

REQUEST FOR PROPOSAL – HS427134



X-Ray Digitizing Services and Equipment

Health Department

Informal Request for Proposals – HS427134
X-Ray Equipment and Related Services

1. **SCOPE OF CONTRACT:**

The purpose of this Request for Proposal is to solicit proposals to establish a contract with a qualified firm through competitive negotiation for provision of software, equipment and services that will convert analog X-Ray output to digital images in one clinic location, and replace current digitizing equipment in a second clinic location. The solution will expand the image availability for physician and nursing staff to access, view, and annotate digital images from a total of 5 Health Department locations.

2. **BACKGROUND:**

The Health Department (HD) provide X-Ray services to diagnose and monitor Tuberculosis disease in Fairfax County. X-Ray services are provided at two locations: Annandale District Office (7611 Little River Turnpike, Annandale, VA 22003) and Joseph Willard Health Center (3750 Old Lee Hwy Fairfax, VA 22030). X-Ray volume is approximately 3,000 images per year.

The Annandale location currently has the following equipment:

1. Kodak point of care CR 360 system
2. Genesis Omni web CR viewer

The Joseph Willard Health Center currently has the following equipment:

1. Gendex Analog X-ray system [Produces X-Rays on film only. No current analog to digital conversion capability]

3. **CONTRACT PERIOD AND RENEWAL:**

This contract will begin on date of award, and terminate on December 31, 2018, with three (3) one-year renewal options. The total value of the contract may not exceed \$100,000 for the entire term of the contract.

4. **TASKS TO BE PERFORMED:**

Qualified Offerors are encouraged to submit a proposal for the provision of a solution to include equipment and installation, software, image storage, support and maintenance, training and related services. The County does not expect that customizations will be required.

4.1. Project Management

- a) One project manager must be designated for the entirety of this project

4.2. Equipment

- a) Two (2) Fuji D-EVO FDX 14"x17" tethered DR systems, or equivalent product in size, weight, and technology, to install at each of the above locations.
 - 1) Must be able to fit existing Bucky set-ups in clinical rooms without modifications.
 - 2) Must be able to provide tethers of different lengths to fit existing equipment and room set-up.

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- b) Two (2) Image Processing Workstations for Image Information System Software.
- c) Installation of above mentioned equipment and hardware.

4.3. Image Conversion and Storage Services

- a) Convert analog images produced by the current machines as listed in section 2, to digital. No historic/archived images will be digitized, only future images.
- b) Utilize the same analog to digital systems in both locations.
- c) System architecture must allow for images produced at either location to be accessed and viewed at any of 5 Health Department district office locations. Cloud-based storage of X-Ray images is preferred, with access via secure Internet site, i.e. users must authenticate (log on with valid credentials maintained by County staff). Approximately ten (10) County staff require access to images.
- d) Sufficient physical and electronic security measures are required to safeguard County data from theft or from access by unauthorized parties. Offeror would be required to immediately notify County's Information Security Office of any incident or indication of a breach of County data.
- e) The County expects that these images will be retained per legal health record retention policies - <http://www.lva.virginia.gov/>.
- f) No services or deliverables will be considered accepted without written approval by the County.

4.4. Digital Imaging Software

- a) Software should have standard image manipulation and documentation functionalities, including but not limited to:
 - 1) Image Enlargement
 - 2) Region of Interest Adjustment
 - 3) Trimming
 - 4) Darkening/lightening
 - 5) Side by side comparison
 - 6) Measurement ruler
 - 7) Reversal of density
- b) The County prefers to configure workstations with County image (e.g. standard operating system configuration and versions, standard browser version, anti-virus software, etc.), resident on the Fairfax County network and Offeror would install required software on county imaged workstation.

4.5. Maintenance and Support

- a) Maintenance and support to cover system troubleshooting (telephone, remote access or in person support services as needed), system/software upgrades as required to keep system configuration up to date and compatible with ongoing releases of operating system, browser, anti-virus, or other software components necessary to operate the system.
- b) One (1) Year Parts and Labor Warranty on proposed system.

