event of a numerical discrepancy or error in a proposal, the written number will apply. Proposals may be amended upon written request to the Contact Person before the Closing. Telephone communication will not be accepted.

3.8 Addenda

BCCSS may, in its discretion, through the Contact Person, amend this RFP at any time by issuing a written Addendum on the BC Bid Website. Addenda are the only means of amending or clarifying this RFP, and no other form of communication whether written or oral, including written responses to questions or inquiries as provided by Section 3.6, will be included in, or in any way amend, this RFP. Only the Contact Person is authorized to amend or clarify this RFP by issuing an Addendum. No other employee or agent of VCHA or any member of the Evaluation Committee is authorized to amend or clarify this RFP. It is the sole responsibility of the Proponent, prior to the Closing, to ensure they have received all amendments or revisions pertaining to the RFP.

3.9 Acceptance of RFP Terms and Conditions

Proponents are to complete and return the Acceptance of RFP Terms and Conditions (Appendix A)

3.10 Receipt Confirmation Form

Proponents are to complete and return the **Receipt Confirmation Form** (Appendix B) by **Monday, November 07, 2016 at 12:00 PM PST**. All subsequent information regarding this RFP, including Addenda and/or clarifications, will be posted on the BC Bid Website. Proponents are responsible to ensure that they have received the complete RFP, as listed in the table of contents of this RFP, plus any Addenda. A submitted Proposal will be deemed to have been prepared on the basis of the entire RFP issued prior to Closing. VCHA is not responsible for any Proponent lacking any portion of this RFP.

4 Evaluation, Selection and Award

4.1 Mandatory Requirements

1. Proposals which do not meet all the mandatory requirements set out in this RFP, including those not signed by the Proponent, and those which are not submitted to the Submission Location by the Closing will be rejected.

4.2 Evaluation

1. The Evaluation Committee will evaluate the Proposals in accordance with this Section 4.2. A Proposal will not be evaluated if it has been rejected or if the applicable Proponent has been disqualified in accordance with this RFP.
2. During the first phase in the 2-envelope competitive evaluation process, the Evaluation Committee will evaluate and score Envelope 1, containing the clinical/technical portion of the Proposal only (not the financial) for compliance to the RFP service/delivery specifications and functionality requirements. Financial information will not be available to the Evaluation Committee prior to completion of this phase. Proposals that are not acceptable, in the opinion of the Evaluation Committee, with respect to the clinical/technical specification and functionality requirements may in the sole discretion of the Evaluation Committee be rejected. Proposals that are not so rejected may undergo further evaluation in order to complete an additional in-depth clinical/technical and functional assessment. Upon completion of this phase, the second phase of the Competitive Selection Process will occur, in which the contents of Envelope 2 will be evaluated and scored.
3. The following criteria and weightings will be applied in evaluating Proposals. BCCSS reserves the right to, by addendum, add, delete or modify the weighting of any criterion at any time up to seven days prior to Closing. The selection criteria and weighting are as follows:

SELECTION CRITERIA	Maximum Points
Clinical/Technical Specifications	50
Total Financial Cost	35
Value-Adds	5
Corporate Strength	10
Total Points	100

4. In considering a Proponent's Proposal, the direct and indirect costs and non-monetary impact upon VCHA will be taken into account. The evaluation process will be conducted in the sole discretion of BCCSS and VCHA . The evaluation of Proposals will remain confidential and the particulars of the evaluation of a Proposal will not be disclosed to any Proponent or third party.
5. Proponents are encouraged to convert their Value-Add offering into lower prices. In order to fairly evaluate a Proposal with Value-Adds, BCCSS will scale the Value-Add score relative to the financial score. In order to do this, BCCSS will look at the savings derived from each.
6. In this RFP, "Total Cost" for any Proposal means the total Contract cost based on the Proposal over the term of the Contract, calculated as follows:
 1. for each Product to be supplied, multiply the required quantity of that Product over the term of the Contract by the unit rate for that Product set out in the Proponent's Proposal; and
 2. for each Service to be supplied, multiply the required frequency of that Service over the term of the Contract by the [hourly/monthly/unit] rate for that Service set out in the Proponent's Proposal; and
 3. add the results obtained in (a) for all Products to be supplied under the Contract.

The Proposal with the lowest Total Cost will be assigned the maximum points allocated to Total Costs. Each other Proposal will be assigned points calculated by a fraction equal to the lowest Total Cost divided by the Proponent's Total Cost.

