

ACKNOWLEDGMENT: RECEIPT OF RFP DOCUMENTS

Buyer

Telephone Number

E-mail Address

Fax Number

STATE OF CONNECTICUT
UNIVERSITY OF CONNECTICUT HEALTH CENTER
Procurement Operations & Contracts
263 Farmington Avenue, MC4036
Farmington, CT 06032-4036



RFP NUMBER:	PROPOSAL DUE DATE:	PROPOSAL DUE TIME: EST	RFP SURETY:
RFP TITLE:			

NOTE: Please complete and return this acknowledgement as soon as possible to the Buyer's email address or fax number indicated above. This document is crucial for proposal follow-up.

Please check one of the following boxes: Submitting a proposal NOT submitting a proposal

Print or type the following information:

Firm/Corporation Name:	
Street Address:	
City, State, Zip Code:	
Contact Name/Title:	
Phone Number:	
Fax Number:	
E-mail Address:	

PROPOSER'S CHECKLIST

Buyer

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<i>IT IS SUGGESTED THAT YOU REVIEW AND CHECK OFF EACH ACTION ITEM AS YOU COMPLETE IT</i>		CHECK
1.	Form UCHC RFP-01 (Acknowledgement: Receipt of RFP Documents) must be completed and returned <u>at least</u> 48 hours before the proposal due date and time listed on page 1 of this form.	
2.	If required, the amount of proposal surety has been checked and the surety has been included in the upper right hand corner of all forms except form UCHC RFP-05 (CHRO & SEEC Compliance).	
3.	Form UCHC RFP-04 (Scope of Work) must be included with your proposal and contain the following:	
	a. Supplier's name must be in the upper right corner of all price schedule pages	
	b. The delivery information has been included with the proposal. Be specific: In most cases, "as ordered" or "as required" is not complete information.	
	c. The proposal prices you have offered have been reviewed and verified.	
	d. The price extensions and totals have been checked. In case of discrepancy between unit prices and total prices, the unit price will govern the proposal evaluation.	
	e. Any errors, alterations, corrections or erasures to unit prices or total prices must be initialed by the person who signs the proposal or his/her designee. Such changes made and not initialed shall mean automatic rejection of that portion of the proposal.	
	f. The payment terms are Net 45 Days . You may offer cash discounts for prompt payment. Cash discounts for net terms less than 45 days may be considered when evaluating proposal pricing. <i>Exception:</i> State of CT Small Business Set-Aside proposal payment terms shall be in accordance with Connecticut General Statutes §4a-60j.	
4.	Submit, a "red lined" version of the standard contract with the bid response.	
5.	Any technical or descriptive literature, drawing or proposal samples that are required have been included with the proposal.	
6.	Form UCHC RFP-05 (CHRO & SEEC Compliance) must be completed in its entirety and submitted with each proposal, even if the Proposer's company is family owned or operated, and regardless of the number of employees. Non-compliance may result in proposal rejection.	
7.	If applicable, the RFP Addendum (UCHC RFP-11 Form and/or UCHC RFP-12 Form) has been signed and included with your proposal.	
8.	If applicable, the following documents have been signed and uploaded on BizNet: <ul style="list-style-type: none"> a) Non-discrimination Certification b) OPM Ethics Form 5 (Consulting Agreement Affidavit) – Contract Value of \$50,000 or more c) OPM Ethics Form 6 (Affirmation of Receipt of State Ethics Laws Summary) – Contract Cost of \$500,000 or more 	

PROPOSER'S CHECKLIST

NOTE: The proposal is to be mailed or hand-delivered in time to be received no later than the designated opening date and time. Late proposals are not accepted under any circumstances. Please allow enough time if you are mailing in your proposal.

- a) Please use the mailing label format below when submitting your proposal via mail.

SEALED RFP NUMBER:	_____
NOT TO BE OPENED UNTIL:	_____
RETURN PROPOSAL TO:	University of Connecticut Health Center 263 Farmington Avenue MC 4036 Farmington, CT 06032

- b) Hand delivered proposals are to be presented at the following address:

University of Connecticut Health Center
Procurement Operations & Contracts
16 Munson Road 2nd Floor
Farmington, CT 06032

NOTE: All proposals shall become the sole property of the University of Connecticut Health Center and will not be returned. Your submitted proposal may be rejected if the following requirements are not met:

- a) The following UCHC Request For Proposal documents have been completed in its entirety and signed by a duly authorized representative of the company where applicable.
- UCHC RFP-03 Proposer's Info, OSHA, Debarment and W-9
 - UCHC RFP-05 CHRO & SEEC Compliance
 - UCHC RFP-08 Proposer's Statement of Qualifications
 - UCHC RFP-09 BOD Meeting Schedule Form
 - UCHC RFP-10 UCHC Business Associate Agreement (*if applicable*)
- b) Applicable Non-discrimination Certification and OPM Ethics Forms referenced in item number (8.) above must be signed, notarized (where applicable), and uploaded on BizNet at the following website:
<https://www.biznet.ct.gov/AccountMaint/Login.aspx>.

The links listed below are provided for your convenience. It is your responsibility to ensure that you are compliant with the most current laws, regulations, rules & policies.

Refer to "Guidance for Vendor Authorizations" at the following website:

http://www.das.state.ct.us/purchase/info/vendor_authorization_and_guidance_081106.pdf

Refer to "Guide to the Code of Ethics For Current or Potential State Contractors" at the following website:

<http://www.ct.gov/ethics/cwp/view.asp?a=3488&q=414966>

Refer to "State of Connecticut Supplier Diversity Program" at the following website:

<http://www.das.state.ct.us/cr1.aspx?page=34>

Refer to "State of Connecticut Executive Orders" at the following website:

http://www.das.state.ct.us/Purchase/Executive_Orders_new.pdf

Refer to "Executive Order 12549 on Debarment and Suspension" at the following website:

<http://www.archives.gov/federal-register/codification/executive-order/12549.html>

Refer to "Connecticut General Statutes § 4a-60, 4a-60a, and 46a-56" at the following website:

<http://www.cga.ct.gov/2011/pub/chap058.htm#Sec4a-60.htm> and <http://www.cga.ct.gov/2011/pub/chap814c.htm#Sec46a-56.htm>

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REQUEST FOR PROPOSAL: Pursuant to the provisions of Sections 10a-151a, 10a-151b and 4a-57 of the Connecticut General Statutes as amended, sealed proposals will be received by the University of Connecticut Health Center, at the address above, for furnishing the commodities and/or services described above under RFP Title.

IMPORTANT: ALL pages of this form must be completed, signed and returned by the proposer as part of the proposal package. Failure to complete and submit all pages may constitute grounds for rejection of your proposal. By completing this form the Supplier agrees that it is in compliance with all applicable UCHC policies and procedures, federal, state, and local laws and regulations, including but not limited to Connecticut General Statutes Sections 10a-151a and 10a-151b, 4a-60 and 4a-60a.

SECTION 1 of 6: PROPOSER INFORMATION

COMPLETE LEGAL BUSINESS NAME:	TAXPAYER ID NUMBER (TIN): <input type="checkbox"/> SSN <input type="checkbox"/> FEIN
BUSINESS NAME, TRADE NAME, DOING BUSINESS AS (IF DIFFERENT FROM ABOVE):	WEBSITE ADDRESS (IF APPLICABLE):
PRINCIPAL PLACE OF BUSINESS (IF DIFFERENT FROM ABOVE):	STATE BUSINESS ORGANIZED IN:
BUSINESS ENTITY: <input type="checkbox"/> LLC <input type="checkbox"/> NON-PROFIT <input type="checkbox"/> PARTNERSHIP <input type="checkbox"/> INDIVIDUAL/SOLE PROPRIETORSHIP <input type="checkbox"/> CORPORATION <input type="checkbox"/> OTHER	
NOTE: IF YOUR BUSINESS IS AN <i>INDIVIDUAL/SOLE PROPRIETOR</i> , INDIVIDUAL'S NAME MUST APPEAR IN THE COMPLETE LEGAL BUSINESS NAME BLOCK ABOVE. IF YOUR BUSINESS IS A <i>PARTNERSHIP</i> , YOU MUST ATTACH THE NAMES AND TITLES OF ALL PARTNERS.	
LIST TYPES OF PRODUCTS AND OR SERVICES PROVIDED: _____ _____ _____	
IS YOUR BUSINESS CURRENTLY A STATE OF CT CERTIFIED SMALL BUSINESS ENTERPRISE? IF SO, PLEASE ATTACH A COPY OF THE CERTIFICATE? (PLEASE CHECK) <input type="checkbox"/> YES <input type="checkbox"/> NO	IS YOUR BUSINESS CURRENTLY A FEDERALLY CERTIFIED SMALL BUSINESS? IF SO, PLEASE ATTACH A COPY OF THE CERTIFICATE? (PLEASE CHECK) <input type="checkbox"/> YES <input type="checkbox"/> NO
IS YOUR BUSINESS CURRENTLY REGISTERED WITH THE STATE OF CT SECRETARY OF THE STATE'S OFFICE TO DO BUSINESS IN THE STATE OF CT? (PLEASE CHECK) <input type="checkbox"/> YES <input type="checkbox"/> NO	

IF YOU ARE A CURRENT OR PREVIOUS *STATE EMPLOYEE*, INDICATE THE POSITION, AGENCY, AND AGENCY ADDRESS:

CORPORATE ADDRESS:		REMITTANCE ADDRESS:
ADDRESS:		
ADDRESS:		
CITY, STATE, ZIP CODE:		
TELEPHONE NUMBER:		

SECTION 2 of 6: PURCHASE ORDER DISTRIBUTION

PLEASE INDICATE THE BEST METHOD OF PURCHASE ORDER DISTRIBUTION (PLEASE CHECK): FAX E-MAIL

CONTACT NAME:	
TELEPHONE NUMBER:	
FAX NUMBER:	
E-MAIL ADDRESS:	

SECTION 3 of 6: AFFIRMATION OF PROPOSER

I _____ BEING A DULY AUTHORIZED REPRESENTATIVE OF _____

NAME OF AUTHORIZED PERSON COMPLETE LEGAL BUSINESS NAME

HEREBY CERTIFY AS FOLLOWS:

- I/WE AGREE(S) TO BE BOUND BY ALL TERMS AND CONDITIONS INCLUDED IN THIS RFP NUMBER REFERENCED ON PAGE 1 OF THIS FORM.
- IF SELECTED, I/WE FURTHER AGREE(S) TO EXECUTE A CONTRACT WITH UCHC IN A FORM PROVIDED BY UCHC, CONTAINING ALL OF UCHC'S TERMS AND CONDITIONS AND TO EXECUTE ALL STATE OF CONNECTICUT AFFIDAVITS AND CERTIFICATIONS WHICH ARE REQUIRED AT THE TIME OF CONTRACTING.
- THE AUTHORITY FOR THE UNDERSIGNED TO BIND IS APPENDED HERETO.

SIGNATURE OF PERSON AUTHORIZED TO SIGN ON BEHALF OF THE ABOVE NAMED BUSINESS: SIGN HERE	DATE EXECUTED:
NAME OF AUTHORIZED PERSON:	TITLE OF AUTHORIZED PERSON:

SECTION 4 of 6: OCCUPATIONAL SAFETY & HEALTH ACT (OSHA)

The following information is required pursuant to Section 31-57b of the Connecticut General Statutes:

- a.) In the past three years, have you, your company, or any firm, corporation, partnership or association in which you or your company have an interest, been cited for any willful or serious violations of any occupational safety and health act, standard, order or regulation? If yes, please attach a list of the following information for each violation/citation: the date of the violation, the date of the citation, the nature of the violation (including references to the statutes, regulations, standards or orders violated), the name of the individual or company cited, the name of the government agency that issued the citation, and the result/penalty.

YES NO (PLEASE CHECK)

- b.) In the past three years, have you, your company, or any firm, corporation, partnership or association in which you or your company have an interest, received any criminal convictions related to the injury or death of any employee? If yes, attach a list of the following information for each criminal conviction: the date of the incident resulting in the employee injury/death, the date of the criminal conviction, the court that issued the conviction, the nature of the conviction (including references to any statutes, regulations, standards or orders violated), the name of the individual or company convicted, and the result/penalty.

YES NO (PLEASE CHECK)

SECTION 5 of 6: DEBARMENT AND/OR SUSPENSION

Is the proposer, any company official, or any subcontractor to the proposer presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any governmental entity in accordance with UCHC Policy No. 2001-3 and applicable federal and state laws.

YES NO (PLEASE CHECK)

Has the proposer, any company official, or any subcontractor to the proposer, received any notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government, any governmental entity or any other state within the United States?

YES NO (PLEASE CHECK)

The above signed proposer further affirms that they shall disclose to UCHC immediately in writing of any debarment, suspension, proposal for debarment, voluntary exclusion or other events that makes them an "ineligible person" at any time during the course of this RFP. An "Ineligible Person" is an individual or entity who: (i) is currently excluded, debarred, suspended, or otherwise ineligible to participate in the Federal health care programs or in Federal procurement or non-procurement programs; or (ii) has been convicted of a criminal offense that falls within the ambit of 42 U.S.C. § 1320a-7(a), but has not yet been excluded, debarred, suspended, or otherwise declared ineligible.

If the above signed proposer, any company official or any subcontractor to the proposer have received notices of debarment and/or suspension from contracting with the State of Connecticut, the Federal Government or any governmental entity, said notices must be attached to this document when submitting this proposal.

SECTION 6 of 6: DEBARMENT CERTIFICATION

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION - - LOWER TIER COVERED TRANSACTIONS

INSTRUCTIONS FOR CERTIFICATION

- 1) By signing and submitting this application, the prospective recipient of Federal assistance funds is providing the certification as set out below.
- 2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective recipient of Federal assistance funds knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, UCHC may pursue available remedies, including suspension and/or debarment.
- 3) The prospective recipient of Federal assistance funds shall provide immediate written notice to the person to whom this application is submitted if at any time the prospective recipient of Federal assistance funds learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- 4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "application," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549.
- 5) The prospective recipient of Federal assistance funds agrees by submitting this application that, should the proposed covered transactions be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by UCHC.
- 6) The prospective recipient of Federal assistance funds further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- 7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determined the eligibility of its principals. Each participant may, but is not required, to check the List of Parties Excluded from procurement or Non-Procurement Programs.
- 8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- 9) Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is debarred, suspended, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, UCHC may pursue available remedies including suspension and/or debarment.

Before signing Certification, read all the instructions which are an integral part of the Certification.

- 1) The prospective recipient of Federal assistance funds certifies, by submission of this application, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- 2) Where the prospective recipient of Federal assistance funds is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this application.

