

**REQUEST FOR PROPOSALS FOR
PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATORS**

ISSUING OFFICE

**Pennsylvania Turnpike Commission
Safety & Risk Management Department.**

RFP # 06-115-3413

DATE OF ISSUANCE

August 25 2006

REQUEST FOR PROPOSALS FOR

RFP 06-115-3413

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PART I

GENERAL INFORMATION FOR PROPOSERS

I-1. Purpose. This request for proposals (RFP) provides interested Proposers with sufficient information to enable them to prepare and submit proposals for consideration by the Pennsylvania Turnpike Commission (Commission) to satisfy a need for **Public Access Automatic External Defibrillator Program**.

I-2. Issuing Office. This RFP is issued for the Commission by Joseph L. Rispoli, Manager of Customer Safety, Safety & Risk Management Department, Pennsylvania Turnpike Commission, P.O. Box 67676, Harrisburg, PA 17106-7676 (717) 939-9551, extension 3745, Fax: (717) 986-8785; E-mail jrispoli@paturnpike.com. The Issuing Office is the sole point of contact in the Commission for this RFP.

I-3. Scope. This RFP contains instructions governing the proposals to be submitted and the material to be included therein; a description of the service to be provided; requirements which must be met to be eligible for consideration; general evaluation criteria; and other requirements to be met by each proposal.

I-4. Problem Statement. Provide the Turnpike a Public Access Automatic External Defibrillator Program at all sites identified throughout the Turnpike System by October 1, 2006.

I-5. Type of Contract. It is proposed that if a contract is entered into as a result of this RFP, it will be a **lease for a period of two (2) years with an option to renew for an additional two (2) years**. The Commission may in its sole discretion undertake negotiations with Proposers whose proposals as to price and other factors show them to be qualified, responsible, and capable of performing the work.

I-6. Rejection of Proposals. The Commission reserves the right to reject any and all proposals received as a result of this request, or to negotiate separately with competing Proposers.

I-7. Subcontracting. Any use of subcontractors by a Proposer must be identified in the proposal. During the contract period use of any subcontractors by the selected Proposer, that were not previously identified in the proposal, must be approved in advance in writing by the Commission.

A firm that responds to this solicitation as a prime may not be included as a designated sub consultant to another firm that responds to the same solicitation. **Multiple responses under any of the foregoing situations may cause the rejection of all responses of the firm or firms involved.** This does not preclude a firm from being set forth as a designated sub consultant to more than one prime consultant responding to the project advertisement.

I-8. Incurring Costs. The Commission is not liable for any costs the Proposer incurs in preparation and submission of its proposal, in participating in the RFP process or in anticipation of award of contract.

I-10. Addenda to the RFP. If it becomes necessary to revise any part of this RFP before the proposal response date, addenda will be posted to the Commission's website under the original RFP document. It is the responsibility of the Proposer to periodically check the website for any new information or addenda to the RFP.

The Commission may revise a published advertisement. If the Commission revises a published advertisement less than ten days before the RFP due date, the due date will be extended to maintain the minimum ten-day advertisement duration if the revision alters the project scope or selection criteria. Firms are responsible to monitor advertisements/addenda to assure the submitted proposal complies with any changes in the published advertisement.

I-11. Response. To be considered, proposals must be delivered to the Pennsylvania Turnpike Commission's **Contract Administration Department, Attention George Hatalowich**, on or before **12:00 Noon Wednesday September 6, 2006**. The Pennsylvania Turnpike Commission is located at 700 South Eisenhower Blvd., Middletown, PA 17057. Please note that use of **U.S. Mail delivery does not guarantee delivery to this address by the above-listed time for submission. Proposers mailing proposals should allow sufficient delivery time to ensure timely receipt of their proposals.** If the Commission office location to which proposals are to be delivered is closed on the proposal response date, due to inclement weather, natural disaster, or any other cause, the deadline for submission shall be automatically extended until the next Commission business day on which the office is open. Unless the Proposers are otherwise notified by the Commission, the time for submission of proposals shall remain the same.