7. BCCSS may, in its sole discretion, take any one or more of the following steps, at any time and from time to time, in connection with the review and evaluation, including ranking, of any aspect of a Proposal, including if BCCSS considers that any Proposal or any part of a Proposal requires clarification or more complete information, contains defects, alterations, qualifications, omissions, inaccuracies or misstatements, or does not for any reason whatsoever satisfy any requirements of this RFP at any time, or for any other reason that BCCSS in its discretion deems appropriate and in the interests of VCHA and this RFP, or either of them:
 1. waive any such defect, ambiguity, alteration, qualification, omission, inaccuracy, misstatement or failure to satisfy, and any resulting ineligibility on the part of the Proponent;
 2. independently consider, investigate, research, analyze, request or verify any information or documentation whether or not contained in any Proposal;
 3. request interviews or presentations with any, all or none of the Proponents to clarify any questions or considerations based on the information included in Proposals during the evaluation process, with such interviews or presentations conducted in the discretion of BCCSS, including the time, location, length and agenda for such interviews or presentations;

4. conduct reference checks with any or all of the references cited in a Proposal and any other persons (including a Proponent's directors, officers, shareholders or owners and any other person associated with the Proponent as BCCSS may require) to verify any and all information regarding:
 - a. a Proponent; or
 - b. any statement or claim made by a Proponent in its Proposal, clarifications, interviews or negotiations, and conduct any background investigations that it considers necessary in the course of the Competitive Selection Process, and rely on and consider any relevant information from such reference checks or background investigations in the evaluation of Proposals;
5. conduct credit, criminal record, litigation, bankruptcy, taxpayer information and other checks;
6. not proceed to review and evaluate, or discontinue the evaluation of, any Proposal;
7. disqualify a Proponent from this RFP; and seek clarification or invite more complete, supplementary, replacement or additional information or documentation from any Proponent or in connection with any Proposal. BCCSS reserves the right to request clarification of any Proposal. A request for clarification will not entitle a Proponent to revise, resubmit, alter or amend its Proposal.
8. Without limiting the foregoing, BCCSS may, in its discretion, reject any Proposal: (i) which in the opinion of BCCSS is materially incomplete or irregular, (ii) which contains omissions, exceptions or variations (including any modifications, changes or additions to the Contract, other than as provided for in Section 2.2) not acceptable to, or material to, VCHA, (iii) which contains any false or misleading statement, claims or information, or (iv) for which background investigations reveal any false statements, criminal affiliations or activities by a Proponent.

To enable BCCSS to take any one or more of the above-listed steps, BCCSS may enter into separate and confidential communications of any kind whatsoever, with any person, including any Proponent. BCCSS has no obligation whatsoever to take the same steps, or to enter into the same or any communications in respect of all Proponents and Proposals, or in respect of any Proponent, including the Proponent whose Proposal is the subject of the review or evaluation, as the case may be.
9. The review and evaluation, including the ranking, of any Proposal may rely on, take into account and include any information and documentation, including any clarification, more complete, supplementary and additional or replacement information or documentation, including information and documentation obtained through any of the above-listed investigations, research, analyses, checks, and verifications.
10. Proponents may not submit any clarifications, information or documentation in respect of the RFP after the Closing without the prior written approval of BCCSS or without an invitation or request by BCCSS.
11. If any information, including information as to experience or capacity, contained in a Proposal is not verified to BCCSS's satisfaction, BCCSS may, in its discretion, not consider such cited experience, capacity or other information.
12. BCCSS is not bound by industry custom or practice in taking any of the steps listed above, in exercising any of its discretions, in formulating its opinions and considerations, exercising its discretions in making any decisions and determinations, or in discharging its functions under or in connection with this RFP, or in connection with any Proponent, Proposal, or any part of any Proposal.

4.3 Complaint Process

Proponent complaints regarding the process used to evaluate Proposals, how the evaluation criteria were applied, or the management of the Competitive Selection Process will be handled in accordance with the BCCSS Vendor Complaint Process.

Information on the BCCSS Vendor Complaint Process may be found at:

<http://www.hssbc.ca/Vendors/Vendorcomplaint/default.htm>.

