

REQUEST FOR PROPOSAL

CITY OF LOS ANGELES MAYOR'S OFFICE HOMELAND SECURITY AND PUBLIC SAFETY

DATE ISSUED: JANUARY 27, 2012

TITLE: PATIENT TRACKING SYSTEM RESEARCH AND DEVELOPMENT
PLAN FOR DISASTER AND MULTI-CASUALTY INCIDENTS

DESCRIPTION:

The City of Los Angeles is seeking a consultant to research current patient tracking systems for participating medical providers, to include: pre-hospital care providers, receiving hospitals & facilities, and the local emergency medical services agency in the County of Los Angeles. Consultant must also research current patient tracking systems in comparable regions with the complexities of the County of Los Angeles. Also, said consultant must provide an interoperable patient tracking system development plan for disaster and multi-casualty incidents. The plan shall be a tool that participating public and private pre-hospital Emergency Medical Services (EMS) provider agencies (City, County and Private medical emergency medical services entities) can use as an interoperable patient tracking system.

The selected consultant will research and collaborate with pre-selected Los Angeles County medical providers and perform a gap analysis to identify current patient tracking practices that require additional attention or have not been addressed by the current systems in place. Thereafter, the consultant shall set goals and make recommendations based on its gap analysis and potential challenges with the development and implementation of the interoperable patient tracking system.

This project will be managed by the City of Los Angeles Fire Department (LAFD).

PRELIMINARY SCHEDULE:

<u>Event</u>	<u>Date</u>
Request for Proposal Released	January 27, 2012
Proposers' Conference (MANDATORY) City Hall East Fire Commission Meeting Room 1820/ 18 th Floor 200 North Main Street Los Angeles, CA 90012	February 9, 2012 @ 11:30am February 16, 2012 @ 10:00am

DEADLINE TO SUBMIT PROPOSAL

March 22, 2012 before
3:00pm (Pacific Time)

Proposal Delivery Address

Gabriela V. Jasso
Contracts Specialist
Mayor's Office
200 N. Spring Street Room 303
Los Angeles, CA 90012
Gabriela.jasso@lacity.org

Technical Assistance

Requests should be made in writing,
using the attached form (Exhibit N)
by email no later than 3:00 p.m.
Pacific Time on March 20, 2012 to:
Email: gabriela.jasso@lacity.org

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- I. Drug-Free Workforce Form
- J. Bidder Certification (CEC Form 50)
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- L. BAVN Document Submission Guide - EBO, Non-Discrimination/Affirmative Action and SDO
- M. Statutes and Regulations Applicable To All Grant Contracts
- N. Technical Assistance Request Form
- O. Schedule of Deliverables and Payments
- P. List of all medical providers

I. BACKGROUND

A. Administrative Entity

The City of Los Angeles, through the Office of the Mayor, Office of Homeland Security and Public Safety, administers the Urban Areas Security Initiative Grant (UASI) for the City of Los Angeles and serves as the administrative entity for this Request for Proposal (RFP). The UASI grant program is from the United States Department of Homeland Security (DHS), which awards funding to urban jurisdictions for assessments and development of security strategies, equipment, training, exercises, and the building of an enhanced and sustainable capacity to prevent, respond to and recover from threats or acts of terrorism. The source of funds for this RFP is from the Fiscal Year 2010 UASI grant (FY10 UASI).

The City of Los Angeles Fire Department (LAFD), working in cooperation with the Office of the Mayor, is responsible for all day-to-day coordination of this project.

For more information on the City of Los Angeles, visit www.lacity.org.