Name of Authorized Representative

Title of Authorized Representative

Signature

Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
City, state, and ZIP code		
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number									

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number									

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

Digital or CR Radiographic Units for Storrs, CT
Medical Facility Project and Orthopedic Office in Avon, CT
RFP 1-37577391 / 37608780

Digital or CR Radiographic Units for Storrs, CT
Medical Facility Project and Orthopedic Office in
Avon, CT

University of Connecticut Health Center
Purchasing Services

Request for Proposal
UCHC 1-37577391 / 1-37608780

I. Overview of the University of Connecticut Health Center, (“UCHC”)

A. Introduction

UCHC is a vibrant organization that includes the School of Medicine, the School of Dental Medicine, John Dempsey Hospital (“JDH”), the UConn Medical Group, UConn Health Partners, and University Dentists. Founded in 1961, UCHC’s mission is to provide outstanding health care education in an environment of exemplary patient care, research, and public service. UCHC’s 206-acre campus is situated around a wooded hilltop in the beautiful, historic community of Farmington, Connecticut. From this vantage point, one can see the skyline of Hartford, the capital of Connecticut, eight miles to the east. The University of Connecticut’s main campus is in Storrs, about thirty miles east of Hartford. With about 5,000 employees, UCHC is Connecticut’s sixteenth largest employer and an important contributor to the local and regional economy.

B. Health Services

Through John Dempsey Hospital (204 general acute-care beds and 20 nursery beds), UCHC provides specialized and routine inpatient and outpatient services. John Dempsey Hospital has long been regarded as the premier facility in the region for neonatal intensive care and high-risk maternity. It is also widely recognized for its comprehensive cardiovascular, cancer, and musculoskeletal services. In addition, John Dempsey Hospital is home to the only Emergency Department in Connecticut’s fast-growing Farmington Valley.

In October 2007, John Dempsey Hospital was honored with a 2007 Premier|CareScience Select Practice National Quality Award for superior patient outcomes in both quality and efficiency. John Dempsey Hospital was one of forty-nine hospitals nationwide, the top 1 percent of acute inpatient facilities, recognized with the Select Practice Award.

In March 2007, UCHC was named one of the nation’s top 100 hospitals in the Solucient 100 Top Hospitals®: National Benchmarks for Success program. It was one of only fifteen hospitals nationwide recognized in the major teaching hospital category. The award by Solucient, a leading source of health care information, is considered one of the hospital industry’s most prestigious. It uses a scorecard based on objective statistical measurement of performance in critical

areas including clinical outcomes, patient safety, operational efficiency, and growth in patient volume. Winning hospitals display a capability to provide sustainable and reliable health care services to their communities.

The Correctional Managed Health Care (CMHC) program, a partnership with the Department of Correction, delivers comprehensive managed health care to State of Connecticut inmates. Medical, mental health, dental, and ancillary services are provided in all eighteen facilities across the state (Bridgeport, Brooklyn, Cheshire-Manson Youth, Webster, Cheshire, Enfield/Somers-Robinson, Willard/Cybulski, Northern, Osborn, Enfield, Hartford, New Haven, Newtown-Garner, Niantic-Gates, York, Storrs-Bergin, Suffield-MacDougall/Walker, and Uncasville-Corrigan/Radgowski).

C. Educational Programs

Dedicated to providing broad educational opportunities in the biomedical sciences, UCHC offers degree programs in medicine (M.D.), dental medicine (D.M.D.), and biomedical science (Ph.D.), master's degree programs in public health and dental science, postdoctoral fellowships, residency programs providing specialty training for newly graduated physicians and dentists, and continuing education programs for practicing health care professionals. Combined degree programs, such as the M.D./Ph.D., D.M.D./Ph.D., Dental Clinical Specialty/Ph.D., and M.D./M.P.H. are also offered.

Each year in Farmington, about 320 students work toward their medical doctor's degree and 160 toward their doctor of dental medicine degree. Admission to each school is highly competitive, but both schools offer preferential consideration to qualified Connecticut residents in their admissions policies. In the years since UCHC graduated its first students in 1972, 1,289 men and women have received their D.M.D. degree and 2,744 their M.D. degree.

Through a variety of residency programs, the School of Medicine provides postgraduate training for more than 550 newly graduated M.D.s each year. These physicians come from all over the country to acquire advanced skills in fields such as the surgical specialties, internal medicine, and primary care. Some of the residency training occurs on UCHC's main campus, but much of it takes place in community hospitals in Greater Hartford - thus extending UCHC's influence far beyond Farmington.

D. Research Programs

Since UCHC's inception, its administration and faculty have been committed to maintaining high-quality research programs as part of the institution's fabric. This commitment has enabled UCHC to recruit distinguished researchers with expertise in neuroscience, molecular biology, molecular pharmacology, biochemistry, cell physiology, toxicology, and endocrinology, among other fields. The Alcohol Research Center is one of only fourteen such federally supported centers in the nation. The Connecticut Clinical Chemosensory Research Center is one of five.

Currently, the University is establishing a Center of Innovation that will include its new stem cell institute as well as innovative cell biology and genetics research. The new center, which will be at 400 Farmington Avenue near the UCHC campus, will unite UConn scientists in a cross-disciplinary, collaborative setting to enhance Connecticut's role as a leader in stem cell research and accelerate discoveries that ultimately could lead to therapies treating a broad range of diseases and disorders.

Clinical research is facilitated by the Lowell Weicker General Clinical Research Center and the Clinical Trials Unit. Intellectual endeavors of all kinds are supported by the Lyman Maynard Stowe Library.

E. Our Campus

Construction of UCHC's main campus began in 1966. The main complex occupies a prominent hilltop near I-84 and the Farmington-West Hartford line. The massive, circular building originally contained about 1.2 million square feet, seven miles of corridors, and 2,000 rooms. Its first major addition, the Andrew J. Canzonetti, M.D. Building, was dedicated in 1994. It added 94,000 square feet next to John Dempsey Hospital. UCHC's Academic Research Building opened in 1999. The impressive eleven-story structure provides 170,000 square feet of state-of-the-art laboratory space.

It also is home to the Farmington Surgery Center, a multi-specialty outpatient surgery center.

All told, the UCHC campus consists of thirty-nine buildings totaling over 2 million square feet.

II. Purpose of Request for Proposal (RFP)

The University of Connecticut Health Center is in the process of developing a multidisciplinary outpatient medical facility as a part of the newly constructed Storrs, CT –“Downtown Project” located near the main University Campus in Storrs, Ct.

The new medical facilities will include a new Urgent Care Center and a separate multidisciplinary outpatient medical facility. Both new facilities will require their own radiographic units.

The third requested Radiographic Unit is a replacement unit for our outpatient Orthopedic Center located at 2 Simsbury Road, Avon, CT.

We are requesting proposals for Radiographic Units that meet the needs of the individual sites. The radiographic units can be CR or Digital. The proposals will be evaluated based on the applicability of the individual units to meet the needs of the patients that will be serviced in each location.

Since it is important that our Farmington, CT. based Radiologists and Physicians have access to the radiographic images, it is mandatory that all proposed equipment interface to our Farmington, CT. based Radiology Imaging Services Patient Information Management System and the Philips/ISite PACS. The selected vendor shall demonstrate that the Digital and or CR Radiographic Units have been interfaced with the above referenced RIS / PACS information systems and ensure that all interfaced devices have the necessary hardware and software to connect to JDH's Radiology Information System and PACS. A minimum number of steps necessary to send images to our PACS will be taken into consideration during the evaluation process and must include a DICOM conformance statement.

UCHC requests a proposal from qualified organizations to provide the sale, installation, support, training, maintenance and service of three new Digital and/or CR Radiographic Units. Qualified organizations can bid on one or all three of the required Radiographic units.

The goal of this RFP is to select the highest quality, most economical Digital or CR Radiographic Units that most closely matches the needs of UCHC in furtherance of UCHC's mission to help our patients achieve and maintain healthy lives and restore wellness/health to maximum attainable levels.

III. Resultant Contractor Responsibilities

Below are the resultant contractor responsibilities: [See attached excel spreadsheet](#)

A. Equipment Required:

1. Three new Digital or CR Radiographic Units to be located at the following facilities:
 - a) Storrs, CT. – New John Dempsey Hospital Outpatient **Urgent Care Center** located within the new Storrs Town Project
 - b) Storrs, CT – New UConn Medical Group Outpatient Multidisciplinary Group Medical Facility also located within the new Storrs Town Project – the multidisciplinary facility will provide the following medical services:
 - Orthopedics including casting services
 - Medical Cardiology
 - Occupational Medicine
 - OB/GYN
 - Dermatology
 - Internal Medicine/Family Practice
 - c) Avon, CT. – replacement Radiographic equipment for the UConn Medical Group Outpatient Orthopedic office facility located at 2 Simsbury Road, Avon, CT
2. The anticipated annual volumes for each equipment location are as follows:
 - a) Storrs, CT based Urgent Care Center – 1,400 exams per year
 - b) Storrs, CT. based multidisciplinary Medical Group including Orthopedics - 6,200 exams per year
 - c) Avon, CT based Orthopedic Group – 6,500 exams per year

B. Installation Requirements:

1. The vendor shall supply a Site Specific planning guide for each proposed piece of equipment. The guides shall contain diagrams and specifications on the proposed equipment that clearly identifies dimensions, clearances, mechanical, electrical and structural requirements. The vendor shall clearly indicate vendor/owner responsibilities for furnishing and installation of items required for the operation of the equipment.

2. The selected vendor shall be responsible for performing a thorough study of the existing power and structural features of each building, including load-bearing surfaces.
3. The selected vendor shall include any special installation requirements in the purchase price of the Digital and/or CR Radiographic Units.
4. The selected vendor shall state the electrical power requirements and grounding with respect to power line conditioning and protection from spikes, surges, sags, loss of power, and other power line interferences.

C. Power Line Conditioning:

1. The selected vendor shall provide Power Line Conditioning or an Uninterruptible Power System (UPS) protection as required to protect all components of the Digital and/or CR Radiographic Units from line sags and surges.
2. The selected vendor shall provide Power Line Conditioning or an Uninterruptible Power System (UPS) protection as required to protect all components of the Digital and/or CR Radiographic Units and to ensure the system is not damaged or affected by power interruptions of up to 10 seconds.

D. Compliance:

1. The selected vendor shall ensure the Radiographic Units are FDA Approved and compliant with the requirements of the Bureau of Radiological Health and the Connecticut Department of Environmental Protection's requirements for x-ray systems.
2. The selected vendor(s) shall ensure that any components of the Radiographic Units involved with direct patient care complies with NFPA 99-1999 Health Care Facilities Standards for medical equipment, and meets Underwriter Laboratory Standard #60601-1 (or equivalent) for Medical Equipment.
3. The selected vendor(s) shall comply with the above referenced industry standards to ensure that the Radiographic Units meet

radiological, electrical, and general safety requirements for use in the patient vicinity in the health care environment.

E. Training:

1. The selected vendor shall provide formal and informal training for the Imaging Services physicians/residents and clinical personnel in the operation of the Digital and/or CR Radiographic Units. If training is performed off-site, the selected vendor shall absorb all training expenses including tuition, travel, and per diem.
2. The selected vendor shall provide factory-level training for two (2) UCHC service personnel on preventive maintenance and repair of the Digital and/or CR Radiographic Units. If training is performed off-site, the selected vendor shall absorb all training expenses including tuition, travel, and per diem.

F. Trade-In/Removal:

1. The selected vendor shall be responsible for the trade-in/removal of the existing radiographic system including generator, cabling, console, etc., from our Avon Location at 2 Simsbury Rd, Avon, CT.
2. Selected vendor shall sign a University of Connecticut form documenting transfer of ownership and responsibility for safe use, transfer and/or disposal of the removed equipment.

G. X-Ray "On" Light:

The selected vendor shall be responsible for the X-Ray "on" light located outside the room, above the door.

H. Lighting:

The selected vendor shall include lighting in the room layout and design, include Auto-Dimming, etc.

I. UCHC Responsibility:

The selected vendor shall consider the Electrical Power Outlets in the Procedure Room as part of the room layout including number and locations. UCHC shall be responsible for purchase and installation of any new additional outlets.

IV. Proposer Qualifications and Requirements

A. Qualifications

Qualified proposers shall be firms with:

1. Concrete implementation experience with Digital and/or CR Radiographic Units.
2. A demonstrated history of successfully providing similar products/services to other academic medical centers, institutions of higher education, or private sector corporations with similar volumes and needs. Please indicate current locations through the northeast, USA.
3. Demonstrated ability to effectively and efficiently service an organization of similar size and complexity.

Subcontractors cannot be used to meet specified requirements.

B. Proposer Credentialing

UCHC is committed to providing the best patient care available to our patients. To that end, we must ensure that our vendors are compliant with hospital policy and industry standards. UCHC requires that vendors provide documentation that they will abide by our standards

for environmental health, safety, privacy, and quality. To assist with credentialing all vendor representatives in the most efficient way, UCHC has contracted with Status Blue.

C. Background Checks

In accordance with UCHC Policy No. 2001-3 and applicable Federal and state laws, the UCHC Public Safety Department shall conduct security investigations and Federal sanctions checks on all contractor and proposer employees prior to commencing work on UCHC premises. There is a fee of \$75 for each background check completed. The fee is payable in advance and shall accompany the submission of the Background Information Check Sheet.

D. HIPPA Requirements:

The selected vendor shall affirm and commit to UCHC that the Digital and/or CR Radiographic Units shall comply with the Health Insurance Portability and Accountability Act requirements as defined by agencies having jurisdiction. These requirements shall impact the electronic transfer of data, patient privacy, security, and administrative standards for computerized networked health care instrumentation and systems. The selected vendor shall embrace compliance with these standards and guarantee that their instruments shall comply as necessary.

V. Resultant Contract Period, Funding, and Number of Awards

UCHC is requesting proposals for the resultant contract period of July 1, 2013 to June 30, 2016. The resultant contract will be for a three-year period with the option for two (2) one-year extensions at the discretion of UCHC. The resultant contract period may change subject to UCHC project schedules.

To ensure a fair, open, and competitive process, UCHC will not disclose the funding available for this RFP.

Under this Request for Proposal (RFP), UCHC expects to award one or more resultant contracts to purchase the Digital and/or CR Radiographic Units.

VI. Purchasing Services Contact Information

Any questions, comments, proposals, and other communications regarding this RFP must be submitted in writing and must be clearly identified as

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pertaining to this RFP. Proposers who solicit information about this RFP, either directly or indirectly, from sources other than the individual listed below may be disqualified. The contact person for this RFP is:

Lynn Brown
 Fiscal Administrative Officer
 University of Connecticut Health Center
 16 Munson Road, 2nd Floor
 Farmington, CT 06034-4036
 Mail Code: 4036
 Telephone: 860-679-2408
 Fax: 860-679-2508
 Email: lybrown@uchc.edu

VII. Request for Proposal (RFP) Schedule

The following schedule, up to and including the deadline for submitting proposals, shall be changed only by an Addendum to this RFP. Dates after submittal of proposals are target dates only. They are provided for planning purposes only and are subject to change.