4.4 Selection of Rated Proponent and Award

1. Subject to Section 4.4.3, the Proponent whose Proposal has the highest number of points (being its Total Cost points plus the points assigned to other selection criteria in the evaluation) will be selected as Rated Proponent and BCCSS will invite the Rated Proponent to enter into discussions to settle the terms of the Contract, based on the Rated Proponent's Proposal, including any clarifications that the Rated Proponent may have provided during the evaluation of Proposals.
2. If for any reason BCCSS determines that it is unlikely to reach final agreement with the Rated Proponent, BCCSS may terminate the discussions with the Rated Proponent and proceed in any manner that BCCSS may decide is in the best interests of VCHA, including:
 1. inviting one of the other Proponents (who would then be the Rated Proponent) to enter into discussions to settle the terms of the Contract; or
 2. terminating the procurement process entirely.
3. BCCSS reserves the right to negotiate the terms of the Proposals submitted with multiple Proponents individually or simultaneously in order to reach contract terms and pricing acceptable to BCCSS. Such negotiations may take place at any time during the Competitive Selection Process and until such time, if any, as a Contract is executed with a Proponent.
4. BCCSS reserves the right to accept multiple Proposals and to enter into separate Contracts with multiple Proponents.
5. The Contract will contain the terms and conditions of the Contract template attached in Appendix A, those portions of the Proponent's Proposal acceptable to BCCSS, and such other terms and conditions as BCCSS may reasonably require. BCCSS reserves the right in its sole discretion to negotiate changes to the Contract template and to the Rated Proponent's Proposal.
6. An unsuccessful Proponent may request a debriefing. BCCSS may, in its sole discretion provide such debriefing, at which time, BCCSS may advise the Proponent, in a general manner, of the reason for the non-acceptance of the Proponent's Proposal. Only that Proponent's Proposal will be reviewed.

5 RFP Process and Conditions

5.1 No Obligation to Proceed

BCCSS is not bound to accept any Proposal or enter into a Contract and reserves the right in its sole discretion to at any time reject all Proposals, and to terminate this RFP and the Competitive Selection Process and proceed in some other manner, including by issuing a new request for proposals.

5.2 Right to Disqualify for Conflict

BCCSS reserves the right to:

1. disqualify any Proponent that in BCCSS's opinion has a conflict of interest or an unfair advantage (including access to any confidential information not available to all Proponents), whether real, perceived, existing now or likely to arise in the future, or permit the Proponent to continue and impose such conditions as BCCSS may consider to be in the public interest or otherwise required by VCHA; and
2. reject a Proposal in whole or in part where the Proponent or its directors, officers, shareholders or any person associated with the Proponent has a claim or has initiated a claim or legal proceeding against any Health Authority with respect to any previous contracts, tenders or business transactions.

5.3 Freedom of Information and Protection of Privacy Act (FIPPA)

BCCSS and VCHA are all public bodies and all information or materials (including electronic information) supplied to BCCSS or VCHA by Proponents are subject to the provisions of the Freedom of Information and Protection of Privacy Act, including orders and decisions made by the Office of the Information & Privacy Commissioner, and other applicable legislation. BCCSS and VCHA will treat all Proposals submitted by the Proponents as confidential. Proponents should clearly mark in their Proposals any elements that they consider confidential. Notwithstanding the confidential nature of the Proposals submitted, the Proponents, in submitting a Proposal, acknowledge and agree that BCCSS and VCHA may be required to disclose the terms of the Contract and the Proposals and any other information supplied in connection with or relating to the Contract to the public in order to comply with FIPPA and existing and future orders of the Office of the Information & Privacy Commissioner. In addition, Proponents, in submitting a Proposal, agree that BCCSS and VCHA may, at their option, proactively disclose the terms of the Contract to the public.

By submitting a Proposal, the Proponent represents and warrants to BCCSS and VCHA that the Proponent has complied with applicable laws, including by obtaining from each person any required consents and authorizations to the collection of information relating to such individual and to the submission of such information to BCCSS and the use, distribution and disclosure of such information as part of the Proposal for the purposes of, or in connection with, this RFP and the Competitive Selection Process.

5.4 Ownership of Proposals

All Proposals submitted to BCCSS become the property of BCCSS. They will be received and held by BCCSS subject to the provisions of FIPPA and any orders or decisions made by the Office of the Information & Privacy Commissioner for British Columbia.

5.5 Agreement on Internal Trade

BCCSS and VCHA are subject to the terms and conditions of the Agreement on Internal Trade Annex 502.4 and the NWPTA.

5.6 Confidentiality

Information pertaining to BCCSS or any of VCHA obtained by the Proponent, its employees and agents as a result of its participation in relation to this RFP is proprietary and confidential. The data provided in this RFP is for the sole purpose of assisting the Proponent in the preparation of a Proposal. The data must not be copied or disclosed by the Proponent except for the purpose of responding to this RFP.

5.7 Samples

BCCSS may require sample Products or Parts for evaluation. The samples are to be provided by the Proponent at no cost to BCCSS. Any samples not required or used are to be picked up by the Proponent at the request of BCCSS. The Proponent will make every reasonable effort to accommodate BCCSS.

5.8 Proponents Meeting

BCCSS may require Proponents to attend a Proponent's meeting and at its option require site visits to clarify the requirements as written in the RFP. Proponents will be advised when the meetings and site visits will occur.

5.9 Site Visits of Customer References

BCCSS or other representatives of VCHA may conduct site visits to one or more of the customer references provided within the Proponent's Proposal or to other facilities not listed. BCCSS will work with the Proponents to select and schedule any requested site visits in order to demonstrate the capabilities of the Proponent. At the request of BCCSS, Proponents will be responsible for arranging tours at the client sites served by the Proponent. The number of site tours and locations is subject to BCCSS approval and discretion.