B. Project Overview

Recent catastrophic disasters have revealed a need for a rigorous interoperable patient tracking system. The City of Los Angeles is seeking a consultant that will develop a detailed plan for an interoperable patient tracking system (PTS) that will track and monitor the progress of a patient's treatment, from the moment they are treated at a disaster sight through their release. The PTS development plan shall ensure that all provider agencies in the County of Los Angeles ("The Region") are able to track and monitor patients during disaster and multi-casualty incidents. Please see Exhibit P for a list of all Public Provider Agencies, 911 Receiving Hospitals and MCI definitions. For the purposes of this RFP, the geographical area of said medical providers in the County of Los Angeles is as follows:

Alhambra , Arcadia, Avalon, Beverly Hills, Burbank, Compton, Culver City, Downey, El Segundo, Glendale, Hermosa Beach, La Habra Heights, La Verne, Long Beach, LA City, Los Angeles County, Manhattan Beach, Monrovia, Montebello, Monterey Park, Pasadena, Redondo Beach, San Gabriel, San Marino, Santa Fe Springs, Santa Monica, Sierra Madre, So. Pasadena, Torrance, Vernon, and West Covina.

The PTS development plan will be based on an in depth analysis of the Region's current patient tracking capabilities and gap analysis research. The plan should also include goals and recommendations to ensure efficient patient tracking.

II. SPECIFICATIONS

A. Services Solicited and Project Objectives

This Request for Proposal (RFP) seeks one Consultant on behalf of the region to develop an interoperable Patient Tracking System (PTS) plan that will be utilized during a multi-casualty incident or large scale disaster for participating medical providers in the County of Los Angeles, in conjunction with the Los Angeles Fire Department (LAFD), the Medical Alert Center (MAC) and the Los Angeles County Department of Health Services Emergency Medical Services Agency (EMSA). In addition to LAFD, EMSA and MAC, numerous City, County and Private agencies will have access to the data and plans generated under this RFP. These agencies include but are not limited to the following: Los Angeles County Fire Department, all City Fire Departments which are EMS provider agencies, Los Angeles Health Services EMSA, a dispatch representative, a member of the Los Angeles Regional Interoperable Communications System Authority ("LA-RICS"), Public and Private Hospitals in Los Angeles County, and other Provider Agencies, such as Los Angeles County Coroner's Office and private ambulance services.

B. Scope of Work

PART 1 - ASSESS CURRENT CAPABILITIES

1. The Consultant shall develop a methodology to gather and synthesize data from public and private pre-hospital EMS provider agencies in the County of Los Angeles in order to assess the Region's current patient tracking system capabilities. Subsequently, the Consultant shall gather and synthesize said data and present the data to the PM. The data collected shall identify current disaster and multi-casualty patient tracking capabilities in terms of available resources, processes and procedures. The Consultant shall interview and coordinate with medical provider representatives to gain access to patient tracking systems, training, resources and any additional information as necessary. The methodology must receive approval from the designated Program Manager (PM) and Advisory Task Force, which will include, but is not limited to the following representatives: one (1) member from the City of Los Angeles Fire Department, one (1) member from the Los Angeles County Fire Department, one (1) member from the EMSA, one (1) member from the City and one (1) member from the EMSA information technology sections that are intimately familiar with the technical aspects of the existing patient tracking system to advise on City/County technical issues, one (1) member from the Medical Alert Center, one (1) Active Mobile Intensive Care Nurse (MICN) certified within the

County of Los Angeles, one (1) active field paramedic accredited within the County of Los Angeles, and one (1) member of the Los Angeles Area Fire Chief's Association, and one (1) member of the Southern California Ambulance Association.

Please note, the EMSA in collaboration with the PM will provide the Consultant with a list of emergency medical providers in the County of Los Angeles.

2. The Consultant shall generate a report describing the Region's current routine and disaster patient tracking capabilities, including but not limited to the role and functionality of Trauma and Emergency Medicine Information System (TEMIS) and ReddiNet. The report will serve as an inventory of all emergency provider efforts and resources.
3. The Consultant shall conduct a Strengths and Weaknesses analysis to evaluate current routine and disaster patient tracking capabilities. The strength and weaknesses analysis shall address, without limitation, planning, funding, administration and implementation of a regional interoperable PTS.
4. The Consultant shall provide a report on best practices in PTS based on data collection of the urban areas similar to the complex dynamics and high density areas of this Region.