The following schedule is tentative and is subject to change.

	Milestone	Target Date
1.	RFP posting/release	March 8, 2013
2.	Mandatory Prebid meeting (2-4pm) Main Building Room AG093	March 15, 2013
3.	Deadline for written questions (no later than 3:30 p.m. eastern standard time)	March 29, 2013
4.	Posting/release of responses to written questions (Addendum)	April 5, 2013
5.	Proposals due (no later than 3:30 p.m. eastern standard time)	April 15, 2013
6.	Meetings with proposers	April 22-26, 2013
7.	Contractor selection	May 10, 2013
8.	Contract negotiations end	June 1, 2013
9.	Contract start	July 1, 2013

VIII. Questions and Addenda

Interested proposers may submit questions regarding this RFP by email only to the contact person listed in this RFP. Questions submitted other than by email will not be accepted or considered. Proposers must refer to the specific RFP paragraph number and page and must quote the passage being

questioned. To be considered, questions regarding this RFP must be received by the contact person by the due date/time specified in this RFP. The early submission of questions is encouraged. It is solely the proposer's responsibility to ensure and verify UCHC's receipt of questions.

The Selection Committee will convene a pre-bid meeting with proposers to gain a better understanding of the proposals. The meetings may involve demonstrations, interviews, presentations, cad drawings and/or site visits to locations currently using the vendors proposed configuration, and/or a scheduled presentation maximum two (2) hours. The UCHC contact person, Lynn Brown, lybrown@uchc.edu.

UCHC will respond only to those questions that meet the specified due date/time and criteria listed above. Official responses to all questions will be in a Questions/Answers Addendum to this RFP posted on the State Contracting portal at

http://www.biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2

and the UCHC HuskyBid site at

<http://purchasing.uchc.edu/huskybid/index.html>

The expected posting/release date for the Questions/Answers Addendum is listed in this RFP Schedule. It is solely the proposer's responsibility to access the State Contracting portal or the UCHC Web site to obtain all Addenda or official announcements pertaining to this RFP. Proposers shall provide a signed acknowledgement of the receipt of all Addenda with their proposal.

IX. Proposal Submission Instructions

A. Number of Copies

To submit a responsive proposal, proposers shall provide UCHC with one (1) original (clearly marked) and five (5) exact, legible copies of the proposal in clearly identified sealed envelopes or sealed boxes by the stated due date/time. In addition, one (1) exact electronic copy (compact disk or jump drive) of the entire proposal in a non-PDF format must be submitted with the original. Those required documents that cannot be converted into electronic format may be excluded from the electronic copy. All materials must be in Word or Excel except those items such as pictures or signatures that cannot be scanned into a Word document.

B. Binding of Proposals

To submit a responsive proposal, proposers shall submit a proposal in a format that will allow pages to be easily incorporated into the original proposal. An original (clearly marked) and all copies must be submitted in loose-leaf or spiral-bound notebooks with the proposer's official name on the outside front cover of each binder and on each page of the proposal (location is at the proposer's discretion).

C. Page Numbers

Each page of the proposal must be numbered consecutively in Arabic numbers from the beginning of the proposal through all appended materials.

D. Cross-referencing RFP and Proposal

Each section of the proposal must cross-reference the appropriate section of this RFP that is being addressed. This will allow UCHC to determine uniform compliance with specific RFP requirements.

X. Proposal Requirements

The vendor shall supply a list of the major components, the individual major component's costs, and the total cost, including any installation costs of the system. Itemize any options requested on a separate list. The vendor shall also provide a list with costs of any disposable that are required in order to use the product in typical patient care settings. The vendor must respond to each item in the purchase requirements, stating acceptance or taking exception to the item. If a specification cannot be met, the vendor is required to provide alternatives or explanations, noted as exceptions to these specifications. Proposers shall include responses to all requested information in their RFP response in sufficient detail for UCHC to determine that all RFP requirements have been met. Failure to provide all information may result in proposal rejection. Proposers should not include a copy of this RFP as part of their response. UCHC does not want a rewrite of this RFP's requirements, since such a proposal would show a lack of understanding of the project and an inability to implement the project.

The vendor shall respond to each item in the Purchase Requirements, stating acceptance or taking exception to the item. If a specification cannot be met,

the vendor shall provide alternatives or explanations, noted as exceptions to these specifications.

UCHC will reject any proposal and void any award resulting from this Request for Proposal (RFP) to a proposer who makes any material misrepresentation in their proposal.

A. Organizational Capability and Structure

Responses to this section must describe the proposer's background and experience. The responses must also address the details regarding the proposer's size and resources relevant to this RFP. To submit a responsive proposal, proposers shall:

1. General Proposer Information - Provide detailed information on its company including, but not limited to, the following:
 - a) Company name and address
 - b) Name, telephone number, fax number, and email address of contact person
 - c) Number of staff
 - d) Year the company was established and number of years in business
2. Proposer Qualifications - Describe how its experience meets the requirements of this RFP.
3. Summary of Relevant Experience - List the projects completed within the last three years in relation to Radiographic Units with an emphasis on activities relevant and related to the requirements specified in this RFP.
4. Organizational Chart - Provide an organizational chart showing the hierarchical structure of functions and positions within its organization.
5. Audited Financial Statements - Provide audited financial statements or equivalent information for the most recent fiscal year and each of the last three (3) appropriate fiscal years

(statements must be prepared by an independent Certified Public Accountant and reviewed or audited in accordance with Generally Accepted Accounting Principles). If the proposer is a subsidiary of another entity, the same information must be submitted for the parent company.

If proposer has been in business less than three (3) years, the proposer shall include any financial statements prepared by a Certified Public Accountant and reviewed and audited in accordance with Generally Accepted Accounting Principles for the entire existence of such firm or corporation.

B. Proposer's References:

A user's list of the vendor's Digital and/or CR Radiographic Units sold throughout the United States shall be provided with the institution's name, address, phone number and contact person.

To submit a responsive proposal, proposers shall provide three (3) specific references for the proposer, in addition to above. References must be able to comment on the proposer's capability to perform the services specified in this RFP. The contact person must be an individual familiar with the proposer and its day-to-day performance. If the proposer has been a State contractor within the last three (3) years, the proposer must include a State of Connecticut reference. Proposers are strongly encouraged to call or write their references to ensure the accuracy of their contact information and their willingness and capability to be references. References must include:

1. Organization's name, address, telephone number, fax number, email address, and Web address (organizations must be of comparable size and complexity as UCHC)
2. Name and title of a contact person
3. Brief description of the services provided to referenced customer
4. Initial service date

C. Staffing Plan

The selected vendor must notify UCHC in advance and in writing of the departure of any key personnel assigned to this project. Responses to this section must describe the proposer's staffing plan. To submit a responsive proposal, proposers shall:

1. Identify the personnel resources that will be assigned to the project
2. State the proportion of time that personnel will allocate to the project
3. Provide a job description for each title assigned to the identified personnel
4. Provide resumes for assigned staff reflecting their qualifications and work experience with Digital Radiographic Units.

D. Scope of Work

To provide a responsive proposal, proposers shall provide the following:

1. Work Plan - Completed Resultant Contractor Responsibilities Sheet (provided as Appendix A)
2. Methodologies - Description of how each resultant contractor responsibility will be accomplished including detailed explanation of the procedures or processes used to attain the expected outcomes
3. Deliverables - List of the form and content of each deliverable (outcome) including a description of the proposed method of working with UCHC, the resources or services requested of UCHC, if any, and the proposed method of receiving UCHC approval of deliverables
4. Schedule - Proposed work schedule by resultant contractor responsibility indicating when each resultant contractor responsibility will be accomplished including any significant milestones or deadlines and service level agreement timelines for all deliverables.

- E. The selected vendor shall supply a list of the major components, the individual major component's cost, and the total cost, including any installation costs of the system. Itemize any options requested on a separate list. Also, the vendor shall provide a list with costs of any disposables that are required in order to use the product in typical patient care settings.
- F. The selected vendor shall provide to UCHC, at no additional cost, any safety-related and service diagnostic upgrades for the equipment purchased, for the life of the equipment.
- G. The selected vendor shall provide UCHC with five complete packages, including itemized equipment list, equipment description/technical product data specifications, and acceptance test procedures.
- H. Service Requirements:
 - 1. Manuals:
 - a) The selected vendor shall provide two complete sets of Operator Manuals, Service Manuals, Schematics, and Parts Lists for the Digital and/or CR Radiographic Units including all accessories.
 - b) The selected vendor shall also include an electronic version if available.
 - 2. Installation:

The selected vendor shall perform all aspects of installation including rigging of overhead crane installation, etc.
 - 3. Acceptance and Warranty:
 - a) Clinical Engineering, Imaging Services, Radiation Safety and medical Physicist shall perform Acceptance Testing. All entities shall include the verification of all equipment technical specifications, software, and safety features.

- b) A minimum 12-month warranty period is to begin when the system is fully operational and accepted for clinical use and performs as described in the technical specifications.
- c) During the warranty period, UCHC has the right to return the system, without penalty, for a full refund, if it is found to be unacceptable due to deficiencies in meeting the technical and performance specifications on the bid and in the system's product literature.
- d) During the warranty period, the selected vendor shall furnish all labor, travel, and parts necessary to maintain all equipment specified under the purchase agreement in proper operating condition. The selected vendor shall provide services 24 hours per day, 7 days per week, and 365 days per year as necessary for urgently needed repairs. The selected vendor shall respond, on-site, within 4 hours, during the warranty period.

4. Service Response Time During the Warranty and For the Life of the Equipment:

- a) The selected vendor shall provide telephone and on-site response for emergency service requests 24-hours per day, 365 days per year.
- b) The selected vendor shall provide telephone response to service problems within 30 minutes.
- c) The selected vendor shall provide 2 hour on-site response time to service problems for the Digital Radiographic Units. The selected vendor shall state the location of the primary service engineer and the location and travel time for the backup service support for the primary service engineer, in the event of sickness, vacation, etc.
- d) The selected provider's response time shall be the same whether under service contract or if maintenance is handled on a time & materials basis, following the warranty period.

5. Documentation:

The selected vendor shall provide the Clinical Engineering Department with individual written reports for each maintenance event whether it is scheduled maintenance or repair.

- a) All such documentation must be acceptable to the field surveyors of The Joint Commission (TJC), the Bureau of Radiological Health, and the State of Connecticut.
- b) The reports must adequately detail the work performed; provide accurate hours for labor and travel; give list prices for any parts of subassemblies that were replaced.

6. Loaner Equipment:

During the warranty period and under future service arrangements with the vendor, loaner equipment, assemblies and subassemblies required to fully operate the system, will be provided at no cost, if they cannot be repaired and will cause the system to be down more than 24 hours.

7. Hours of Coverage: During and After the Warranty Period

The Principal Period of Maintenance (PPM) on the items purchased will be from 8:00am 8:00pm, Monday – Friday, excluding legal holidays. During this time period, normal labor and travel rates will apply (if service is not covered by the warranty). Premium rates will apply if service is requested by UCHC outside the PPM.

8. Service Options Following Warranty Period:

The vendor shall list the available service options following the warranty period and shall list labor and travel rates for normal and after-hours service on a time & materials basis and typical Preventative Maintenance (PM) costs.

- a) Full Service Proposal: For each of the Digital Radiographic Units state the cost of a full service contract including Preventive Maintenance Inspections (PM's), parts, labor, X-ray tubes, flat detector, and travel service provided during the PPM.

- b) In-House Support Proposal: For each of the Digital Radiographic Units, state the cost of a Biomed-Support service contract, in which the in-house personnel will provide first echelon support for equipment failures during normal working hours 8:00am – 5:00pm, Monday through Friday. Following first echelon response by in-house personnel or for service problems arising after normal hours, the selected vendor shall respond and provide full labor, travel, and parts as needed to resolve service problems. The selected vendor shall perform all PM's as would be consistent with full service coverage.
- c) Time & Management Proposal: For each of the Digital Radiographic Units, state the cost of service performed on a time and materials basis including travel or zone charges. Include the premium rates for after-hours, weekends and holidays.
- 1) State the cost of a preventive maintenance inspection with typical labor and travel hours required as well as expected PM parts costs.
 - 2) State whether the selected vendor will offer repair parts at a cost discounted off list price, at list price, or at a cost higher than list price and state what that percent will be.
- d) Other Options: For each of the the Digital Radiographic Units, state the availability of any other service options that are provided by the vendor to allow UCHC flexibility in determining the optimum service program for the device. This would include service programs with shared risk and maximum labor and parts cost.
9. Uptime guaranteed for the warranty period and for full service contracts:

The service vendor shall guarantee 99% uptime during the PPM from 8:00am-8:00pm, Monday-Friday, excluding 6 legal holidays. This totals 765 hours per quarter. At the end of each quarter, the uptime shall be calculated as follows:

$$[(765 \text{ hrs} - \text{hours of hard down time}) / 765 \text{ hrs}] \times 100 = \% \text{ uptime}$$

If the Digital Radiographic Units fall below the guaranteed uptime, the warranty shall be extended one month for each percent below the 99% uptime or the quarterly service contract payment will be reduced according to the following table if under service contract:

<u>UPTIME</u>	<u>REDUCTION</u>
99.0 - 100%	NONE
95.0 - 98.9%	10%
90.0 - 94.9%	15%
80.0 - 89.9%	20%
79.9 or below	25%

10. Calibration and Test Equipment:

The selected vendor shall provide calibration procedures, and necessary calibration tools, fixtures, phantoms, etc with the system in order to check and calibrate the system.

11. Networking and Native DICOM 3 Compatibility:

Discuss the system's networking capabilities with respect to patient data information systems and department management systems and the system's ability to transfer reports, data and images between PC's via networks, FAX, and modems. Image transfer shall comply with Native DICOM 3 protocols. If these features are optional, state additional cost for each capability. Selected vendor must provide their Native DICOM 3 standards for the system and their DICOM conformance statement.

12. Remote Service Diagnostics:

State the availability of remote service diagnostics for this equipment and any hardware, software, licensing, and telecommunications connections required for UCHC to take advantage of these remote diagnostics. State the costs and/or licensing fees required of UCHC following the warranty period to access these remote diagnostics. Following the warranty period and for the life of the device, the vendor shall provide UCHC with access to these remote diagnostics regardless of the service program selected by UCHC for this device.