5.10 Vendor Fair

Proponents may be requested, as part of the Competitive Selection Process, to attend a vendor fair where BCCSS and VCHA staff may review Proponents' goods or services in a location identified by BCCSS.

5.11 Tours of Health Authorities Facilities

BCCSS may schedule site visits or tours at Health Authorities' facilities, and BCCSS may indicate whether it considers attendance to be important or optional. Proponents will be responsible for their costs to attend such visits or tours. Oral questions during such tours will be permitted however complex questions should be forwarded to the Contact Person prior to the tour. A maximum of two representatives from each Proponent may take part in any tour of Health Authorities' facilities.

5.12 Proponent's Expenses

Proponents are solely responsible for their own costs and expenses in relation to this RFP, including preparing and submitting a Proposal, attending interviews, meetings or site tours, and negotiation, finalization and execution of any Contract.

5.13 Liability for Errors

BCCSS and VCHA, and their respective employees and agents, are not liable or accountable for any error or omission in any part of this RFP or any response to Proponent inquiries. While BCCSS and VCHA, and/or their employees and agents, have made efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Proponents. The information is not guaranteed or warranted to be accurate by BCCSS or VCHA, and/or their employees or agents, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Proponents from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this RFP. Proponents are responsible to ensure their Proposal meets all requirements of this RFP, to advise the Contact Person immediately of any apparent ambiguity, omission, discrepancy, contradiction, oversight or error in this RFP, and to request clarification if in doubt concerning the meaning or intent of anything in this RFP.

5.14 Limitation of Liability and Indemnity

1. BCCSS and VCHA will not be obligated or liable in any way whatsoever to a Proponent except where BCCSS has awarded and entered into a Contract with that Proponent for the supply of the Products and/or Services contemplated by this RFP, in which case that Contract will govern all such obligations and liabilities. It is a fundamental condition of this RFP, and the receipt and consideration of Proposals by BCCSS that BCCSS and VCHA, and their respective directors, officers, employees, consultants and agents, will not under any circumstances, including without limitation whether pursuant to contract, tort, statutory duty, law, equity, any actual or implied duty of fairness, or otherwise, be responsible or

liable for any costs, expenses, claims, losses, damages or liabilities (“Claims”) incurred or suffered by any Proponent as a result of or related to any one or more of the RFP, the preparation, negotiation, acceptance or rejection of any conforming or non-conforming Proposal, the rejection of any Proponent’s Proposal, or the cancellation, suspension or termination of the RFP, and by submitting a Proposal each Proponent will be conclusively deemed to waive and release BCCSS and VCHA and their respective directors, officers, employees, contractors, consultants and agents, from and against any and all Claims.

2. BCCSS and VCHA are subject to the provisions of the Financial Administration Act and regulations made pursuant to such Act and are prohibited from granting an indemnity without obtaining prior written approval of the Minister of Finance or the Director of Risk Management Branch.
3. By submitting a Proposal, the Proponent agrees that it will not claim damages for any matter in respect of this RFP or Competitive Selection Process. The Proponent further agrees to and hereby waives any claim for damages for loss of profits or loss of opportunity if no Contract is made between VCHA and the Proponent for any reason.
4. Each Proponent will indemnify and hold harmless BCCSS and VCHA, and their respective employees, contractors, consultants and agents, from and against any and all Claims brought against them arising out of any act or omission of the Proponent or by third parties arising out of or relating to the Proponent’s receipt of this RFP, or the preparation, submission and negotiation of any Proposal submitted by the Proponent, where such third parties:
 1. were directly or indirectly engaged by or through the Proponent in connection with any of the foregoing; or
 2. suffered personal injury, bodily damage or property damage arising out of the negligent acts or omissions of the Proponent.

Such indemnification will survive completion of the supply of the Products and/or Services under the Contract and the termination of the Contract.