4.6. Training, Documentation and Reports

- a) One-time training for X-ray technologist, clinical staff and IT staff.

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- b) Documentation to include design, technical and end user, if applicable.
- c) Standards reports must include, at a minimum, those reports necessary for HIPAA compliance.

5. CONTRACTOR QUALIFICATIONS:

The Contractor providing the goods and services must have the following:

5.1. Preferred qualifications:

- a) A full service diagnostic imaging company
- b) Previous work experience with local Health Departments providing, implementing and supporting the above mentioned goods and services.

6. COUNTY RESPONSIBILITIES:

- 6.1. HD will provide access to the two locations listed in Section 2 for contracted tasks.
- 6.2. HD will designate point of contact for project.
- 6.3. Other HD and Department of Information Technology (DIT) staff responsibilities will assigned based upon successful Offeror's proposed solution.

7. TECHNICAL PROPOSAL INSTRUCTIONS:

7.1. The Offeror shall provide a proposal with the following elements:

- a) A brief narrative outlining how the Tasks to be Performed outlined in Section 4, above will be accomplished. Please identify the task number in the narrative. Indicate which tasks will utilize subcontractors and how Offeror will ensure project success with use of subcontractors and/or 3rd party vendors.
- b) Offerors should describe their storage solution (identifying any 3rd party involvement), including:
 - 1) User Roles/Logins, User Administration, User Authentication Process
 - 2) HIPAA Compliance on all aspects of proposed solution including storage solution – specifics on protocols used to achieve HIPAA compliance
 - 3) Encryption employed – for data in transit and at rest
 - 4) Backup, restore, disaster recovery protocols
 - 5) Retention of records, transfer of data out of storage at County request
- c) Offerors should provide workstation specifications to include, make, model, processor speed, RAM, operating system, browser requirements, internet access requirements, anti-virus software, or other required software components. If county imaged workstation is not feasible, Offerors should describe how updates will be performed for the software components (see Section 4.5 Maintenance and Support).
- d) Offeror should describe on-going maintenance and support to include:
 - 1) Software updates to workstation. Describe how performed (on site, internet download,) and if updates are automatic or require user intervention. Software updates may include:
 - a) Operating System (if necessary)
 - b) Imaging Software Updates

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- c) Browser Updates (if necessary)
- d) Anti-Virus software updates
- e) Offeror should describe who provides troubleshooting support and levels of support provided – e.g. on site, telephone, remote access.
 - 1) If remote access support is proposed, describe remote access tools and protocols used. County preference is to use Citrix for remote access/support.
 - 2) Describe how problems are reported by users
 - 3) Describe response and resolution times for critical problems
- f) A description of the Offeror's experience directly related to Tasks to be Performed
- g) Two professional references including name, company and telephone number for successful projects similar to those described in this RFP.
- h) A project timeline commencing with contract award through final acceptance and warranty periods.
- i) A description of included training, documentation and standard reports.
- j) A copy of the resume and professional license for each person who may be expected to perform services.
- k) A copy of all agreements, including any license agreements, service level agreement (SLA) or additional terms that the County would be asked to consider.
- l) A description of proposed service standards or performance metrics.
- m) A completed and signed IRS Form W-9 (Attachment D).
- n) A completed copy of the *Fairfax County Project Proposal Matrix for Meeting Information Technology Security Policy Requirements* (Attachment E)
- o) A copy of Offeror's software escrow agreement, if applicable, for proposed imaging software.
- p) The following documents DO NOT need to be completed and returned as part of the proposal: Attachment A - Standard Contract Terms; Attachment B – HIPAA Business Associate Agreement; and Attachment C – IT Services Provider Consultant/Contractor Agreement.