J. Digital and/or CR Radiography Systems:

1. Technical Specifications: See Exhibit A.
2. Technical Features: See Exhibit A

K. Digital Radiographic Units:

1. Technical Specifications: See Exhibit B.
2. Technical Features: See Exhibit B.
3. Digital and/or CR Units:
 - a) The systems must be capable of DICOM store of images.
 - b) The systems must have DICOM RIS interface capable of Work List Management.
 - c) Do the systems have Modality Performed Procedure Step capability for bi-directional RIS communication?
4. As part of the purchase and completed installation, the selected vendor shall satisfactorily interface the Digital and or CR Radiographic Units with Radiology's Imaging Services Patient Information Management System and the Philips/ISite PACS. The selected vendor shall demonstrate that the Digital Radiographic Units have been interfaced with the above referenced RIS / PACS information systems and ensure that all interfaced devices have the necessary hardware and software to connect to JDH's Radiology Information System and PACS. Minimum number of steps to send images to PACS must include DICOM conformance statement.
5. As part of the purchase and completed installation, the selected vendor shall satisfactorily interface the Digital Radiographic Units with Radiology's Kodak Dry Laser Technology and Fuji Computed Radiography (CR) technology.

L. Enhancements:

1. Software Enhancements:

Any software packages and enhancements to the Digital Radiographic Units that are presently being developed and are released during the warranty period will be provided to UCHC at no charge.

2. Hardware Enhancements:

Any hardware enhancements or platform upgrades developed for the Digital Radiographic Units that are released during the warranty period will be provided to UCHC at a 50% discount off list price.

M. Cost:

To provide a responsive proposal, proposers shall provide a detailed cost proposal for the software, integration and consulting services, training, service/maintenance fees and associated hardware costs (or estimates), and all other fees required to successfully implement the solution.

XI. Evaluation and Selection

A. Selection Committee

It is UCHC's intent to conduct a comprehensive, fair, and impartial evaluation of proposals received in response to this RFP. Only proposals found to be responsive to this RFP will be evaluated and scored. A responsive proposal must comply with all instructions listed in this RFP. A Selection Committee that includes UCHC Imaging Services Department staff or other designees, as deemed appropriate, will evaluate qualified proposals submitted in response to this RFP and recommend finalists for consideration. The Selection Committee shall evaluate all proposals that meet the Minimum Submission Requirements.

B. Meetings with Proposers

At its discretion, the Selection Committee may convene meetings with some proposers to gain a better understanding of the proposals. The meetings may involve demonstrations, interviews, presentations, and/or site visits, if the Selection Committee decides meetings are warranted. The **Mandatory Prebid Meeting for this RFP will be held on March 15, 2013 2:00-4:00 p.m Main Building Room AG093.**

Drawings and other technical materials for the Digital and/or CR Radiographic spaces will be provided to attending vendors at this meeting.

C. Evaluation Criteria and Weighting

The following criteria will be used in the evaluation process. They are presented as a guide for proposers in understanding the requirements and expectations for this project:

Requirement	Criteria	Weight
1. Product	Capability to meet clinical needs and to provide the unit(s), and installation demonstrated through background, relevant experience, qualifications, organizational structure, and financial condition.	30.0%
2. Service and Support	Relevant experience and capability to deliver support, training, maintenance and service for the proposed services supported by proposer's references.	25.0%
3. New Technology and Education	Availability and access to new technology and education for the new units.	5.0%
4. References and Site Visit	Proposers ability to provide references from similar projects. Required site visit attendance-. (Date to be determined).	15.0%
5. Cost	Competitiveness of proposed cost.	25.0%
		100%

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Appendix A
Digital and/or CR Radiographic Unit RFP 1-XXXX
 Resultant Contractor Responsibility Sheet

Guidance: Below are the resultant contractor responsibilities for the Digital and/or CR Radiography project. For each requirement, the proposer must respond by making a checkmark (X) in the appropriate column. Provide comments if necessary. If a checkmark is not provided for a requirement, UCHC will assume that the requirement cannot be met.

- A** - The function is available and active for more than **three** years.
- B** - The function is available and active.
- C** - The function is in development. Provide the date the function will be available to general client base under Comments.
- D** - The function requires customized development. Provide the estimated cost under Comments.
- E** - The function is not available.

Resultant Contractor Responsibilities	A	B	C	D	E	Comments
A. Installation Requirements						
1. Thorough Study of Existing Power & Structure						
2. Special Installation Requirements						
3. Electrical Power & Grounding Requirements						
B. Power Line Conditioning						
1. Protection from Line Sags and Surges.						
2. Protection from damage of power interruptions of up to 10 seconds.						
C. Compliance						
1. FDA & Bureau of Radiological Health Approval						
2. Connecticut DEP compliance						
3. NFPA 99-1999 Health Care Facilities Standards & Underwriters Laboratory Standard #60601-1 (or equivalent)						
4. Complies with Industry Standards relating to radiological, electrical, & general safety requirements						
D. Training						
1. Formal & Informal Training						
2. Factory Level Training						

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Resultant Contractor Responsibilities		A	B	C	D	E	Comments
E.	Trade-In/Removal						
	1. Radiographic unit from Avon Site						
F.	X-ray Light "On"						
	1. X-ray Light "On" Service						
G.	Lighting:						
	1. Lighting						

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Functional Requirements - Digital Radiographic Unit EXHIBIT A

	<p><i>Functional Requirements [Vendor Responses should be M - Met Fully, C - Custom Developed, F - Future Release, N - Not Available]</i></p>	<p><i>Vendor Response</i></p>	<p><i>Version or Release</i></p>	<p><i>Date of General Availability</i></p>	<p><i>System / Product Name</i></p>
<p>A.</p>	<p>TABLE</p>				
<p>1</p>	<p>Table to include 2 radiolucent table pads.</p>				
<p>2</p>	<p>The tabletop should have power-assisted motion of 8 way with automatic stop at horizontal.</p>				
<p>3</p>	<p>Table weight capacity must be at least 450 lbs.</p>				
<p>4</p>	<p>The table shall have the capability of elevating vertical movement.</p>				
<p>5</p>	<p>The table assembly shall have motorized elevating capabilities to a height range from 20" to 36".</p>				
<p>6</p>	<p>The table should be a minimum of 29" wide and 84" long.</p>				
<p>7</p>	<p>The table must be able to tilt trandellenberg and reverse trandellenberg, specify the tilt range.</p>				

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B.	TABLE DETECTOR				
1	The digital/CR detector size must be a minimum of 14"x17".				
2	The table digital/CR detector will include a reciprocating grid. Indicate ratio.				
3	The table digital/CR detector will include automatic exposure control (AEC) and (Anatomical Programmer) APR.				
4	Does the digital/CR detector provide for lateral shoot throughs?				
D.	GENERATOR				
1	The generator exposure control will include AEC, APR.				
2	The kilowatt of generator output will be 80 kW.				
3	The electrical power source for the generator will be three-phased.				
4	The generator's maximum kVp shall be 150.				

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5	The generator waveform will be high frequency.				
6	The generator will have a high-speed starter.				
7	The bid will include utility requirements that will have specific details regarding power and a/c requirements.				
8	In addition to auto technique, the generator shall have manual technique capabilities.				
E.	X-RAY TUBE				
1	The tube shall have an anode heat storage capacity of 300,000 H.U.(Heat Units).				
2	The tube shall have a range of focal spot sizes from .6 mm to 2.0 mm.				
F.	TUBE CRANE REQUIREMENTS				
1	The tube crane shall be an overhead configuration.				
2	The tube will travel transverse and longitudinally in order to allow radiographs to be taken of a patient in the recumbent position on a tableside stretcher, across a table for a lateral projection and at vertical wall detector 40" and 72".				

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3	The tube shall provide vertical travel sufficient to allow standing lower extremities (knee / ankle / foot) and chest X-rays for a wide range of patient sizes standing on the floor using a vertical wall detector.				
4	The tube will have the capability of detenting in the transverse and longitudinal position.				
G. COLLIMATOR					
	The collimator will be automatic with the ability to manually override.				
H. VERTICAL DETECTOR					
1	The vertical detector will be digital radiography, at least 14" x 17".				
2	The vertical detector shall have size sensing capabilities.				
3	The vertical stand will have AEC.				
4	The vertical detector shall include a reciprocating grid. Indicate grid ratio offered.				
5	The focal range of the vertical detector will range from 40" to 72".				

Digital or CR Radiographic Units for Storrs, CT
 Medical Facility Project and Orthopedic Office in Avon, CT
 RFP 1-37577391 / 37608780

6	Does the vertical detector have tilting capabilities?				
I.	<i>DIGITAL</i>				
1	Describe both digital detector's composition and technical specifications.				
2	The unit shall have an acquisition workstation to process, display, and send/store radiographic images.				
J.	<i>DICOM STATEMENT</i>				
1	The radiographic system must be both DICOM compatible and DICOM compliant. Specify each.				
2	The system shall comply with the following standard requirements providing the following applications:				
	<i>Verification:</i>				
a)	Storage Class User				
b)	Storage Class Provider				
c)	Service Object Pairs Supported				
	<i>Storage:</i>				
a)	Storage Class User				
b)	Storage Class Provider				

Digital or CR Radiographic Units for Storrs, CT
 Medical Facility Project and Orthopedic Office in Avon, CT
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c)	Service Object Pairs Supported				
	Query/Retrieve:				
a)	Storage Class User				
b)	Storage Class Provider				
c)	Service Object Pairs Supported				
	Basic Print:				
a)	Storage Class User				
b)	Storage Class Provider				
c)	Service Object Pairs Supported				
	Worklist Management:				
a)	Storage Class User				
b)	Storage Class Provider				
c)	Service Object Pairs Supported				
K.	RADIOGRAPHIC SYSTEM				
1	Length				
2	Width				
3	Height				
L.	CONTROL ROOM				
1	Length				

Digital or CR Radiographic Units for Storrs, CT
 Medical Facility Project and Orthopedic Office in Avon, CT
 RFP 1-37577391 / 37608780

2	Width				
3	Height				
M. ADVANCED OPTIONS					
1	List advanced options.				
N. PORTABLE DETECTORS (IF INCLUDED)					
1	Detector Weight.				
2	Detector Dimensions (W x L).				
3	Estimate of Useful Life (In Exposures).				
4	Type of Detector.				
5	Communication Interface (Wireless or Wired).				

**STATE OF CONNECTICUT
COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES**

NOTICE CONCERNING CONTRACT COMPLIANCE RESPONSIBILITIES

TO ALL LABOR UNIONS, WORKER'S REPRESENTATIVES AND VENDORS:

Any contract this contractor has with the State of Connecticut or political subdivisions of the state other than municipalities shall be performed in accordance with Connecticut General Statutes Section 4a-60 and Section 4a-60a.

1. The contractor agrees to provide the Commission on Human Rights and Opportunities (CHRO) with any information concerning this contractor's employment practices and procedures which relates to our responsibilities under Connecticut General Statutes Sections 4a-60 or 46a-56 or Section 4a-60a; and
2. The contractor agrees to include the provisions of Connecticut General Statutes Section 46a-60(a) and Section 4a-60a in each and every subcontract and purchase order and to take whatever action the CHRO deems necessary to enforce these provisions.

WITH REGARD TO RACE, COLOR, RELIGIOUS CREED, AGE, MARITAL STATUS, NATIONAL ORIGIN, ANCESTRY, SEX, MENTAL RETARDATION OR PHYSICAL DISABILITY:

1. The contractor shall not discriminate or permit discrimination against anyone;
2. The contractor shall take affirmative action so that persons applying for employment are hired on the basis of job-related qualifications and that employees once hired are treated without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation or physical disability, unless the contractor can show that the disability prevents performance of the work involved;
3. The contractor shall state in all advertisements for employees that it is an affirmative action-equal opportunity employer;
4. The contractor shall comply with Connecticut General Statutes Sections 4a-60, 46a-68e and 46a-68f and with each regulation or relevant order issued by the CHRO under Connecticut General Statutes Sections 46a-56, 46a-68e and 46a-68f; and
5. The contractor shall make, if the contract is a public works contract, good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials.

WITH REGARD TO SEXUAL ORIENTATION, WHICH INCLUDES HOMOSEXUALITY, BISEXUALITY AND HETEROSEXUALITY:

1. The contractor will not discriminate or permit discrimination against anyone, and employees will be treated without regard to their sexual orientation once employed; and
2. The contractor agrees to fully comply with Section 4a-60a and each regulation or relevant order issued by the CHRO under Connecticut General Statutes Section 46a-56.

Persons having questions about this notice or their rights under the law are urged to contact the:

**COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
DIVISION OF AFFIRMATIVE ACTION, MONITORING & CONTRACT COMPLIANCE**

25 Sigourney Street
Hartford, Connecticut 06106
(860) 541-3400

COPIES OF THIS NOTICE SHALL BE POSTED IN CONSPICUOUS PLACES
AVAILABLE TO ALL EMPLOYEES AND APPLICANTS FOR EMPLOYMENT

COMMISSION ON HUMAN RIGHTS AND OPPORTUNITIES
CONTRACT COMPLIANCE REGULATIONS
NOTIFICATION TO BIDDERS

(Revised 09/17/07)

The contract to be awarded is subject to contract compliance requirements mandated by Sections 4a-60 and 4a-60a of the Connecticut General Statutes; and, when the awarding agency is the State, Sections 46a-71(d) and 46a-81i(d) of the Connecticut General Statutes. There are Contract Compliance Regulations codified at Section 46a-68j-21 through 43 of the Regulations of Connecticut State Agencies, which establish a procedure for awarding all contracts covered by Sections 4a-60 and 46a-71(d) of the Connecticut General Statutes.

According to Section 46a-68j-30(9) of the Contract Compliance Regulations, every agency awarding a contract subject to the contract compliance requirements has an obligation to “aggressively solicit the participation of legitimate minority business enterprises as bidders, contractors, subcontractors and suppliers of materials.” “Minority business enterprise” is defined in Section 4a-60 of the Connecticut General Statutes as a business wherein fifty-one percent or more of the capital stock, or assets belong to a person or persons: “(1) Who are active in daily affairs of the enterprise; (2) who have the power to direct the management and policies of the enterprise; and (3) who are members of a minority, as such term is defined in subsection (a) of Section 32-9n.” “Minority” groups are defined in Section 32-9n of the Connecticut General Statutes as “(1) Black Americans . . . (2) Hispanic Americans . . . (3) persons who have origins in the Iberian Peninsula . . . (4) Women . . . (5) Asian Pacific Americans and Pacific Islanders; (6) American Indians . . .” An individual with a disability is also a minority business enterprise as provided by Section 4a-60g of the Connecticut General Statutes. The above definitions apply to the contract compliance requirements by virtue of Section 46a-68j-21(11) of the Contract Compliance Regulations.