5.15 BCCSS Acting as Representative and Agent

1. In issuing this RFP, BCCSS may be acting on its own behalf and as representative of and agent for VCHA for a Proponent to enter into individual contracts with VCHA for the supply of goods and services. BCCSS may act on behalf of and as agent for VCHA in executing the Contract and exercising all rights of VCHA under the Contract. Where BCCSS is acting as agent for another Health Authority, the Health Authority and not BCCSS will be liable to the Supplier under the Contract, it being agreed that the Contract is between each such Health Authority and the Supplier. BCCSS’ liability or responsibility under the Contract will remain several and be limited in its entirety to its enactment of the provisions of the Contract as a Purchaser on its own behalf.
2. Each Health Authority is contracting separately directly with the Proponent for the provision of goods and services and each Health Authority may purchase goods and services directly from the Proponent by issuing a purchase order. The liability of each Health Authority (including Provincial Health Services Authority) will be several and not joint and several and only the Health Authority who issues a purchase order will be responsible for paying the contract price for the goods and services ordered and for compliance with the Contract. No Health Authority will be liable for any failure to pay or breach of contract by any other Health Authority.
3. Goods and services provided by the Proponent will be sold and supplied directly to each Health Authority. The Proponent acknowledges and agrees that Provincial Health Services Authority may also be acting as agent for one or more of its branch societies and Vancouver Coastal Health Authority may also be acting as agent for Providence Health Care Society and when so acting as agent, such goods and services will be sold and supplied directly to such branch societies or Providence Health Care Society, as applicable.

5.16 Financial Contribution Disclosure

Proponents are to complete and sign the Statement of Disclosure (Appendix C).

5.17 No Collusion

Proponents, their employees and representatives involved with the Proposal will not discuss or communicate, directly or indirectly, with any other Proponent or any director, officer, employee, consultant, advisor, agent or representative of any other Proponent regarding the preparation, content or representation of their Proposals.

By submitting a Proposal, a Proponent, on its own behalf and as authorized agent of each firm, corporation or individual member of the Proponent, represents and confirms to VCHA, with the knowledge and intention that VCHA may rely on such representation and confirmation, that its Proposal has been prepared without collusion or fraud, and in fair competition with Proposals from other Proponents.

5.18 No Lobbying

Proponents and their respective directors, officers, employees, consultants, agents, advisors and representatives will not engage in any form of political or other lobbying whatsoever in relation to this RFP, or the Competitive Selection Process, including for the purpose of influencing the outcome of the Competitive Selection Process. Further, no such person (other than as expressly contemplated by this RFP) will attempt to communicate in relation to this RFP, or the Competitive Selection Process, directly or indirectly, with any representative of VCHA, the Government of British Columbia (including any Minister or Deputy Minister, any member of the Executive Council, any Members of the Legislative Assembly, or any employee of the Ministry of Health), or any director, officer, employee, agent, advisor, consultant or representative of any of the foregoing, as applicable, for any purpose whatsoever.

If there is any lobbying or communication in contravention of this Section, BCCSS, in its discretion, may at any time, but will not be required to, reject any and all Proposals submitted by that Proponent without further consideration.

5.19 Electronic Communication

Proponents should not communicate with the Contact Person by fax. The Contact Person will not respond to any communications sent by fax.

The following provisions will apply to any email communications with the Contact Person, or the delivery of documents to the Contact Person by email where such email communications or deliveries are permitted by the terms of this RFP:

1. BCCSS and VCHA do not assume any risk or responsibility or liability whatsoever to any Proponent:
 1. for ensuring that any electronic email system being operated for VCHA or BCCSS is in good working order, able to receive transmissions, or not engaged in receiving other transmissions such that a Proponent's transmission cannot be received; or
 2. if a permitted email communication or delivery is not received by VCHA or BCCSS, or received in less than its entirety, within any time limit specified by this RFP; and
2. all permitted email communications with, or delivery of documents by email to, the Contact Person will be deemed as having been received by the Contact Person on the dates and times indicated on the Contact Person's electronic equipment.

5.20 Working Language

The working language of BCCSS and VCHA is English. Proposals should be in English. Any portion of a Proposal not in English may not be evaluated.

5.21 Governing Laws

This RFP will be governed exclusively by and construed and enforced in accordance with the laws of British Columbia. The Proponent agrees to attorn to the exclusive jurisdiction of the courts of the Province of British Columbia in the event of any dispute concerning this RFP or any matters arising out of this RFP.

5.22 Appendices

All appendices to this RFP are deemed to be incorporated herein and form part of this RFP.

5.23 Headings

The insertions of headings in this RFP are for convenience only and will not affect the interpretation or construction thereof.

5.24 Time is of the Essence

Time is of the essence in this RFP.

6 Mandatory Requirement Check-List

Submit this check-list with its Proposal:

The following are “Mandatory” requirements. Proposals not clearly demonstrating they meet these requirements will be non-compliant with the RFP terms and conditions.	Yes I agree and/or comply
Proposals must be received by the RFP Closing	
Formal Letter of Introduction signed by an authorized signatory of the Proponent	
Proposals must be written in English	
Appendix A: Acceptance of RFP Terms and Conditions Form - signed	
Appendix C: Statement of Disclosure and Conflict of Interest Declaration - signed	
Section: 2.4 Completion of the Service Delivery document	
Section: 2.5 Completion of the Pricing and Total Cost of Ownership	

Executed this _____ day of _____, 20__.