PART 2 - PERFORM A GAP ANALYSIS

1. The Consultant shall perform a gap analysis to identify current patient tracking practices that require additional attention or have not been addressed by the current systems in place. In determining the gaps, the Consultant shall refer to the capability assessment provided by the Consultant (Part 1).
2. The gap analysis shall consider Health Insurance Portability and Accountability Act (HIPAA) Requirements, the State's Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS), and National Emergency Medical Services Information System (NEMSIS).

PART 3 - GOALS & RECOMMENDATIONS

1. Based on its disaster and multi-casualty patient tracking capabilities assessment (Part 1) and its Gap Analysis (Part 2), the Consultant shall make recommendations and set goals in terms of Multi Casualty Incidents (MCI) and/or mass disaster tracking, fully integrated electronic based patient care reporting systems and/or applications, real time data availability from all provider agencies to MAC, the anticipated costs of implementing an interoperable PTS and provider agencies future Electronic Patient Care Report (ePCR) implementation plans.

2. The Consultant shall provide a report recommending the most effective type of PTS which addresses its Gap Analysis (Part 2). The Consultant shall make recommendations wherein current electronic patient care report (ePCR) is incorporated into the recommended system.
3. The Consultant shall make recommendations based on potential roadblocks and/or challenges the Region faces as well as the potential needs of provider agencies in implementing an interoperable PTS. Consultant shall also develop and present to the PM and Advisory Task Force a report on the impact that existing administrative policies and procedures have on the current methods used for patient tracking and data collection. The Consultant will provide documentation that will illustrate and support its findings.
4. Consultant shall make recommendations and prepare a report based on a detailed evaluation of various EMS Agency's operations in other comparable regions with the complexities of the County of Los Angeles as it relates to disaster and multi-casualty patient tracking systems. The report should include, without limitation, technical and operational issues and challenges with patient data tracking as well as identify potential interface and relevant communication issues with EMS providers and hospital patient data collection systems.
5. The recommendations shall be measurable, specific, and prioritized.
6. The goals and recommendations must receive approval from the PM following review and input from the Advisory Task Force. Once this phase is approved by the PM and the Advisory Task Force, this phase will be finalized and the Consultant can move on to the next phase of the project: Part 4: Creation of the PTS Development Plan.

PART 4 - CREATE A PTS DEVELOPMENT PLAN

1. The Consultant shall create a PTS development plan for the Region to meet the goals and recommendations identified in Part 3.
2. At minimum, the development plan shall include tasks, timelines, work plans, and performance indicators. The Consultant shall prioritize the items based on need, gaps, regional functional plans and costs.
3. The Consultant must clearly identify and explain all assumptions that were applied in the development of the PTS development plan.
4. The implementation plan must receive approval from the PM and the Advisory Task Force members before the phase is finalized.

PART 5 - DELIVERABLES

1. The Consultant shall submit all final deliverables to the PM in an electronic and hard copy format, which shall remain editable. All files shall be labeled to identify the file type.
2. The Consultant shall meet weekly, in person or by phone, at the discretion of the PM to provide up-to-date status reports and to present deliverables as they are submitted in accordance with the Project Timeline below. The PTS Development plan and reporting procedures shall include, but not be limited to, the following components: Updated Project Work Plan, Status Reports and upcoming interviews and/or Conferences. The Consultant shall participate in additional meetings as deemed necessary by the PM.
3. The Consultant shall meet with the Advisory Task Force monthly or as deemed necessary by the PM to provide PTS project status reports. Consultant shall prepare proposed agendas, handouts and presentation materials. Consultant shall update the proposed material based upon input from the PM and Advisory Task Force. Consultant shall present the material to the Advisory Task Force for their review, modification and approval. Consultant shall produce minutes from the Advisory Task Force Meetings within three (3) working days after the monthly meeting. The Consultant shall participate in additional meetings as deemed necessary by the PM.
4. The following outlines the general project schedule. The timeframe includes business days only, and does not include government holidays. The Consultant may achieve milestones at an accelerated rate.