The awarding agency will consider the following factors when reviewing the bidder’s qualifications under the contract compliance requirements:

- (a) the bidder’s success in implementing an affirmative action plan;
- (b) the bidder’s success in developing an apprenticeship program complying with Sections 46a-68-1 to 46a-68-17 of the Administrative Regulations of Connecticut State Agencies, inclusive;
- (c) the bidder’s promise to develop and implement a successful affirmative action plan;
- (d) the bidder’s submission of employment statistics contained in the “Employment Information Form”, indicating that the composition of its workforce is at or near parity when compared to the racial and sexual composition of the workforce in the relevant labor market area; and
- (e) the bidder’s promise to set aside a portion of the contract for legitimate minority business enterprises. See Section 46a-68j-30(10)(E) of the Contract Compliance Regulations.

INSTRUCTIONS AND OTHER INFORMATION

The following BIDDER CONTRACT COMPLIANCE MONITORING REPORT must be completed in full, signed, and submitted with the bid for this contract. The contract awarding agency and the Commission on Human Rights and Opportunities will use the information contained thereon to determine the bidders compliance to Sections 4a-60 and 4a-60a CONN. GEN. STAT., and Sections 46a-68j-23 of the Regulations of Connecticut State Agencies regarding equal employment opportunity, and the bidder’s □□good faith efforts to include minority business enterprises as subcontractors and suppliers for the work of the contract.

1) **Definition of Small Contractor**

Section 4a-60g CONN. GEN. STAT. defines a small contractor as a company that has been doing business under the same management and control and has maintained its principal place of business in Connecticut for a one year period immediately prior to its application for certification under this section, had gross revenues not exceeding ten million dollars in the most recently completed fiscal year, and at least fifty-one percent of the ownership of which is held by a person or persons who are active in the daily affairs of the company, and have the power to direct the management and policies of the company, except that a nonprofit corporation shall be construed to be a small contractor if such nonprofit corporation meets the requirements of subparagraphs (A) and (B) of subdivision 4a-60g CONN. GEN. STAT.

2) Description of Job Categories (as used in Part IV Bidder Employment Information) (Page 2)

MANAGEMENT: Managers plan, organize, direct, and control the major functions of an organization through subordinates who are at the managerial or supervisory level. They make policy decisions and set objectives for the company or departments. They are not usually directly involved in production or providing services. Examples include top executives, public relations managers, managers of operations specialties (such as financial, human resources, or purchasing managers), and construction and engineering managers.

BUSINESS AND FINANCIAL OPERATIONS: These occupations include managers and professionals who work with the financial aspects of the business. These occupations include accountants and auditors, purchasing agents, management analysts, labor relations specialists, and budget, credit, and financial analysts.

MARKETING AND SALES: Occupations related to the act or process of buying and selling products and/or services such as sales engineer, retail sales workers and sales representatives including wholesale.

LEGAL OCCUPATIONS: In-House Counsel who is charged with providing legal advice and services in regards to legal issues that may arise during the course of standard business practices. This category also includes assistive legal occupations such as paralegals, legal assistants.

COMPUTER SPECIALISTS: Professionals responsible for the computer operations within a company are grouped in this category. Examples of job titles in this category include computer programmers, software engineers, database administrators, computer scientists, systems analysts, and computer support specialists

ARCHITECTURE AND ENGINEERING: Occupations related to architecture, surveying, engineering, and drafting are included in this category. Some of the job titles in this category include electrical and electronic engineers, surveyors, architects, drafters, mechanical engineers, materials engineers, mapping technicians, and civil engineers.

OFFICE AND ADMINISTRATIVE SUPPORT: All clerical-type work is included in this category. These jobs involve the preparing, transcribing, and preserving of written communications and records; collecting accounts; gathering and distributing information; operating office machines and electronic data processing equipment; and distributing mail. Job titles listed in this category include telephone operators, bill and account collectors, customer service representatives, dispatchers, secretaries and administrative assistants, computer operators and clerks (such as payroll, shipping, stock, mail and file).

BUILDING AND GROUNDS CLEANING AND MAINTENANCE: This category includes occupations involving landscaping, housekeeping, and janitorial services. Job titles found in this category include supervisors of landscaping or housekeeping, janitors, maids, grounds maintenance workers, and pest control workers.

CONSTRUCTION AND EXTRACTION: This category includes construction trades and related occupations. Job titles found in this category include boilermakers, masons (all types), carpenters, construction laborers, electricians, plumbers (and related trades), roofers, sheet metal workers, elevator installers, hazardous materials removal workers, paperhangers, and painters. Paving, surfacing, and tamping equipment operators; drywall and ceiling tile installers; and carpet, floor and tile installers and finishers are also included in this category. First line supervisors, foremen, and helpers in these trades are also grouped in this category..

INSTALLATION, MAINTENANCE AND REPAIR: Occupations involving the installation, maintenance, and repair of equipment are included in this group. Examples of job titles found here are heating, ac, and refrigeration mechanics and installers; telecommunication line installers and repairers; heavy vehicle and mobile equipment service technicians and mechanics; small engine mechanics; security and fire alarm systems installers; electric/electronic repair, industrial, utility and transportation equipment; millwrights; riggers; and manufactured building and mobile home installers. First line supervisors, foremen, and helpers for these jobs are also included in the category.

MATERIAL MOVING WORKERS: The job titles included in this group are Crane and tower operators; dredge, excavating, and lading machine operators; hoist and winch operators; industrial truck and tractor operators; cleaners of vehicles and equipment; laborers and freight, stock, and material movers, hand; machine feeders and offbearers; packers and packagers, hand; pumping station operators; refuse and recyclable material collectors; and miscellaneous material moving workers.

PRODUCTION WORKERS: The job titles included in this category are chemical production machine setters, operators and tenders; crushing/grinding workers; cutting workers; inspectors, testers sorters, samplers, weighers; precious stone/metal workers; painting workers; cementing/gluing machine operators and tenders; etchers/engravers; molders, shapers and casters except for metal and plastic; and production workers.

3) Definition of Racial and Ethnic Terms (as used in Part IV Bidder Employment Information)

<p><u>White</u> (not of Hispanic Origin)- All persons having origins in any of the original peoples of Europe, North Africa, or the Middle East.</p> <p><u>Black</u>(not of Hispanic Origin)- All persons having origins in any of the Black racial groups of Africa.</p> <p><u>Hispanic</u>- All persons of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.</p>	<p><u>Asian or Pacific Islander</u>- All persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes China, India, Japan, Korea, the Philippine Islands, and Samoa.</p> <p><u>American Indian or Alaskan Native</u>- All persons having origins in any of the original peoples of North America, and who maintain cultural identification through tribal affiliation or community recognition.</p>
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BIDDER CONTRACT COMPLIANCE MONITORING REPORT

PART I - Bidder Information

<p>Company Name Street Address City & State Chief Executive</p>	<p>Bidder Federal Employer Identification Number _____ Or Social Security Number _____</p>
<p>Major Business Activity (brief description)</p>	<p>Bidder Identification (response optional/definitions on page 1)</p> <p>-Bidder is a small contractor. Yes__ No__ -Bidder is a minority business enterprise Yes__ No__ (If yes, check ownership category) Black__ Hispanic__ Asian American__ American Indian/Alaskan Native__ Iberian Peninsula__ Individual(s) with a Physical Disability__ Female__</p>
<p>Bidder Parent Company (If any)</p>	<p>- Bidder is certified as above by State of CT Yes__ No__</p>
<p>Other Locations in Ct. (If any)</p>	<p>- DAS Certification Number _____</p>

PART II - Bidder Nondiscrimination Policies and Procedures

<p>1. Does your company have a written Affirmative Action/Equal Employment Opportunity statement posted on company bulletin boards? Yes__ No__</p>	<p>7. Do all of your company contracts and purchase orders contain non-discrimination statements as required by Sections 4a-60 & 4a-60a Conn. Gen. Stat.? Yes__ No__</p>
<p>2. Does your company have the state-mandated sexual harassment prevention in the workplace policy posted on company bulletin boards? Yes__ No__</p>	<p>8. Do you, upon request, provide reasonable accommodation to employees, or applicants for employment, who have physical or mental disability? Yes__ No__</p>
<p>3. Do you notify all recruitment sources in writing of your company's Affirmative Action/Equal Employment Opportunity employment policy? Yes__ No__</p>	<p>9. Does your company have a mandatory retirement age for all employees? Yes__ No__</p>
<p>4. Do your company advertisements contain a written statement that you are an Affirmative Action/Equal Opportunity Employer? Yes__ No__</p>	<p>10. If your company has 50 or more employees, have you provided at least two (2) hours of sexual harassment training to all of your supervisors? Yes__ No__ NA__</p>
<p>5. Do you notify the Ct. State Employment Service of all employment openings with your company? Yes__ No__</p>	<p>11. If your company has apprenticeship programs, do they meet the Affirmative Action/Equal Employment Opportunity requirements of the apprenticeship standards of the Ct. Dept. of Labor? Yes__ No__ NA__</p>
<p>6. Does your company have a collective bargaining agreement with workers? Yes__ No__ 6a. If yes, do the collective bargaining agreements contain non-discrimination clauses covering all workers? Yes__ No__ 6b. Have you notified each union in writing of your commitments under the nondiscrimination requirements of contracts with the state of Ct? Yes__ No__</p>	<p>12. Does your company have a written affirmative action Plan? Yes__ No__ If no, please explain.</p> <p>13. Is there a person in your company who is responsible for equal employment opportunity? Yes__ No__ If yes, give name and phone number. _____ _____</p>

Part III - Bidder Subcontracting Practices

(Page 4)

1. Will the work of this contract include subcontractors or suppliers? Yes__ No__

1a. If yes, please list all subcontractors and suppliers and report if they are a small contractor and/or a minority business enterprise. (defined on page 1 / use additional sheet if necessary)

1b. Will the work of this contract require additional subcontractors or suppliers other than those identified in 1a. above?

Yes__ No__

PART IV - Bidder Employment Information

Date:

JOB CATEGORY *	OVERALL TOTALS	WHITE (not of Hispanic origin)		BLACK (not of Hispanic origin)		HISPANIC		ASIAN or PACIFIC ISLANDER		AMERICAN INDIAN or ALASKAN NATIVE	
		Male	Female	Male	Female	Male	Female	Male	Female	male	female
Management											
Business & Financial Ops											
Marketing & Sales											
Legal Occupations											
Computer Specialists											
Architecture/Engineering											
Office & Admin Support											
Bldg/ Grounds Cleaning/Maintenance											
Construction & Extraction											
Installation, Maintenance & Repair											
Material Moving Workers											
Production Occupations											
TOTALS ABOVE											
Total One Year Ago											
FORMAL ON THE JOB TRAINEES (ENTER FIGURES FOR THE SAME CATEGORIES AS ARE SHOWN ABOVE)											
Apprentices											
Trainees											

*NOTE: JOB CATEGORIES CAN BE CHANGED OR ADDED TO (EX. SALES CAN BE ADDED OR REPLACE A CATEGORY NOT USED IN YOUR COMPANY)

PART V - Bidder Hiring and Recruitment Practices

(Page 5)

1. Which of the following recruitment sources are used by you? (Check yes or no, and report percent used)				2. Check (X) any of the below listed requirements that you use as a hiring qualification (X)		3. Describe below any other practices or actions that you take which show that you hire, train, and promote employees without discrimination
SOURCE	YES	NO	% of applicants provided by source			
State Employment Service					Work Experience	
Private Employment Agencies					Ability to Speak or Write English	
Schools and Colleges					Written Tests	
Newspaper Advertisement					High School Diploma	
Walk Ins					College Degree	
Present Employees					Union Membership	
Labor Organizations					Personal Recommendation	
Minority/Community Organizations					Height or Weight	
Others (please identify)					Car Ownership	
					Arrest Record	
					Wage Garnishments	

Certification (Read this form and check your statements on it CAREFULLY before signing). I certify that the statements made by me on this BIDDER CONTRACT COMPLIANCE MONITORING REPORT are complete and true to the best of my knowledge and belief, and are made in good faith. I understand that if I knowingly make any misstatements of facts, I am subject to be declared in non-compliance with Section 4a-60, 4a-60a, and related sections of the CONN. GEN. STAT.

(Signature)	(Title)	(Date Signed)	(Telephone)
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SEEC FORM 10

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 1/11

Page 1 of 3



Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations

Acknowledgement of Receipt of Explanation of Prohibitions for Incorporation in Contracting and Bidding Documents

This notice is provided under the authority of Connecticut General Statutes §9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined on the reverse side of this page).

CAMPAIGN CONTRIBUTION AND SOLICITATION LIMITATIONS

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract* or *state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor* or *principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

DUTY TO INFORM

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

PENALTIES FOR VIOLATIONS

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

CONTRACT CONSEQUENCES

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.



SEEC FORM 10

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 1/11

Page 2 of 3

DEFINITIONS

“State contractor” means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. “State contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Prospective state contractor” means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. “Prospective state contractor” does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a state contractor or prospective state contractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

“State contract” means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. “State contract” does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of the Navy or the United States Department of Defense.

“State contract solicitation” means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

“Managerial or discretionary responsibilities with respect to a state contract” means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

“Dependent child” means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

“Solicit” means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

“Subcontractor” means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. “Subcontractor” does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

“Principal of a subcontractor” means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.



SEEC FORM 10

CONNECTICUT STATE ELECTIONS ENFORCEMENT COMMISSION

Rev. 1/11

Page 3 of 3

ACKNOWLEDGEMENT OF RECEIPT

SIGNATURE

DATE (mm/dd/yyyy)

NAME OF SIGNER

First Name	MI	Last Name	Suffix
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TITLE

COMPANY NAME

Additional information may be found on the website of the State Elections Enforcement Commission,
www.ct.gov/seec
 Click on the link to "Lobbyist/Contractor Limitations"

Buyer

Telephone Number

E-mail Address

Fax Number

STATE OF CONNECTICUT
UNIVERSITY OF CONNECTICUT HEALTH CENTER
Procurement Operations & Contracts
263 Farmington Avenue, MC4036
Farmington, CT 06032-4036



RFP NUMBER:	PROPOSAL DUE DATE:	PROPOSAL DUE TIME: EST	RFP SURETY:
RFP TITLE:			

In an effort to streamline the bidding & contracting process, the University of Connecticut Health Center is now accepting certain documents electronically via the State of Connecticut DAS Business Network (BizNet). The chart below identifies which documents are required during the bid and contract process. **The green highlighted row displays the documents that are required prior to submission of your proposal.**

WHEN TO UPLOAD ON BIZNET	REQUIRED OPM ETHICS FORMS & NON-DISCRIMINATION CERTIFICATION TO BE SIGNED BY CONTRACTOR		
	<u>ALL Contracts regardless of cost or value</u>	<u>ALL Contracts cost or value \$50,000 or more</u>	<u>LARGE Contracts cost \$500,000 or more</u>
<u>Prior to</u> bid/proposal submission	Non-Discrimination Certification	OPM Ethics Form 5	OPM Ethics Form 6
<u>At time of</u> contract execution	Non-Discrimination Certification	OPM Ethics Form 1	
<u>After</u> contract execution, no later than 15 days after the request of such agency, institution or quasi-public agency for such affirmation from subcontractors & consultants when applicable.			OPM Ethics Form 6
No later than 14 days <u>after</u> the twelve-month anniversary of the most recently filed and/or updated representation or documentation	Non-Discrimination Certification	OPM Ethics Form 1	
No later than 30 days <u>after</u> the effective date of such change to the most recently filed document.	Non-Discrimination Certification	OPM Ethics Form 1 OPM Ethics Form 5	OPM Ethics Form 6

Only the following affidavit and certification forms may be uploaded on BizNet:

- OPM Ethics Form 1 – Gift & Campaign Contribution Certification
- OPM Ethics Form 5 – Consulting Agreement Affidavit
- OPM Ethics Form 6 – Affirmation of Receipt of State Ethics Laws Summary
- Non-discrimination Certification Form A – Representation by Individual (Regardless of Value)
- Non-discrimination Certification Form B – Representation by Entity (Valued at \$50,000 or less)
- Non-discrimination Certification Form C – Affidavit by Entity (Valued at \$50,000 or more)
- Non-discrimination Certification Form D – New Resolution by Entity
- Non-discrimination Certification Form E – Prior Resolution by Entity

Instead of submitting these documents in hard copy every time you submit a bid/proposal or sign a contract with the State of Connecticut, you can upload them electronically and have them made available to all State of Connecticut Agencies. Documents must only be updated on a yearly basis, or if any changes to the submitted information occur.