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Title/Position: _____

Company Address: _____

Phone Number: _____

E-Mail: _____

Fax Number: _____

7 Definitions

In this RFP, unless the context otherwise requires, the following terms have the meanings indicated below:

“Addendum” means an addendum to the RFP issued by the Contact Person as described in Section 3.8.

“BCCSS” means the BC Clinical and Support Services Society (the “BCCSS”), as established by the Ministry of Health, to act as agent on behalf of the Purchasers.

“Business Day” means a day other than a Saturday, Sunday or statutory holiday in British Columbia.

“Claims” has the meaning given to it in Section 5.14.

“Closing” means the date and time identified as such on the first page of this RFP, as may be amended from time to time in accordance with the terms of the RFP.

“Competitive Selection Process” means the overall process for the selection of a Rated Proponent under this RFP.

“Contact Person” means the person identified as such on the first page of this RFP.

“Contract” means the written agreement resulting from this RFP executed by the Health Authorities, through their agent BCCSS, and the Supplier.

“Evaluation Committee” means an individual or group of subject matter expert(s) designated by VCHA and BCCSS.

“Freedom of Information and Protection of Privacy Act” and **“FIPPA”** has the meaning set out in Section 5.3;

“Health Authorities” means Fraser Health Authority, Interior Health Authority, Northern Health Authority, Provincial Health Services Authority, Vancouver Coastal Health Authority and Vancouver Island Health Authority;

“Mandatory Requirements” means the Proposal Requirements described in Section 4.1.

“Preferred Proponent” means the Proponent selected pursuant to this RFP to enter into negotiations with BCCSS for a Contract;

“Products” has the meaning given to it in Section 1.1.

“Proponent” or **“Proponents”** means an entity that submits a Proposal in response to this RFP and, as the context may require, a potential Proponent.

“Proposal” or **“Proposals”** means all of the documentation and information submitted by a Proponent in response to the RFP.

“Request for Proposal” or **“RFP”** means this request for proposals.

“Services” means the services **embedded** in 2.3

“Submission Location” has the meaning given to it in Section 3.1.

“Supplier” means the entity or individual that enters into the Contract to supply the Products and Services to VCHA.

“Total Cost” has the meaning given to it in Section 4.2.

APPENDIX A: Acceptance of RFP Terms and conditions

I _____, an authorized representative of _____ (Proponent) accept all of the terms and conditions set forth in this RFP.

This Proposal, including pricing, will remain fixed and irrevocable for one hundred and eighty (180) days after the Closing. This Proposal, together with the Contract template document attached to this Appendix A, will, with consideration of RFP Section 2.2, form the basis of any contract which may be entered into between VCHA and the Proponent.

I understand and agree it is my responsibility to seek clarification of items in the RFP or Contract template that I do not understand or that are susceptible to more than one interpretation. I will explain any qualifications or limitations to any response I provide to any question or requirement in the RFP. I agree that oral representations made by any representative of any of VCHAs'or BCCSS are not valid unless documented in writing by the Contact Person.

I hereby declare the contents of this Proposal, including the Statement of Full Disclosure and Conflict of Interest Declaration, to be true and correct.

The person signing this acceptance form declares they are the duly authorized signing authority of the Proponent with the capacity to commit the Proponent to the Proposal and that the Proposal and this acceptance form are binding on the Proponent.

Executed this _____ day of _____, 2016

Company Name: _____

Authorized Signature: _____

Printed Name: _____

Title/Position: _____

Company Address: _____

Phone Number: _____

E-Mail: _____

Fax Number: _____



Appendix A BCCSS Contract

APPENDIX B: Receipt Confirmation Form

To acknowledge receipt of the **Residential Care Basic Wheelchair Services**, RFP # **BCCSS 02197** and your intention to submit a proposal in response to the RFP please e-mail this form by **12:00 Noon Pacific Time on November 07, 2016** to:

Niel Chaffe, Senior Buyer,
Sourcing – Allied Health, IMIT, Facilities,
Support Services, Food, and Housekeeping
BC Clinical and Support Services Society, (BCCSS)

E-mail: niel.chaffe@hssbc.ca

Authorized Signature: _____
Printed Name: _____
Send further correspondence to:
Company Name: _____
Approved Contact: _____
Title/Position: _____
Company Address: _____