(1.) **Deliverable #1: Kick off Meeting & Detailed Work Plan and Project Schedule**

The Consultant shall participate in a formal Project Kick-Off Meeting with the Project Team. During this meeting, the Consultant and the PM shall develop a draft Detailed Work Plan and Project Schedule to ensure that the project will be completed during the designated 9 month performance period. The Detailed Work Plan shall include a schedule for site visits, meetings, and other activities (as outlined in this Scope of Work) to complete the project within the 9 month time-frame. The Consultant shall participate in discussions, meetings or email correspondence with and provide input to the PM to support the development of the final Detailed Work Plan and Project Schedule.

Within ten business days of the Notice to Proceed, the Consultant, the PM and the Advisory Task Force shall approve the Detailed Work Plan and Project Schedule.

(2.) Deliverable #2: Research Meetings and Interviews with EMS Providers

Consultant shall submit to the PM a report on the results of the interviews of the medical provider agencies.

(3.) Deliverable #3: Research Meetings and Interviews with Selected Hospitals

Consultant shall submit to the PM a report on the results of the interviews of the selected hospitals.

(4.) Deliverable #4: Inventory Report

The Consultant shall generate a report describing the Region's current patient tracking capabilities, including but not limited to the role and functionality of Trauma and Emergency Medicine Information System (TEMIS) and ReddiNet. The report will serve as an inventory of all emergency provider efforts and resources

(5.) Deliverable #5: Strengths vs. Weaknesses Report

The Consultant shall conduct a Strengths and Weaknesses analysis report to evaluate current patient tracking capabilities. The strength and weaknesses analysis shall address, but is not limited to, planning, funding, administration and implementation of an interoperable PTS.

(6.) Deliverable #6: Reporting on Best Practices

The Consultant shall provide a report on best practices in PTS based on data collection and research conducted at various Regions which are similar to the complex dynamics and high density areas of this Region.

(7.) Deliverable #7: Finalized Data Reporting Collection

Consultant shall submit to the PM a report on the results of the interviews of all the agencies both private and public. Such reporting will be a detailed analysis of the data collected addressing the current patient tracking methods in terms of available resources, processes and procedures of the EMS providers, EMS agencies and hospitals.

(8.) Deliverable #8: Reporting on Gap Analysis Data Collection

The Consultant shall provide a report based on the gap analysis to identify current patient tracking practices that require additional attention or have not been addressed by the current systems in place.

(9.) Deliverable #9: General Recommendations & Goals

The Consultant shall provide a report on recommendations and goals based on the capability assessment and the gap analysis in terms of MCI and/or mass disaster tracking, fully integrated electronic based patient care reporting systems and/or applications, real time data transmission from all provider agencies to MAC, the anticipated costs of implementing an interoperable PTS and future implementation plans. Also, Consultant shall make recommendations based on effective disaster and multi-casualty patient tracking capabilities

(10.) Deliverable #10: Recommendations & Goals based on Potential Challenges

The Consultant shall provide a report making recommendations based on potential roadblocks and/or challenges the Region faces as well as the potential needs of provider agencies in implementing an interoperable PTS.

Consultant shall also develop and present to the PM and Advisory Task Force a report on the impact that existing administrative policies and procedures have on the current methods used for patient tracking and data collection. The Consultant will provide documentation that will illustrate and support the Consultant's findings.

(11.) Deliverable #11: PTS Development Plan

The Consultant shall provide a report and provide a presentation to the Advisory Task Force wherein a plan has been developed for Regional implementation, identified in Part 3.

At minimum, the development plan shall include tasks, timelines, work plans, and performance indicators. The Consultant shall prioritize the items based on need, target lists, regional functional plans and costs.

The Consultant must clearly identify and explain all assumptions that were applied in the creation of the PTS Development Plan

(12.) Deliverable #12: Presentations

The Consultant shall provide presentations of its findings and PTS development plan to the Advisory Task Force and various undetermined stakeholders. There shall be a minimum of 5 presentations to be scheduled and approved by the PM.

(13.) Deliverable #13: Project Acceptance

The Consultant shall participate in a Project Acceptance meeting with the PM and members of the Advisory Task Force to present the final report on its findings for the PTS and submit the electronic deliverables. When all final changes are made in accordance PM and Advisory Task Force recommendations, the PM will accept the deliverables.