8. COST PROPOSAL/ BUDGET INSTRUCTIONS:

- 8.1. The Offeror must submit a cost proposal as the last sheet in their proposal with the following information:
 - a. Costs to include all hardware and tasks listed in Section 4 including installation, staff training and ongoing maintenance and support services. If licenses are being proposed for imaging software, the County would require ten (10) licenses at this time. Also include cost for additional licenses, if applicable.
 - b. A payment and deliverable schedule tied to proposed timeline. No upfront payment will be considered by the County.
 - c. Hourly rates by labor category for additional work within scope of contract.
 - d. Prices will remain firm for one year. Changes in cost for any subsequent contract years may be based on the Consumer Price Index (CPI-U), or other relevant indices, and must include a justification for the price increase.

9. BASIS FOR AWARD:

- 9.1. A Selection Advisory Committee has been established to review and evaluate all proposals submitted in response to this Informal Request for Proposal. The Committee shall conduct a preliminary evaluation of all proposals on the basis of the information provided with the

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proposal, and the evaluation criteria listed below. Based upon this review, the cost proposals of the highest rated Offerors will then be reviewed. As part of this process, Offerors may be requested to participate in product demonstrations

- 9.2. Selection shall be made of two or more Offerors deemed to be fully qualified and best suited among those submitting proposals, on the basis of the factors involved in the Request for Proposal, including price if so stated in the Request for Proposal. Negotiations shall then be conducted with each of the Offerors so selected. After negotiations have been conducted with each offeror so selected, the County shall select the Offeror which, in its opinion, has made the best proposal, and shall award the contract to that Offeror.
- 9.3. Should the County determine in writing and in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that Offeror.
- 9.4. The County reserves the right to make on-site visitations to assess the capabilities of individual offerors and to contact references provided with the proposal.
- 9.5. Offerors' proposals will be evaluated based on the following criteria.
 - a. Demonstrated qualifications of firm with qualified staff and experienced personnel (20 points)
 - b. Demonstrated ability to accomplish tasks as referenced in special provisions, Section 4, Tasks to be Performed (30 points)
 - c. Demonstrated understanding of the requirements and technical approach as referenced in Special Provision, Section 7, Technical Proposal Instructions (25 points)
 - d. Reasonableness of cost proposal – (25 points)

10. DEADLINE AND SUBMISSION:

- 10.1. Please submit responses to this Informal Request for Proposals electronically to:
mary.walker3@fairfaxcounty.gov

The deadline for submission is **2:00 p.m. Eastern time, Friday, August 19, 2016**. *No proposals will be accepted after this date and time, and will be returned to the sender.*

- 10.2. Questions regarding the Informal Solicitation must be submitted in writing to:
Mary.walker3@fairfaxcounty.gov no later than Wednesday, August 10, 2016. Responses will be posted via an addendum.

11. OWNERSHIP AND ACCESS TO DATA AND IMAGES:

- 11.1. All data and images will remain the sole property of the County. Contractor will provide unfettered access to County data and images.
- 11.2. The Contractor may not use data or images owned by Fairfax County for any purposes without the express written consent of the appropriate County representative.

12. GENERAL TERMS AND CONDITIONS:

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- 12.1. The successful Offeror will enter into a contract based on the Fairfax County standard contract terms (See attachment A). Details and final terms will be negotiated based upon proposed solution.
- 12.2. The successful Offeror will be required to sign a Fairfax County Business Associate Agreement at the time of contract award. (See attachment B). Submission of a proposal indicates acceptance of the terms of the agreement.
- 12.3. The Offeror awarded a contract will be expected to abide by all applicable provisions of the Fairfax County General Conditions and Instructions to Bidders. This document is available for review at: <http://www.fairfaxcounty.gov/dpsm/pdf/generalconditions.pdf>.
- 12.4. The Offeror awarded a contract will be expected to provide proof of insurance that meets the county's liability limits upon award of contract. See Attachment A, Section 15 for Insurance Requirements.
- 12.5. The Offeror awarded a contract shall sign the County's Department of Information Technology's Consultant Agreement concerning the support of information systems and communications technology at Fairfax County, Virginia. (Attachment C)