Phone Number: _____
E-Mail: _____

APPENDIX C: Statement of Disclosure and Conflict of Interest Declaration

DISCLOSURE REQUIREMENTS

1. Disclose the following affiliations and associations within your proposal referencing this Appendix:
 - a. any affiliation, whether legal or financial, with any other entity which is in the business of providing the same type of goods or services which are the subject of this RFP;
 - b. whether the Proponent is competing for this RFP with any entity with which it is legally or financially associated;
 - c. Proponent employees and consultants, and their family members, who are currently employees or consultants of BCCSS or VCHA or who ceased to hold such position within 6 months prior to the Closing time;
 - d. any current or past corporate or other interest which may give rise to a Conflict of Interest (either actual or potential) in connection with the Products and/or Services, VCHA or other health care organizations for which they are responsible or with which they are affiliated.
2. Identify funding of supplies, equipment or services in addition to contracted items to determine value and purpose for the past 3 years. The following are examples:
 - a. capital equipment/technical credit fund;
 - b. seminars;
 - c. educational funding and activities, courses;
 - d. fellowships;
 - e. programmers and associated consumables;
 - f. supplier site visits (cost of travel, hotels, tickets);
 - g. referral programs;
 - h. annual journal club activities;
 - i. supply items;
 - j. loaner equipment;
 - k. annual rebates;
 - l. annual grants;
 - m. signing bonuses;
 - n. competitive replacement program; and
 - o. research support (drug trials, projects, publications).
3. Disclose gifts to VCHA, other health care organizations for which a Health Authority is responsible or with which it is affiliated, or Healthy Authorities' employees or medical staff.
4. A summary table is provided. Sign, complete and return this Statement of Disclosure for each of the six (6) Health Authorities, even if there is nothing to disclose. Include all funding support (including gifts, in accordance with (c) above), if applicable, that has been provided to the Health Authorities or other health care organizations for which they are responsible or with which they are affiliated during the last twelve (12) month period. Failure to identify such support in this Statement of Disclosure may result in disqualification of a Proponent or termination of the Contract.

STATEMENT OF FULL DISCLOSURE: FRASER HEALTH AUTHORITY

For the Period from _____ to _____

Type of Funding	Facility/Location	Department	Recipient	\$ Amount
Capital Equipment, Technical credit Fund				
Seminars				
Educational funding and activities				
Fellowships				
Programmers and associated consumables				
Supplier site visits (cost of travel, hotels, tickets)				
Referral programs				
Annual journal club activities				
Supply items				
MBA business support				
Annual rebates				
Annual grants				
Signing bonuses				
Competitive replacement program				
Research support (drug trials, projects, publications)				
Other				

Attach details as an addendum and cross-reference to this appendix if this table is not sufficient space to capture the data.

We comply with the above requests and have included/disclosed all requested information. We understand that failure to disclose the above information may result in disqualification of our proposal and related outcomes.

Company Name: _____
 Name of Representative (Please Print): _____
 Title (Please Print): _____
 Signature: _____
 Date: _____

STATEMENT OF FULL DISCLOSURE: INTERIOR HEALTH AUTHORITY

For the Period from _____ to _____

Type of Funding	Facility/Location	Department	Recipient	\$ Amount
Capital Equipment, Technical credit Fund				
Seminars				
Educational funding and activities				
Fellowships				
Programmers and associated consumables				
Supplier site visits (cost of travel, hotels, tickets)				
Referral programs				
Annual journal club activities				
Supply items				
MBA business support				
Annual rebates				
Annual grants				
Signing bonuses				
Competitive replacement program				
Research support (drug trials, projects, publications)				
Other				

Attach details as an addendum and cross-reference to this appendix if this table is not sufficient space to capture the data.

We comply with the above requests and have included/disclosed all requested information. We understand that failure to disclose the above information may result in disqualification of our proposal and related outcomes.

Company Name: _____
 Name of Representative (Please Print): _____
 Title (Please Print): _____
 Signature: _____
 Date: _____

STATEMENT OF FULL DISCLOSURE: NORTHERN HEALTH AUTHORITY

For the Period from _____ to _____

Type of Funding	Facility/Location	Department	Recipient	\$ Amount
Capital Equipment, Technical credit Fund				
Seminars				
Educational funding and activities				
Fellowships				
Programmers and associated consumables				
Supplier site visits (cost of travel, hotels, tickets)				
Referral programs				
Annual journal club activities				
Supply items				
MBA business support				
Annual rebates				
Annual grants				
Signing bonuses				
Competitive replacement program				
Research support (drug trials, projects, publications)				
Other				

Attach details as an addendum and cross-reference to this appendix if this table is not sufficient space to capture the data.

We comply with the above requests and have included/disclosed all requested information. We understand that failure to disclose the above information may result in disqualification of our proposal and related outcomes.