Prior to uploading forms onto the BizNet system, companies are required to setup a profile on BizNet at the following website: <https://www.biznet.ct.gov/AccountMaint/Login.aspx>. For instructions on how to upload the documents visit the following website: <http://das.ct.gov/images/1090/Upload%20Instructions.pdf>. If you are certified through the State of CT Supplier Diversity or the Pre-Qualification Program, you have already created a BizNet account.

To obtain a copy of OPM Ethics Forms and for information on which form to complete, please access the State of CT Office of Policy & Management’s website at: <http://www.ct.gov/opm/cwp/view.asp?a=2982&q=386038>.

To obtain a copy of Non-discrimination Certification Forms and for information on which form to complete, please access the State of CT Office of Policy & Management’s website at: http://www.ct.gov/opm/cwp/view.asp?a=2982&q=390928&opmNav_GID=1806.

FORM A, B OR C – NON-DISCRIMINATION CERTIFICATION

I _____ being a duly authorized representative of _____
NAME OF AUTHORIZED PERSON *COMPLETE LEGAL BUSINESS NAME*

hereby certifies that I/We have signed and completed the required Non-discrimination Certification and uploaded it on BizNet.

Name of Authorized Representative

Title of Authorized Representative

Signature

Date

OPM ETHICS FORM 5 – CONSULTING AGREEMENT AFFIDAVIT

I _____ being a duly authorized representative of _____
NAME OF AUTHORIZED PERSON *COMPLETE LEGAL BUSINESS NAME*

hereby certifies that I/We have signed and completed the required OPM Ethics Form 5 and uploaded it on BizNet.

Name of Authorized Representative

Title of Authorized Representative

Signature

Date

OPM ETHICS FORM 6 – AFFIRMATION OF RECEIPT OF STATE ETHICS LAWS SUMMARY (only if applicable)

I _____ being a duly authorized representative of _____
NAME OF AUTHORIZED PERSON *COMPLETE LEGAL BUSINESS NAME*

hereby certifies that I/We have signed and completed the required OPM Ethics Form 6 and uploaded it on BizNet.

Name of Authorized Representative

Title of Authorized Representative

Signature

Date

Buyer

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The following Terms and Conditions govern all Requests for Proposals issued by the University of Connecticut Health Center (“UCHC”). Incorporated by reference into these Terms and Conditions are applicable provisions of the Connecticut General Statutes, including but not limited to, those in Title 4a, Chapter 58; Title 10a, Chapter 185b, Sections 10a-151a and 10a-151b; and applicable provisions of the Regulations of Connecticut State Agencies, including but not limited to, those that begin with and follow Section 4a-52-1.

Proposers shall comply with the statutes and regulations as they exist on the date of their proposal and as they may be adopted or amended from time to time.

Submission of Proposals

- Proposals must be submitted to and received and stamped physically or electronically as received by UCHC Procurement Operations & Contracts on such forms as UCHC may make available. Telephone or facsimile proposals will not be accepted in response to a Request for Proposals (“RFP”).
- The time and date proposals are due is given in each RFP. Proposals received after the specified due date and time given in each RFP shall not be considered and shall be returned unopened. RFP envelopes must clearly indicate the RFP number as well as the date and time that the proposal is due. The name and address of the Proposer should appear in the upper left hand corner of the envelope.
- Incomplete RFP forms may result in the rejection of proposals. Amendments to proposals received by

UCHC after the due date and time specified shall not be considered. Proposals shall be computer prepared, typewritten or handwritten in ink. Proposals submitted in pencil shall be rejected. All proposals shall be signed by a person duly authorized to sign proposals on behalf of the Proposer. Unsigned proposals may be rejected at UCHC’s sole discretion. Errors, alterations or corrections on both the original and any copies of the price schedule to be returned must be initialed by the person signing the proposal or their authorized designee. If an authorized designee initials the correction, there must be written authorization from the person signing the proposal to the person initialing the erasure, alterations, or correction. Failure to do so shall result in rejection of the proposal for those items erased, altered or corrected and not appropriately initialed.

- Conditional proposals are subject to rejection in whole or in part. A conditional proposal is one which limits, modifies, expands or supplements any of the terms conditions and/or specifications of the RFP, including the terms & conditions of the sample standard contract attached hereto.
- Alternate proposals will not be considered. An alternate proposal is defined as one which is submitted in addition to the proposer’s primary response to the RFP.
- In the event of a discrepancy between the unit price and the extension, the unit price shall govern. Prices should be extended in decimal, not fraction. Prices are to be net, and shall include transportation and delivery charges fully prepaid by the proposer to the destination specified in the proposal, and subject only to cash discount.

7. Pursuant to Section 12-412 of the Connecticut General Statutes, the State of Connecticut is exempt from the payment of excise, transportation and sales taxes imposed by the Federal Government and/or the State. Such taxes must be excluded from proposal prices.
8. All proposals are subject to public inspection after the execution of the contract.
9. The successful proposer shall be bound by the terms and conditions of the form contract that is attached to the RFP, or such terms as are modified by formal agreement of the parties.
10. By its submission, the proposer represents that the proposal is not made in connection with any other proposer submitting a proposal for the same commodity or commodities and is in all respects fair and without collusion or fraud.

Conformity and Completeness of Proposals

11. To be considered acceptable, proposals must be complete and conform to all RFP instructions and conditions. UCHC, at its discretion, may reject in whole or in part any proposal if in its judgment the best interests of UCHC will be served by doing so.

Independent Price Determination

12. In the proposals, proposers must warrant, represent, and certify that the following requirements have been met in connection with this RFP:
 - a. The costs proposed have been arrived at independently, without consultation, communication, or agreement for the purpose of restricting competition as to any matter relating to such process with any other organization or with any competitor.
 - b. Unless otherwise required by law, the costs quoted have not been knowingly disclosed by the proposer on a prior basis directly or indirectly to any other.
 - c. No attempt has been made, or will be made, by the proposer to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.

Stability of Proposed Prices

13. Any price offerings from proposers must be valid for a period of 180 days from the due date of the proposal at UCHC's sole discretion.

Amendment or Cancellation

14. UCHC reserves the rights to cancel, amend, modify or otherwise change this RFP at any time if it deems it to be in the best interest of UCHC to do so.

Proposal Modifications

15. No additions or changes to any proposal will be allowed after the proposal due date, unless such modification is specifically requested by UCHC. UCHC, at its option, may seek proposer retraction and/or clarification of any discrepancy or contradiction found during its review of proposals.

Proposer Presentation of Supporting Evidence

16. Proposers must be prepared to provide any evidence of experience, performance, ability, and/or financial surety that UCHC deems to be necessary or appropriate to fully establish the performance capabilities represented in their proposals.

Proposal Expenses

17. Proposers are responsible for all costs and expenses incurred in the preparation of proposals and for any subsequent work on the proposal that is required by UCHC.

Ownership of Proposals

18. All proposals shall become the sole property of UCHC and will not be returned.

Ownership of Subsequent Products

19. Any product, whether acceptable or unacceptable, developed under a contract awarded as a result of this RFP shall be the sole property of UCHC unless otherwise stated in the contract.

Samples

20. The quality of accepted samples does not supersede the specifications for quality in the RFP unless the sample is superior in quality. All deliveries shall have at least the same quality as the accepted sample.

21. Samples shall be furnished free of charge. Proposers must indicate if return of any sample is desired. UCHC shall comply with such request provided samples are returned at proposer's sole cost and expense, DAP proposer's destination, and that they have not been made useless by testing. If they are made useless by testing, the State may dispose of the samples as it deems to be appropriate. Samples may be held for comparison with deliveries.

Guaranty or Surety

22. Proposal and/or performance bonds may be required. Bonds must meet the following requirements: Corporation - must be signed by an official of the corporation above their official title and the corporate seal must be affixed over the signature; Firm or Partnership - must be signed by all the partners and indicate they are "doing business as"; Individual - must be signed by the owner and indicated as "Owner". The surety company executing the bond or countersigning must be licensed in Connecticut and the bond must be signed by an official of the surety company with the corporate seal affixed over their signature. Signatures of two witnesses for both the principal and the surety must appear on the bond. Power of attorney for the official signing the bond for the surety company must be submitted with the bond.

Award

23. A contract will be awarded (subject to the conditions of Section 29, below) to the proposer or proposers whose proposals UCHC deems to be the most advantageous to the State, in accordance with the criteria set forth within the RFP, taking into account the quality of the goods or services to be supplied, their conformance with specifications, delivery terms, price, administrative costs, past performance, and financial responsibility.

24. UCHC may reject the proposal of any proposer who is in default of any prior contract or is guilty of misrepresentation or any proposer with a member of its firm in default or guilty of misrepresentation.

25. UCHC may, in accordance with and pursuant to the Regulations of Connecticut State Agencies may correct inaccurate awards resulting from clerical or administrative errors.

26. UCHC reserves the right to make an award to multiple Suppliers.

27. Proposer has ten days after notice of award to refuse acceptance of the award; at UCHC's sole discretion, after ten days the award may be binding on the proposer. If the proposer refuses acceptance of the award within the ten-day period, the award will be made to the next proposer or proposers whose proposal(s) UCHC deems to be the most advantageous to the State, in accordance with the criteria set forth in the RFP.

28. UCHC reserves the right to correct inaccurate awards. This may include, in extreme circumstances, revoking the award of a contract already made to a proposer and subsequently awarding the contract to another proposer. Such action on the part of UCHC shall not constitute a breach of contract on the part of UCHC since the contract with the initial proposer is deemed to be void and of no effect as if no contract ever existed between UCHC and such proposer.

29. The award will be contingent upon the successful proposer's acceptance of all of the required terms and conditions in UCHC's standard contract and execution of the applicable required State of Connecticut certifications and affidavits. A sample standard contract and samples of the required forms are attached hereto.

30. UCHC's Affirmative Action, Non-Discrimination and Equal Opportunity Policy are set forth in UCHC Policy Number 2002-44. UCHC will not knowingly do business with any bidder, contractor, subcontractor or supplier of materials who discriminates against members of any class protected under Sections 4a-60 or 4a-60a of the Connecticut General Statutes.

Compliance

31. All purchases will be in compliance with any applicable federal laws and the laws of the State of Connecticut. Specifically and without limiting the foregoing, this proposal is subject to the provisions of the following Statutes and Executive Orders:

- a. Connecticut General Statutes Sec. 22a-194. Definition of controlled substance. As used in sections 22a-194a to 22a-194g, inclusive, "controlled substance" means a controlled substance under Annex A, Group 1 of the Montreal Protocol on Substances that Deplete the Ozone Layer, signed September 16, 1987, as may be amended.

- b. For all State contracts as defined in Public Act 10-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this Agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice as enclosed.
- c. Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971 requires nondiscrimination clauses in state contracts.
- d. Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973 requires contractors and subcontractors having a contract with the state or any business entity having business with the state or which seeks to do business with the state, and every bidder or prospective bidder who submits a bid or replies to an Request for Proposal on any state contract shall list all employment openings with the office of the Connecticut State Employment Service.
- e. Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999 regarding Violence in the Workplace Prevention Policy.
- f. Executive Order No. Fourteen of Governor M. Jodi Rell promulgated April 17, 2006 states that contractors shall use cleaning and/or sanitizing products having properties that minimize potential impacts on human health and the environment, consistent with maintaining clean and sanitary facilities.
- g. Executive Order No. 7C of Governor M. Jodi Rell promulgated July 13, 2006 establishes the State Contracting Standards Board to address the state's vulnerabilities in the selection and procurement processes to avoid improprieties, favoritism, unfair practices or ethical lapses in state contracting.

- John Dempsey Hospital Policies and Procedures**
- 32. Proposer will comply with John Dempsey Hospital policies and procedures, as well as all applicable laws, ordinances, rules regulations, standards, and orders of governmental, regulatory and accrediting bodies, including but not limited to the Joint Commission, having jurisdiction in the premises that are applicable to health care organizations and programs.

State Fiscal and Product Performance Requirements

- 33. Any product or services acquisition resulting from this RFP must be contingent upon contractual provisions for cancellation of such acquisition, without penalty, if the applicable funds are not available for required payment or if the product or services fail to meet the minimum State criteria for acceptance or performance reliability.

Validation of Proposals

- 34. Each proposal shall be a binding commitment which UCHC may incorporate, by reference or otherwise, into any contract with that proposer. The proposals must provide the names, titles, addresses and telephone numbers of those individuals with authority to negotiate a contract with UCHC and contractually bind the proposer. The proposal must also include evidence that is has been duly delivered on the part of the proposer, that the persons submitting the proposal have the requisite corporate power and authority to structure, compile, draft, submit and deliver the proposal and subsequently to enter into, execute, deliver and perform on behalf of the proposer any contract contemplated in this RFP.

Oral Agreement or Arrangements

- 35. Any alleged oral agreements or arrangements made by proposers with UCHC employees will be disregarded in any UCHC proposal evaluation or associated award.

Offer of Gratuities/Conflict of Interest

- 36. The proposer warrants, represents, and certifies that no elected or appointed official or employee of the State of Connecticut has or will benefit financially or materially from this procurement. Should the proposer become aware of a potential conflict of interest, UCHC shall be notified immediately. Any contract and/or award arising from this RFP may be terminated by UCHC if it is determined that gratuities of any kind were either offered to, or received by, any of the aforementioned officials or employees from the proposer or the proposer's agent(s), representative(s) or employee(s).