I-12. Proposals. To be considered, Proposers should submit a complete response to this RFP, using the format provided in PART II. Each proposal should be submitted in **five (5) copies** to the Contract Administration Department. No other distribution of proposals will be made by the Proposer. Each proposal page should be numbered for ease of reference. Proposals must be signed by an official authorized to bind the Proposer to its provisions and include the Proposer's Federal Identification Number. For this RFP, the proposal must remain valid for at least **sixty (60) days**. Moreover, the contents of the proposal of the selected Proposer will become contractual obligations if a contract is entered into.

Each and every Proposer submitting a proposal specifically waives any right to withdraw or modify it, except as hereinafter provided. Proposals may be withdrawn by written or telefax notice received at the Commission's address for proposal delivery prior to the exact hour and date specified for proposal receipt. However, if the Proposer chooses to attempt to provide such written notice by telefax transmission, the Commission shall not be responsible or liable for errors in telefax transmission. A proposal may also be withdrawn in person by a Proposer or its authorized representative, provided its identity is made known and it signs a receipt for the proposal, but only if the withdrawal is made prior to the exact hour and date set for proposal receipt. A proposal may only be modified by the submission of a new sealed proposal or submission of a sealed modification which complies with the requirements of this RFP.

I-13. Economy of Preparation. Proposals should be prepared simply and economically, providing a straightforward, concise description of the Proposer's ability to meet the requirements of the RFP.

I-14 Discussions for Clarification. Proposers who submit proposals may be required to make an oral or written clarification of their proposals to the Issuing Office to ensure thorough mutual understanding and Proposer responsiveness to the solicitation requirements. The Issuing Office will initiate requests for clarification.

I-15. Best and Final Offers. The Issuing Office reserves the right to conduct discussions with Proposers for the purpose of obtaining “best and final offers.” To obtain best and final offers from Proposers, the Issuing Office may do one or more of the following: a) enter into pre-selection negotiations; b) schedule oral presentations; and c) request revised proposals. The Issuing Office will limit any discussions to responsible Proposers whose proposals the Issuing Office has determined to be reasonable susceptible of being selected for award.

I-16. Prime Proposer Responsibilities. The selected Proposer will be required to assume responsibility for all services offered in its proposal whether or not it produces them. Further, the Commission will consider the selected Proposer to be the sole point of contact with regard to contractual matters.

I-17. Proposal Contents. Proposals will be held in confidence and will not be revealed or discussed with competitors, unless disclosure is required to be made (i) under the provisions of any Commonwealth or United States statute or regulation; or (ii) by rule or order of any court of competent jurisdiction. If a contract is executed, however, the successful proposal submitted in response to this RFP shall be subject to disclosure. All material submitted with the proposal becomes the property of the Pennsylvania Turnpike Commission and may be returned only at the Commission’s option. Proposals submitted to the Commission may be reviewed and evaluated by any person other than competing Proposers at the discretion of the Commission. The Commission has the right to use any or all ideas presented in any proposal. Selection or rejection of the proposal does not affect this right.

I-18. Debriefing Conferences. Proposers whose proposals are not selected will be notified of the name of the selected Proposer and given the opportunity to be debriefed, at the Proposer’s request. The Issuing Office will schedule the time and location of the debriefing. The Proposer will not be compared with other Proposers, other than the position of its proposal in relation to all other proposals.

I-19. News Releases. News releases pertaining to this project will not be made without prior Commission approval, and then only in coordination with the Issuing Office.

I-20. Commission Participation. Unless specifically noted in this section, Proposers must provide all services to complete the identified work.

I-21. Cost Submittal. The cost submittal shall be placed in a separately sealed envelope within the sealed proposal and kept separate from the technical submittal. **Failure to meet this requirement may result in disqualification of the proposal.**

I-22. Term of Contract. The term of the contract will commence on the Effective Date (as defined below) and will end two (2) years from the effective date. The Commission shall fix the Effective Date after the contract has been fully executed by the Contractor and by the Commission and all approvals required by Commission contracting procedures have been obtained.

I-23. Proposer’s Representations and Authorizations. Each Proposer by submitting its proposal understands, represents, and acknowledges that:

- a. All information provided by, and representations made by, the Proposer in the proposal are material and important and will be relied upon by the Issuing Office in awarding the contract(s). Any misstatement, omission or misrepresentation shall be treated as

fraudulent concealment from the Issuing Office of the true facts relating to the submission of this proposal. A misrepresentation shall be punishable under 18 Pa. C.S. 4904.