Company Name: _____
 Name of Representative (Please Print): _____
 Title (Please Print): _____
 Signature: _____
 Date: _____

STATEMENT OF FULL DISCLOSURE: PROVINCIAL HEALTH SERVICES AUTHORITY

For the Period from _____ to _____

Type of Funding	Facility/Location	Department	Recipient	\$ Amount
Capital Equipment, Technical credit Fund				
Seminars				
Educational funding and activities				
Fellowships				
Programmers and associated consumables				
Supplier site visits (cost of travel, hotels, tickets)				
Referral programs				
Annual journal club activities				
Supply items				
MBA business support				
Annual rebates				
Annual grants				
Signing bonuses				
Competitive replacement program				
Research support (drug trials, projects, publications)				
Other				

Attach details as an addendum and cross-reference to this appendix if this table is not sufficient space to capture the data.

We comply with the above requests and have included/disclosed all requested information. We understand that failure to disclose the above information may result in disqualification of our proposal and related outcomes.

Company Name: _____
 Name of Representative (Please Print): _____
 Title (Please Print): _____
 Signature: _____
 Date: _____

STATEMENT OF FULL DISCLOSURE: VANCOUVER COASTAL HEALTH AUTHORITY

For the Period from _____ to _____

Type of Funding	Facility/Location	Department	Recipient	\$ Amount
Capital Equipment, Technical credit Fund				
Seminars				
Educational funding and activities				
Fellowships				
Programmers and associated consumables				
Supplier site visits (cost of travel, hotels, tickets)				
Referral programs				
Annual journal club activities				
Supply items				
MBA business support				
Annual rebates				
Annual grants				
Signing bonuses				
Competitive replacement program				
Research support (drug trials, projects, publications)				
Other				

Attach details as an addendum and cross-reference to this appendix if this table is not sufficient space to capture the data.

We comply with the above requests and have included/disclosed all requested information. We understand that failure to disclose the above information may result in disqualification of our proposal and related outcomes.

Company Name: _____
 Name of Representative (Please Print): _____
 Title (Please Print): _____
 Signature: _____
 Date: _____

STATEMENT OF FULL DISCLOSURE: VANCOUVER ISLAND HEALTH AUTHORITY

For the Period from _____ to _____

Type of Funding	Facility/Location	Department	Recipient	\$ Amount
Capital Equipment, Technical credit Fund				
Seminars				
Educational funding and activities				
Fellowships				
Programmers and associated consumables				
Supplier site visits (cost of travel, hotels, tickets)				
Referral programs				
Annual journal club activities				
Supply items				
MBA business support				
Annual rebates				
Annual grants				
Signing bonuses				
Competitive replacement program				
Research support (drug trials, projects, publications)				
Other				

(Note: Attach details as an addendum and cross-reference to this Appendix if this table is not sufficient space to capture the data)

We comply with the above requests and have disclosed all requested information. We understand that failure to disclose the above information may result in our disqualification from the Competitive Selection Process.

Company Name: _____
 Name of Representative (Please Print): _____
 Title (Please Print): _____
 Signature: _____
 Date: _____

APPENDIX D: List of Participating Health Authority Facilities



Appendix D List of
Facilities

APPENDIX E: WorkSafe BC Clearance Letter

Proponents are to provide a WorkSafe BC Clearance letter in accordance with Section 2.7.

APPENDIX F: Insurance Certificate

Proponents are to complete the attached Insurance Certificate.



Appendix F Insurance
Certificate

APPENDIX G: Cleaning and Disinfection of Product

Proponents are requested to submit the maintenance protocol/instructions, including but not limited to the cleaning/disinfection and/or sterilization of the Products and/or all accessories. A list of recommended products necessary to the ongoing maintenance of the equipment and/or accessories should be provided. This list should include the Base Agents or Chemicals of products (available in the Canadian market) that could be used for this application.

For any Products that are not intended to be single use, or any single-use Products on consignment received unsterile which requires sterilization prior to use, the Proponent should provide:

- a) **reprocessing instructions:** sterilization methods and provide step-by-step instructions on the cleaning, disinfecting, maintaining, sterilization, reprocessing, disassembly and reassembly of the specific Products;
- b) **for Products on consignment sets containing multiple instruments:** a picture of the Products on consignment set contents and a catalogued list of the individual pieces of the Products on consignment sets; and,
- c) **for containerized Products on Consignment sets:** a letter and/or a Scientific Validation Report stating Products consisting of multiple instruments can be sterilized as a set in the container provided and a catalogued list of the individual pieces of the containerized Products on Consignment sets.

APPENDIX H: Medical Device License and Establishment License

All medical devices are to conform to all relevant international, national, and local standards and requirements of medical device regulatory agencies. As required by the Canadian Medical Device Regulations, all medical devices should have a Medical Device License, except Class I devices (as defined by Health Canada). The Medical Device License Number for all proposed medical equipment should be provided, if applicable. As required by the Canadian Medical Device Regulations, manufacturers of Class I devices and importers and distributors of all medical devices require an Establishment License. For all proposed devices, the Establishment License Number of the importer, distributor or manufacturer (if applicable) is to be provided.