Subletting or Assigning of Contract

37. UCHC must approve any and all subcontractors utilized by the successful proposer prior to any such subcontractor commencing any work. Proposers acknowledge by the act of submitting a proposal that any work to be provided under the contract is work conducted on behalf of UCHC and that the Assistant Director of Procurement or his designee may communicate directly with any subcontractor as UCHC deems to be necessary or appropriate. It is also understood that the successful proposer shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful proposer to UCHC upon request. The successful proposer must provide the majority of services described in the specifications.
38. A contract award or contract resulting from the RFP solicitation may not be assigned by the proposer without the express written permission of UCHC.

Freedom of Information

39. Due regard will be given for the protection of proprietary or confidential information contained in all proposals received. However, proposers should be aware that all materials associated with the procurement are subject to the terms of the Connecticut Freedom of Information Act (FOIA) and all rules, regulations and interpretations resulting there from. It will not be sufficient for proposers to merely state generally that the proposal is proprietary or confidential in nature and not, therefore, subject to release to third parties. Those particular sentences, paragraphs, pages or sections which a proposer believes to be exempt from disclosure under the FOIA must be specifically identified as such. Convincing explanation and rationale sufficient to justify each exemption consistent with Section 1-210 of the FOIA must accompany the proposal. The rationale and explanation must be stated in terms of the prospective harm to the competitive position of the Proposer that would result if the identified material were to be released and the reasons why the materials are legally exempt from release pursuant to the above-cited statute. In no event shall UCHC have any liability for the disclosure of any documents or information in its possession which UCHC believes are required to be disclosed pursuant to FOIA or other requirements of law.

Execution of Contract and Required State of Connecticut Forms

40. This RFP is not a contract and, alone, shall not be interpreted as such. Rather, this RFP serves as the instrument through which proposals are solicited. Once the evaluation of the proposals is complete and a proposer(s) is selected, the elected proposal(s) and this RFP may then serve as the basis for a contract that will be negotiated and executed between UCHC and the selected proposer(s). This RFP and the proposal may be attached to the contract as exhibits. If for some reason, UCHC and the initial proposer selected fail to reach consensus on the issues relative to the contract, UCHC may commence contract negotiations with other proposers. UCHC may decide at any time to start the RFP process again.
41. A sample of UCHC's standard contract and samples of the required State of Connecticut certifications and affidavits are attached to this RFP. By submitting a proposal, the proposer acknowledges that it has read all of the attached documents, and that it understands that the successful proposer(s) will be expected to sign the standard contract and all of the applicable required forms. Refusal to do so may result in the contract being awarded to the next proposer or proposers whose proposal(s) UCHC deems to be the most advantageous to the State, in accordance with the criteria set forth in the RFP.
42. Section 4a-81 of the Connecticut General Statutes (the "Act") requires that this solicitation include a notice of the consulting affidavit requirements described in the Act. Accordingly, pursuant to the Act, Suppliers are notified as follows: (a) No state agency shall execute a contract for the purchase of goods or services, which contract has a total value to the state of fifty thousand dollars or more in any calendar or fiscal year, unless the state agency obtains the written affidavit described in subsection (b) of this section. (b) (1) The chief official of the Supplier awarded a contract described in subsection (a) of this section or the individual awarded such contract who is authorized to execute such contract, shall attest in an affidavit as to whether any consulting agreement has been entered into in connection with such contract. Such affidavit shall be required if any duties of the consultant included communications concerning business of such state agency, whether or not direct contact with a state agency, state or public official or state employee was expected or made. "Consulting agreement" means any written or oral agreement to retain the services, for a fee, of a consultant for the purposes of (A) providing

RFP TERMS AND CONDITIONS

counsel to a contractor, Supplier, consultant or other entity seeking to conduct, or conducting, business with the State, (B) contacting, whether in writing or orally, any executive, judicial, or administrative office of the state, including any department, institution, bureau, board, commission, authority, official or employee for the purpose of solicitation, dispute resolution, introduction or requests for information or (C) any other similar activity related to such contract. "Consulting agreement" does not include any agreements entered into with a consultant who is registered under the provisions of Chapter 10 of the Connecticut General Statutes concerning the State's Codes of Ethics, as of the date such affidavit is submitted. (2) Such affidavit shall be sworn as true to the best knowledge and belief of the person signing the certification on the affidavit and shall be subject to the penalties of false statement. (3) Such affidavit shall include the name of the consultant, the consultant's firm, the basic terms of the consulting agreement, a brief description of the services provided, and an indication as to whether the consultant is a former state employee or public official. If the consultant is a former state employee or public official, such affidavit shall indicate his or her former agency and the date such employment terminated. (4) Such affidavit shall be amended whenever the Supplier awarded the contract enters into any new consulting agreement during the term of the contract. (c) If a Supplier refuses to submit the affidavit required under subsection (b) of this section, then the state agency shall not award the Contract to such Supplier and shall award the contract to the next highest ranked Supplier or the next lowest responsible qualified bidder or seek new bids or proposals.

43. Section 4-252 of the Connecticut General Statutes (the "Statute") requires that the RFP, of which these terms and conditions are a part, include a notice of the Supplier certification requirements described in the Statute. Accordingly, pursuant to the Statute, Suppliers are notified as follows: (a) The terms "gift," "quasi-public agency," "state agency," "large state contract," "principals and key personnel" and "participated substantially" as used in this section shall have the meanings set forth in the Statute. (b) No state agency or quasi-public agency shall execute a large state contract unless the state agency or quasi-public agency obtains the written certifications described in this section. Each such certification shall be sworn as true to the best knowledge and belief of the person signing the certification, subject to the penalties of false statement. (c) The official of the person, firm or corporation awarded the contract, who is authorized to execute the

contract, shall certify on such forms as the State shall provide: (1) That no gifts were made between the date that the state agency or quasi-public agency began planning the project, services, procurement, and lease or licensing arrangement covered by the contract and the date of execution of the contract, by (A) such person, firm, corporation, (B) any principals and key personnel of the person, firm or corporation, who participated substantially in preparing the bid or proposal or the negotiation of the contract, or (C) any agent of such person, firm, corporation or principals and key personnel, who participated substantially in preparing the bid or proposal or the negotiation of the contract, to (i) any public official or state employee of the state agency or quasi-public agency soliciting bids or proposals for the contract, who participated substantially in the preparation of the bid solicitation or request for proposals for the contract or the negotiation or award of the contract, or (ii) any public official or state employee of any other state agency, who has supervisory or appointing authority over such state agency or quasi-public agency; (2) That no such principals and key personnel of the person, firm or corporation, or agent of such person, firm or corporation or principals and key personnel, knows of any action by the person, firm or corporation to circumvent such prohibition on gifts by providing for any other principals and key personnel, official, employee or agent of the person, firm or corporation to provide a gift to any such public official or state employee; and (3) That the person, firm or corporation made the bid or proposal without fraud or collusion with any person. (d) Any bidder or Proposer that does not make the certifications required under subsection (c) of this section shall be disqualified and the state agency or quasi-public agency shall award the contract to the next highest ranked Proposer or the next lowest responsible qualified bidder or seek new bids or proposals. (e) The date that the state agency or quasi-public agency began planning the project, services procurement, lease or licensing arrangement to be covered by the contract is defined as the RFP release date.

44. With regard to a State contract as defined in Public Act 10-1 having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of RFP-05 Form, which is the State Elections Enforcement Commission's notice advising prospective state contractors of state campaign contribution and

solicitation prohibitions, and will inform its principals of the contents of the notice.

45. Sections 46a-60 and 46a-81c of the Connecticut General Statutes prohibit discrimination in employment based on an individual's race, color, religious creed, age, sex, marital status, civil union status, sexual orientation, national origin, ancestry, present or past history of mental disability, mental retardation, learning disability or physical disability, including, but not limited to, blindness. Sections 4a-60 and 4a-60a of the Connecticut General Statutes require State contractors to adopt policies in support of Connecticut's non-discrimination laws by means of a resolution of the board of directors, shareholders, managers, members or other governing body of such contractor. Attached to this RFP is a sample Non-Discrimination Certification form. The proposer's submission in response to this RFP is an acknowledgment that the successful proposer will be required to execute and return the Non-Discrimination Certification at the time that the contract is executed. The execution and submittal of this Non-Discrimination Certification is a condition precedent to the State's execution of the contract, unless the contractor is exempt from this statutory requirement, in which case the contractor must obtain a written waiver from the State's Commission on Human Rights and Opportunities.

46. The existence of the contract shall be determined in accordance with the requirements set forth above. However, the award of the contract is not an order to ship. Contractors may not begin to perform under the awarded contract until the Contractor and the State have executed the contract and thereafter the Contractor receives a written purchase order from an appropriate State entity.

Payments under a Contract Award

47. Under no circumstances shall the successful proposer begin to perform under the contract prior to the effective date of the contract. All payments shall adhere to the payment terms negotiated in the contract award.

Evaluation of Performance

48. During or after the term of any contract or other agreement that results from this process, UCHC may conduct evaluations of the winning proposer's performance including, but not limited to clinical equipment, supplies and services. The winning proposer may be requested to provide a quality performance metrics and shall cooperate with UCHC in any such evaluations and work with UCHC to correct any deficiencies noted.

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NOTE: This form will be used in assessing a Proposer's qualifications and to determine if the RFP submitted is from a responsible bidder. Factors such as past performance, integrity of the Proposer, conformity to the specifications, etc. will be used in evaluating proposals.

Name of Firm/Corporation: _____

Please answer the following:

- How long has the above Firm/Corporation been engaged in business under this name? ____ Years ____ Months
- List any aliases for your Firm/Corporation:

- How many employees does your Firm/Corporation have? _____ Full-Time _____ Part-Time

Please check one of the following boxes:

- If requested, would your Firm/Corporation provide a "good standing" certificate issued by the CT Secretary of State?
 Yes No
- If requested, would your Firm/Corporation provide a most recent copy of your financial statement?
 Yes No

Please answer the following:

- 1. List below any contracts awarded to your Firm/Corporation within the last three (3) years by either a private company or a federal, state or local government agency. If applicable, indicate which State of Connecticut agency and provide the contract name, contract number, and the name of the person administering the contract. *(Attach additional sheets, if necessary)*

Company Name: _____
 Contact Name: _____
 Telephone No.: _____
 Contract No.: _____
 Effective Dates: _____

Company Name: _____
 Contact Name: _____
 Telephone No.: _____
 Contract No.: _____
 Effective Dates: _____

Company Name: _____
 Contact Name: _____
 Telephone No.: _____
 Contract No.: _____
 Effective Dates: _____

Company Name: _____
 Contact Name: _____
 Telephone No.: _____
 Contract No.: _____
 Effective Dates: _____

- 2. List any criminal convictions against your Firm/Corporation and any of your officers, principal shareholders, directors, partners, LLC members or LLC managers: *(Attach additional sheets, if necessary)*

- 3. List any administrative actions either pending review by the State of Connecticut or determinations that the State of Connecticut made within the last three (3) years regarding your Firm/Corporation or any of your officers, principal shareholders, directors, partners, LLC members or LLC managers. This would include court judgments, actions, suits, claims, demands, investigations and legal, administrative or arbitration proceedings pending in any forum. *(Attach additional sheets, if necessary)*

I hereby certify under penalty of false statement that all the information supplied is complete and true.

Signature of person authorized to sign on behalf of the above Firm/Corporation

Name of authorized person

Title of authorized person

Date

Buyer

Telephone Number

E-mail Address

Fax Number

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RFP NUMBER:	PROPOSAL DUE DATE:	PROPOSAL DUE TIME: EST	RFP SURETY:
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NOTE: Due to the State of Connecticut contracting requirements the following information must be completed for contract planning purposes.

Name of Firm/Corporation: _____

Please check one of the following boxes:

1. Does your Firm/Corporation have a Board of Directors (BOD) or other Management Group?

Yes No

2. If so, how often does the BOD/Management Group meet?

Monthly Semi-monthly Quarterly Annually Bi-annual Other

Please answer the following:

1. Indicate below the next four (4) Board of Directors/Management Group Meeting Dates:

Buyer

Telephone Number

E-mail Address

Fax Number

STATE OF CONNECTICUT
UNIVERSITY OF CONNECTICUT HEALTH CENTER
Procurement Operations & Contracts
263 Farmington Avenue, MC4036
Farmington, CT 06032-4036



RFP NUMBER:	PROPOSAL DUE DATE:	PROPOSAL DUE TIME: EST	RFP SURETY:
RFP TITLE:			

UNIVERSITY OF CONNECTICUT HEALTH CENTER BUSINESS ASSOCIATE AGREEMENT

Health Insurance Portability and Accountability Act of 1996 (“HIPAA”)

- (a) If the Contractor is a Business Associate under the requirements of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Contractor must comply with all terms and conditions of this Section of the Contract. If the Contractor is not a Business Associate under HIPAA, this Section of the Contract does not apply to the Contractor for this Contract.
- (b) The Contractor is required to safeguard the use, publication and disclosure of information on all applicants for, and all clients who receive, services under the Contract in accordance with all applicable federal and state law regarding confidentiality, which includes but is not limited to HIPAA, more specifically with the Privacy and Security Rules at 45 C.F.R. part 160 and part 164, subparts A, C, and E; and
- (c) The State of Connecticut Agency named on page 1 of this Contract (hereinafter the “Department”) is a “covered entity” as that term is defined in 45 C.F.R. §160.103; and
- (d) The Contractor, on behalf of the Department, performs functions that involve the use or disclosure of “individually identifiable health information,” as that term is defined in 45 C.F.R. §160.103; and
- (e) The Contractor is a “business associate” of the Department, as that term is defined in 45 C.F.R. §160.103; and
- (f) The Contractor and the Department agree to the following in order to secure compliance with HIPAA, the requirements of Subtitle D of the Health Information Technology for Economic and Clinical Health Act (hereinafter the HITECH Act) (Pub. L. 111-5, sections 13400 to 13423), and more specifically with the Privacy and Security Rules at 45 C.F.R. part 160 and part 164, subparts A, C, and E.
- (g) Definitions.
 - (1) “Breach” shall have the same meaning as the term is defined in section 13400 of the HITECH Act (42 U.S.C. §17921(1)).
 - (2) “Business Associate” shall mean the Contractor.
 - (3) “Covered Entity” shall mean the Department of the State of Connecticut named on page 1 of this Contract.
 - (4) “Designated Record Set” shall have the same meaning as the term “designated record set” in 45 C.F.R. §164.501.
 - (5) “Electronic Health Record” shall have the same meaning as the term is defined in section 13400 of the HITECH Act (42 U.S.C. §17921(5)).