- b. The price(s) and amount of this proposal have been arrived at independently and without consultation, communication or agreement with any other Proposer or potential Proposer.
- c. Neither the price(s) nor the amount of the proposal, and neither the approximate price(s) nor the approximate amount of this proposal, have been disclosed to any other firm or person who is a Proposer or potential Proposer, and they will not be disclosed on or before the proposal submission deadline specified in the cover letter to this RFP.
- d. No attempt has been made or will be made to induce any firm or person to refrain from submitting a proposal on this contract, or to submit a proposal higher than this proposal, or to submit any intentionally high or noncompetitive proposal or other form of complementary proposal.
- e. The proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complementary or other noncompetitive proposal.
- f. To the best knowledge of the person signing the proposal for the Proposer, the Proposer, its affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have not in the last four (4) years been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as disclosed by the Proposer in its proposal.
- g. To the best of the knowledge of the person signing the proposal for the Proposer and except as otherwise disclosed by the Proposer in its proposal, the Proposer has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Proposer that is owed to the Commonwealth.
- h. The Proposer is not currently under suspension or debarment by the Commonwealth, or any other state, or the federal government, and if the Proposer cannot certify, then it shall submit along with the proposal a written explanation of why such certification cannot be made.
- i. The Proposer has not, under separate contract with the Issuing Office, made any recommendations to the Issuing Office concerning the need for the services described in the proposal or the specifications for the services described in the proposal.
- j. Each Proposer, by submitting its proposal, authorizes all Commonwealth agencies to release to the Commission information related to liabilities to the Commonwealth including, but not limited to, taxes, unemployment compensation, and workers' compensation liabilities.

PART II

INFORMATION REQUIRED FROM PROPOSERS

Proposals must be submitted in the format, including heading descriptions, outlined below. To be considered, the proposal must respond to all requirements in this part of the RFP. Any other information thought to be relevant, but not applicable to the enumerated categories, should be provided as an appendix to the proposal. Each proposal shall consist of two (2) separately sealed submittals. The submittals are as follows: (i) Technical Submittal, in response to Sections II-1 through II- 7 hereof; (ii) Cost Submittal, in response to Section II-8 hereof.

The Commission reserves the right to request additional information which, in the Commission's opinion, is necessary to assure that the Proposer's competence, number of qualified employees, business organization, and financial resources are adequate to perform according to the RFP.

The Commission may make such investigations as deemed necessary to determine the ability of the Proposer to perform the work, and the Proposer shall furnish to the Issuing Office all such information and data for this purpose as requested by the Commission. The Commission reserves the right to reject any proposal if the evidence submitted by, or investigation of, such Proposer fails to satisfy the Commission that such Proposer is properly qualified to carry out the obligations of the agreement and to complete the work specified.

II-1. Statement of the Problem. State in succinct terms your understanding of the problem presented or the service required by this RFP.

II-2. Management Summary. Include a narrative description of the proposed effort and a list of the items to be delivered or services to be provided.

II-3. Work Plan. Describe in narrative form your technical plan for accomplishing the work. Use the task descriptions in Part IV of this RFP as your reference point. Modifications of the task descriptions are permitted; however, reasons for changes should be fully explained. Indicate the number of personhours allocated to each task.

II-4. Prior Experience. Include experience in **Public Access External Defibrillator Program**. Experience shown should be work done by individuals who will be assigned to this project as well as that of your company. Studies or projects referred to should be identified and the name of the customer shown, including the name, address, and telephone number of the responsible official of the customer, company, or agency who may be contacted.

II-5. Personnel. Include the number, and names where practicable, of executive and professional personnel, analysts, auditors, researchers, programmers, consultants, etc., who will be engaged in the work. Show where these personnel will be physically located during the time they are engaged in the work. Indicate the responsibilities each will have in this project and how long each has been with your company.

II-6. Training. If appropriate, indicate recommended training of Commission and HMS Host Marriott personnel. Include the personnel to be trained, the number to be trained, duration of the program, place of training, curricula, training materials to be used, number and frequency of sessions, and number and level of instructors.

II-7. M/W/DBE/SERB Participation. Prime Proposers are encouraged to utilize SERB vendor participation in their proposed solution. Responding firms shall clearly identify DBE/MBE/WBE firms, expected to participate in this contract, in their Proposal. **If further information is desired concerning DBE/MBE/WBE participation,** direct inquiries to the Pennsylvania Turnpike Commission's Contract Administration Department by calling (717) 939-9551 Ext. 4241.

II-8. Cost Submittal. The information requested in this section shall constitute your cost submittal. **The Cost Submittal shall be placed in a separate sealed envelope within the sealed proposal, separate from the technical submittal.**

Proposes should **not** include any assumptions in their cost submittals. If the proposer includes assumptions in its cost submittal, the Issuing Office may reject the proposal.

The total cost you are proposing must be broken down into the following components:

a. Direct Labor Costs. Itemize the Cost submittal to show the price **with** and **without** the maintenance and testing of all AED'Ss according to manufacturers guidelines.

b. Cost of Supplies and Materials. Itemize. All AED units and supplies as required by state and federal guidelines.

c. Other Direct Costs. Itemize. If there are no other direct costs in your proposal, so state.

d. Total Cost.

Any costs not provided in the cost proposal will be assumed as no charge to the Commission.

The selected Proposer shall only perform work on this contract after the Effective Date is affixed and the fully-executed contract sent to the selected Proposer. The Commission shall issue a written Notice to Proceed to the selected Proposer authorizing the work to begin on a date which is on or after the Effective Date. The selected Proposer shall not start the performance of any work prior to the date set forth in the Notice of Proceed and the Commission shall not be liable to pay the selected Proposer for any service or work performed or expenses incurred before the date set forth in the Notice to Proceed. No Commission employee has the authority to verbally direct the commencement of any work under this Contract.

PART III

CRITERIA FOR SELECTION

III-1. Mandatory Responsiveness Requirements. To be eligible for selection, a proposal should be (a) timely received from a Proposer; (b) properly signed by the Proposer; and (c) formatted such that all cost data is kept separate from and not included in the Technical Submittal.

III-2. Proposals will be reviewed and evaluated by a committee of Safety & Risk Management qualified personnel selected by the Commission. This committee will recommend for selection the proposal that most closely meets the requirements of the RFP and satisfies Commission needs. Award will only be made to a Proposer determined to be responsive and responsible in accordance with Commonwealth Procurement Code.

III-3. The following criteria will be used, in order of relative importance from the highest to the lowest, in evaluating each proposal:

a. Understanding the Problem. This refers to the Proposer's understanding of the Commission needs that generated the RFP, of the Commission's objectives in asking for the services or undertaking the study, and of the nature and scope of the work involved.

b. Proposer Qualifications. This refers to the ability of the Proposer to meet the terms of the RFP, especially the time constraint and the quality, relevancy, and recency of studies and projects completed by the Proposer. This also includes the Proposer's financial ability to undertake a project of this size.

c. Personnel Qualifications. This refers to the competence of professional personnel who would be assigned to the job by the Proposer. Qualifications of professional personnel will be measured by experience and education, with particular reference to experience on studies/services similar to that described in the RFP. Particular emphasis is placed on the qualifications of the project manager.

d. Soundness of Approach. Emphasis here is on the techniques for collecting and analyzing data, sequence and relationships of major steps, and methods for managing the service/project. Of equal importance is whether the technical approach is completely responsive to all written specifications and requirements contained in the RFP and if it appears to meet Commission objectives.

e. Cost. While this area may be weighted heavily, it will not normally be the deciding factor in the selection process. The Commission reserves the right to select a proposal based upon all the factors listed above, and will not necessarily choose the firm offering the best price. The Commission will select the firm with the proposal that best meets its needs, at the sole discretion of the Commission.

PART IV

WORK STATEMENT

IV-1. Objectives.

A. GENERAL

Pennsylvania Turnpike Commission will enter into an agreement with a vendor to lease state-of-the-art Automatic External Defibrillators which meet 2005 American Heart Association Standards to be placed at Twenty-One (21) Service Plazas, Two (2) at the Central Office (Harrisburg), One (1) at the Eastern Regional Office (King of Prussia), One (1) at the Western Regional Office (New Stanton). The Lease will be for a period of two (2) years with an option to renew for additional 2-years if both the Commission and the vendor agree. Total number of units 25 but is subject to change regarding construction schedule (refer to special note). Payment to the vendor will be yearly during the month of September. Vendor will provide a single point of contact to manage the program to included equipment, training, tracking, service, and maintenance.