- (6) "Individual" shall have the same meaning as the term "individual" in 45 C.F.R. §160.103 and shall include a person who qualifies as a personal representative as defined in 45 C.F.R. §164.502(g).
- (7) "Privacy Rule" shall mean the Standards for Privacy of Individually Identifiable Health Information at 45 C.F.R. part 160 and parts 164, subparts A and E.
- (8) "Protected Health Information" or "PHI" shall have the same meaning as the term "protected health information" in 45 C.F.R. §160.103, limited to information created or received by the Business Associate from or on behalf of the Covered Entity.
- (9) "Required by Law" shall have the same meaning as the term "required by law" in 45 C.F.R. §164.103.
- (10) "Secretary" shall mean the Secretary of the Department of Health and Human Services or his designee.
- (11) "More stringent" shall have the same meaning as the term "more stringent" in 45 C.F.R. §160.202.
- (12) "This Section of the Contract" refers to the HIPAA Provisions stated herein, in their entirety.
- (13) "Security Incident" shall have the same meaning as the term "security incident" in 45 C.F.R. §164.304.
- (14) "Security Rule" shall mean the Security Standards for the Protection of Electronic Protected Health Information at 45 C.F.R. part 160 and parts 164, subparts A and C.
- (15) "Unsecured protected health information" shall have the same meaning as the term as defined in section 13402(h)(1)(A) of HITECH Act (42 U.S.C. §17932(h)(1)(A)).

(h) Obligations and Activities of Business Associates.

- (1) Business Associate agrees not to use or disclose PHI other than as permitted or required by this Section of the Contract or as Required by Law.
- (2) Business Associate agrees to use appropriate safeguards to prevent use or disclosure of PHI other than as provided for in this Section of the Contract.
- (3) Business Associate agrees to use administrative, physical and technical safeguards that reasonably and appropriately protect the confidentiality, integrity, and availability of electronic protected health information that it creates, receives, maintains, or transmits on behalf of the Covered Entity.
- (4) Business Associate agrees to mitigate, to the extent practicable, any harmful effect that is known to the Business Associate of a use or disclosure of PHI by Business Associate in violation of this Section of the Contract.
- (5) Business Associate agrees to report to Covered Entity any use or disclosure of PHI not provided for by this Section of the Contract or any security incident of which it becomes aware.
- (6) Business Associate agrees to insure that any agent, including a subcontractor, to whom it provides PHI received from, or created or received by Business Associate, on behalf of the Covered Entity, agrees to the same restrictions and conditions that apply through this Section of the Contract to Business Associate with respect to such information.
- (7) Business Associate agrees to provide access, at the request of the Covered Entity, and in the time and manner agreed to by the parties, to PHI in a Designated Record Set, to Covered Entity or, as directed by Covered Entity, to an Individual in order to meet the requirements under 45 C.F.R. §164.524.
- (8) Business Associate agrees to make any amendments to PHI in a Designated Record Set that the Covered Entity directs or agrees to pursuant to 45 C.F.R. §164.526 at the request of the Covered Entity, and in the time and manner agreed to by the parties.
- (9) Business Associate agrees to make internal practices, books, and records, including policies and procedures and PHI, relating to the use and disclosure of PHI received from, or created or received by, Business Associate on behalf of

UCHC BUSINESS ASSOCIATE AGREEMENT

Covered Entity, available to Covered Entity or to the Secretary in a time and manner agreed to by the parties or designated by the Secretary, for purposes of the Secretary determining Covered Entity's compliance with the Privacy Rule.

- (10) Business Associate agrees to document such disclosures of PHI and information related to such disclosures as would be required for Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528 and section 13405 of the HITECH Act (42 U.S.C. §17935) and any regulations promulgated thereunder.
- (11) Business Associate agrees to provide to Covered Entity, in a time and manner agreed to by the parties, information collected in accordance with clause (h)(10) of this Section of the Contract, to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of PHI in accordance with 45 C.F.R. §164.528 and section 13405 of the HITECH Act (42 U.S.C. §17935) and any regulations promulgated thereunder. Business Associate agrees at the Covered Entity's direction to provide an accounting of disclosures of PHI directly to an individual in accordance with 45 C.F.R. §164.528 and section 13405 of the HITECH Act (42 U.S.C. §17935) and any regulations promulgated thereunder.
- (12) Business Associate agrees to comply with any state or federal law that is more stringent than the Privacy Rule.
- (13) Business Associate agrees to comply with the requirements of the HITECH Act relating to privacy and security that are applicable to the Covered Entity and with the requirements of 45 C.F.R. sections 164.504(e), 164.308, 164.310, 164.312, and 164.316.
- (14) In the event that an individual requests that the Business Associate (a) restrict disclosures of PHI; (b) provide an accounting of disclosures of the individual's PHI; or (c) provide a copy of the individual's PHI in an electronic health record, the Business Associate agrees to notify the covered entity, in writing, within two business days of the request.
- (15) Business Associate agrees that it shall not, directly or indirectly, receive any remuneration in exchange for PHI of an individual without (1) the written approval of the covered entity, unless receipt of remuneration in exchange for PHI is expressly authorized by this Contract and (2) the valid authorization of the individual, except for the purposes provided under section 13405(d)(2) of the HITECH Act (42 U.S.C. §17935(d)(2)) and in any accompanying regulations
- (16) Obligations in the Event of a Breach.
 - A. The Business Associate agrees that, following the discovery of a breach of unsecured protected health information, it shall notify the Covered Entity of such breach in accordance with the requirements of section 13402 of HITECH (42 U.S.C. 17932(b)) and the provisions of this Section of the Contract.
 - B. Such notification shall be provided by the Business Associate to the Covered Entity without unreasonable delay, and in no case later than 30 days after the breach is discovered by the Business Associate, except as otherwise instructed in writing by a law enforcement official pursuant to section 13402(g) of HITECH (42 U.S.C. 17932(g)). A breach is considered discovered as of the first day on which it is, or reasonably should have been, known to the Business Associate. The notification shall include the identification and last known address, phone number and email address of each individual (or the next of kin of the individual if the individual is deceased) whose unsecured protected health information has been, or is reasonably believed by the Business Associate to have been, accessed, acquired, or disclosed during such breach.
 - C. The Business Associate agrees to include in the notification to the Covered Entity at least the following information:
 1. A brief description of what happened, including the date of the breach and the date of the discovery of the breach, if known.
 2. A description of the types of unsecured protected health information that were involved in the breach (such as full name, Social Security number, date of birth, home address, account number, or disability code).
 3. The steps the Business Associate recommends that individuals take to protect themselves from potential harm resulting from the breach.
 4. A detailed description of what the Business Associate is doing to investigate the breach, to mitigate losses, and to protect against any further breaches.
 5. Whether a law enforcement official has advised either verbally or in writing the Business Associate that he or she has determined that notification or notice to individuals or the posting required under section 13402

of the HITECH Act would impede a criminal investigation or cause damage to national security and; if so, include contact information for said official.

- D. Business Associate agrees to provide appropriate staffing and have established procedures to ensure that individuals informed by the Covered Entity of a breach by the Business Associate have the opportunity to ask questions and contact the Business Associate for additional information regarding the breach. Such procedures shall include a toll-free telephone number, an e-mail address, a posting on its Web site and a postal address. Business Associate agrees to include in the notification of a breach by the Business Associate to the Covered Entity, a written description of the procedures that have been established to meet these requirements. Costs of such contact procedures will be borne by the Contractor.
- E. Business Associate agrees that, in the event of a breach, it has the burden to demonstrate that it has complied with all notification requirements set forth above, including evidence demonstrating the necessity of a delay in notification to the Covered Entity.

(i) Permitted Uses and Disclosure by Business Associate.

- (1) General Use and Disclosure Provisions. Except as otherwise limited in this Section of the Contract, Business Associate may use or disclose PHI to perform functions, activities, or services for, or on behalf of, Covered Entity as specified in this Contract, provided that such use or disclosure would not violate the Privacy Rule if done by Covered Entity or the minimum necessary policies and procedures of the Covered Entity.
- (2) Specific Use and Disclosure Provisions.
 - A. Except as otherwise limited in this Section of the Contract, Business Associate may use PHI for the proper management and administration of Business Associate or to carry out the legal responsibilities of Business Associate.
 - B. Except as otherwise limited in this Section of the Contract, Business Associate may disclose PHI for the proper management and administration of Business Associate, provided that disclosures are Required by Law, or Business Associate obtains reasonable assurances from the person to whom the information is disclosed that it will remain confidential and used or further disclosed only as Required by Law or for the purpose for which it was disclosed to the person, and the person notifies Business Associate of any instances of which it is aware in which the confidentiality of the information has been breached.
 - C. Except as otherwise limited in this Section of the Contract, Business Associate may use PHI to provide Data Aggregation services to Covered Entity as permitted by 45 C.F.R. §164.504(e)(2)(i)(B).

(j) Obligations of Covered Entity.

- (1) Covered Entity shall notify Business Associate of any limitations in its notice of privacy practices of Covered Entity, in accordance with 45 C.F.R. §164.520, or to the extent that such limitation may affect Business Associate's use or disclosure of PHI.
- (2) Covered Entity shall notify Business Associate of any changes in, or revocation of, permission by Individual to use or disclose PHI, to the extent that such changes may affect Business Associate's use or disclosure of PHI.
- (3) Covered Entity shall notify Business Associate of any restriction to the use or disclosure of PHI that Covered Entity has agreed to in accordance with 45 C.F.R. §164.522, to the extent that such restriction may affect Business Associate's use or disclosure of PHI.

(k) Permissible Requests by Covered Entity. Covered Entity shall not request Business Associate to use or disclose PHI in any manner that would not be permissible under the Privacy Rule if done by the Covered Entity, except that Business Associate may use and disclose PHI for data aggregation, and management and administrative activities of Business Associate, as permitted under this Section of the Contract.

(l) Term and Termination.

- (1) Term. The Term of this Section of the Contract shall be effective as of the date the Contract is effective and shall terminate when the information collected in accordance with clause (h)(10) of this Section of the Contract is provided to the Covered Entity and all of the PHI provided by Covered Entity to Business Associate, or created or received by Business Associate on behalf of Covered Entity, is destroyed or returned to Covered Entity, or, if it is infeasible to return or destroy PHI, protections are extended to such information, in accordance with the termination provisions in this Section.
- (2) Termination for Cause. Upon Covered Entity's knowledge of a material breach by Business Associate, Covered Entity shall either:
 - A. Provide an opportunity for Business Associate to cure the breach or end the violation and terminate the Contract if Business Associate does not cure the breach or end the violation within the time specified by the Covered Entity; or
 - B. Immediately terminate the Contract if Business Associate has breached a material term of this Section of the Contract and cure is not possible; or
 - C. If neither termination nor cure is feasible, Covered Entity shall report the violation to the Secretary.
- (3) Effect of Termination.
 - A. Except as provided in (1)(2) of this Section of the Contract, upon termination of this Contract, for any reason, Business Associate shall return or destroy all PHI received from Covered Entity, or created or received by Business Associate on behalf of Covered Entity. Business Associate shall also provide the information collected in accordance with clause (h)(10) of this Section of the Contract to the Covered Entity within ten business days of the notice of termination. This provision shall apply to PHI that is in the possession of subcontractors or agents of Business Associate. Business Associate shall retain no copies of the PHI.
 - B. In the event that Business Associate determines that returning or destroying the PHI is infeasible, Business Associate shall provide to Covered Entity notification of the conditions that make return or destruction infeasible. Upon documentation by Business Associate that return or destruction of PHI is infeasible, Business Associate shall extend the protections of this Section of the Contract to such PHI and limit further uses and disclosures of PHI to those purposes that make return or destruction infeasible, for as long as Business Associate maintains such PHI. Infeasibility of the return or destruction of PHI includes, but is not limited to, requirements under state or federal law that the Business Associate maintains or preserves the PHI or copies thereof.
- (m) Miscellaneous Provisions.
 - (1) Regulatory References. A reference in this Section of the Contract to a section in the Privacy Rule means the section as in effect or as amended.
 - (2) Amendment. The Parties agree to take such action as is necessary to amend this Section of the Contract from time to time as is necessary for Covered Entity to comply with requirements of the Privacy Rule and the Health Insurance Portability and Accountability Act of 1996, Pub. L. No. 104-191.
 - (3) Survival. The respective rights and obligations of Business Associate shall survive the termination of this Contract.
 - (4) Effect on Contract. Except as specifically required to implement the purposes of this Section of the Contract, all other terms of the Contract shall remain in force and effect.
 - (5) Construction. This Section of the Contract shall be construed as broadly as necessary to implement and comply with the Privacy Standard. Any ambiguity in this Section of the Contract shall be resolved in favor of a meaning that complies, and is consistent with, the Privacy Standard.
 - (6) Disclaimer. Covered Entity makes no warranty or representation that compliance with this Section of the Contract will be adequate or satisfactory for Business Associate's own purposes. Covered Entity shall not be liable to Business Associate for any claim, civil or criminal penalty, loss or damage related to or arising from the unauthorized use or disclosure of PHI by Business Associate or any of its officers, directors, employees, contractors or agents, or any third party to whom Business Associate has disclosed PHI contrary to the provisions of this Contract or applicable law.

Business Associate is solely responsible for all decisions made, and actions taken, by Business Associate regarding the safeguarding, use and disclosure of PHI within its possession, custody or control.

- (7) Indemnification. The Business Associate shall indemnify and hold the Covered Entity harmless from and against any and all claims, liabilities, judgments, fines, assessments, penalties, awards and any statutory damages that may be imposed or assessed pursuant to HIPAA, as amended, or the HITECH Act, including, without limitation, attorney’s fees, expert witness fees, costs of investigation, litigation or dispute resolution, and costs awarded thereunder, relating to or arising out of any violation by the Business Associate and its agents, including subcontractors, of any obligation of Business Associate and its agents, including subcontractors, under this Section of the Contract, under HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

Contractor, on behalf of itself, its agents and employees, acknowledges that, as a result of a current or future business relationship with UCHC, it may receive or have access to PHI, including, but not limited to, electronic PHI and patient identifying information.

Contractor recognizes that any such PHI is and shall remain the property of UCHC and agrees that it acquires no title or rights to such PHI, including any de-identified information. Contractor further recognizes and agrees that any breach of confidentiality or misuse of such information may result in the termination of any agreement between UCHC and Contractor, legal action against Contractor, and/or the submission of a report about the breach or misuse to the Secretary of Health and Human Services.

The Authorized Representative’s signature below indicates that Contractor understands and accepts the University of Connecticut Health Center Business Associate Agreement, as it may be applicable to Contractor now or in the future.

Name of Authorized Representative	Title of Authorized Representative
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Signature	Date
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