B. SPECIFIC

AED Equipment

- **Fully Automatic Operation**
- **Single source extended life battery**
- **Soft carrying case**
- **Prep kit**
- **Electrodes**
- **Upgrades to AED's per American Heart Association guidelines will be provided as required at no charge**

Training

- **CPR**
- **Proper operation of AED units**
- **130 students to be trained**
- **Quality Assured**
- **Vendor will conduct background checks on individuals who will be conducting training at PTC facilities**

Medical Direction

- **Medical direction must meet all state and federal AED requirements**
- **Medical authorization to purchase the AED**
- **Prescription for ownership and use**
- **Pennsylvania state protocols for AED's must be met**
- **Provide 24 hour toll-free telephone access to a qualified medical consultation**
- **Medical Direction and Control Plan must have legal assurance of compliance with Federal and State Regulations regarding each event report.**

- **Vendor must provide a post-event critical incident stress debriefing within 48 business hours following the notification of the event.**

IV-2. Nature and Scope of the Project.

Public Access Automatic External Defibrillator Program for all Turnpike Service Plazas; Central Office; Eastern Regional Office and Western Regional Office. Includes from the Ohio Line to the New Jersey Line and the North East Extension.

IV-3. Requirements.

Equipment in place by October 1, 2006

Special Note:

PTC Service Plaza construction will tentatively begin at the end of September 2006 with an undetermined number of plazas closing for total reconstruction. The vendor will be notified of construction schedules as plazas are identified for construction. Vendor will relocate the AED unit/cabinet from the plaza to the on site Construction Manager's trailer, or a location identified by the Commission until the plaza construction is completed. Vendor will then relocate the AED unit/cabinet to the plaza.

IV-4. Tasks.

Automatic External Defibrillator Equipment will be placed in all Service Plazas, the Central Office, Eastern Regional Office and Western Regional Office. Equipment must include all necessary accessories, meet all requirements and be operational by October 1, 2006.

Equipment Servicing

- **Trained of service specialist**
- **Inspection of all Emergency Medical equipment**
- **Inspection and replenishment of the Emergency Medical Supplies as needed.**
- **Maintenance must be done during normal business hours.**
- **Post Event Service – following notification of an emergency event a technician will visit site; if AED is used data will be electronically transmitted to appropriate agency as mandated by state and local laws. AED will be tested and supplies replenished as needed.**

IV-5. Reports and Project Control.

- **Data management must be available online 24/7/365**
- **Complete record of all personnel trained**
- **Precise inventory of all units and the operation condition**
- **The serial number all off AED units**
- **Dates units were tested and serviced**
- **A renewal notice if desired.**

- **Summary of all training reports**
- **Event summary**
- **Maintain equipment and records in compliance with applicable standards and State and Federal regulations**

Addendum No. 1
RFP No. 06-115-3413
PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATORS
ADDENDUM NO.1 TO RFP NO. 06-115-3413 HAS BEEN MADE
PART I Section I-11 RESPONSE HAS BEEN CHANGED

**TO BE CONSIDERED, PROPOSALS MUST BE DELIVERED...ON
OR BEFORE 12:00 NOON ON WEDNESDAY SEPTEMBER 13, 2006**

Addendum No. 2
RFP No. 06-115-3413
PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATORS

PART I Section I-4. Problem Statement
HAS BEEN CHANGED:

“PROVIDE THE TURNPIKE A PUBLIC ACCESS AUTOMATIC EXTERNAL DEFIBRILLATOR PROGRAM AT ALL SITES IDENTIFIED THROUGHOUT THE TURNPIKE SYSTEM.”

PART IV Section IV-1. Objectives Item A. GENERAL
HAS BEEN CHANGED:

“PENNSYLVANIA TURNPIKE COMMISSION WILL ENTER INTO... PAYMENT TO THE VENDOR WILL BE YEARLY **ON THE ANNIVERSARY DATE OF THE CONTRACT”**

PART IV Section IV-3. Requirements
HAS BEEN DELETED IN ITS ENTIRERTY

PART IV Section IV-4. Tasks HAS BEEN CHANGED:

“AUTOMATIC EXTERNAL DEFIBRILLATOR EQUIPMENT WILL ... AND BE OPERATION **AS SOON AS POSSIBLE.”**