The PTS Planning Project Timeline is below:

Item/Event	Timeline
Kick-Off Meeting	Within 7 days of the Notice to Proceed
Prepare Detailed Work Plan and Project Schedule	Within 10 days of the Notice to Proceed
Project Component #1: Data Collection	
Complete interviews and data collection of EMS providers	Within 3 calendar months from the Notice to Proceed
Complete interviews and data collection of EMS agencies and hospitals	Within 3 calendar months from the Notice to Proceed
Inventory report	Within 3 calendar months from the Notice to Proceed
Report on Strengths and Weaknesses	Within 3 calendar months from the Notice to Proceed
Report on Best Practices	Within 3 calendar months from the Notice to Proceed
Report on finalized data collection	Within 3 calendar months from the Notice to Proceed
Presentation of finalized data collection	Within 3 calendar months from the Notice to Proceed
Minutes and reports based on presentation to the Advisory Task Force	Within 3 calendar months from the Notice to Proceed
Project Component #2: Gap Analysis	

Report on Gap Analysis	Within 4 month from the Notice to Proceed
Presentation on Gap Analysis	Within 4 month from the Notice to Proceed
Minutes and reports based on presentation to the Advisory Task Force	Within 4 month from the Notice to Proceed
Project Component #3: Goals and Recommendations	
Report on General recommendations	Within 6 months from the Notice to Proceed
Recommendations & Goals based on the development of the PTS	Within 6 months from the Notice to Proceed
Recommendations & Goals based on Potential Challenges of PTS	Within 6 months from the Notice to Proceed
Presentation on overall goals and recommendations	Within 6 months from the Notice to Proceed
Minutes and reports based on presentation to the Advisory Task Force	Within 6 months from the Notice to Proceed
Project Component #4: PTS Development Plan	
Report on PTS Development Plan	Within 8 months from the Notice to Proceed
Presentation on PTS Development Plan	Within 8 months from the Notice to Proceed
Minutes and reports based on presentation to the Advisory Task Force	Within 8 months from the Notice to Proceed
Project Component #5: Project Acceptance	
Final Changes Made to Project Components	Within 9 months from Notice to Proceed
Presentations of findings to stakeholders	Within 9 months from Notice to Proceed
Project Acceptance	Within 9 months from Notice to Proceed

C. Consultant Costs

The Consultant shall be responsible for any and all costs associated with this project. The costs include but are not limited to the production of the development plan, presentation materials (i.e. flip charts, pens, easels, and attendee registration), video and printing costs.

III. ELIGIBLE PROPOSERS

Proposals will be accepted only from proposers that meet all of the following requirements:

A. PROPOSER CHECKLIST:

1. The Proposer must be qualified to conduct business in the State of California;
2. Must be in good standing with the Secretary of State, if a Corporation or Limited Liability Company;
3. The Proposer has not been determined to be non-responsible nor has the Proposer been debarred by the City pursuant to the Contractor Responsibility Ordinance;
4. The Proposer has not been debarred by the Federal Government, State of California, or local government;
5. If the Proposer has contracted with the State of California or the City of Los Angeles, it must not have an outstanding debt which has not been repaid or for which a repayment agreement plan has not been implemented. If it has contracted with any city agency, it must not have an outstanding disallowed cost or other liability to the City;
6. Financial stability and ongoing ability to provide the services proposed.
7. Availability of adequate staffing, including support and backup staff, with sufficient experience and technical expertise;
8. Be familiar with the UASI Grant Program;
9. Be proficient in federal guidelines, such as Health Insurance Portability and Accountability Act (HIPAA) Requirements, the State's Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS), and National Emergency Medical Services Information System (NEMSIS);

10. Be familiar with best practices related to the development of interoperable PTS systems in the area emergency response/preparedness plans;
11. Be familiar with current data collection and transmission practices and procedures used by provider agencies.
12. Have strong technical skills, experience and knowledge of EMS disaster and multi-casualty patient data tracking systems, specifically focusing on information technology problems that arise when working on said systems;
13. Have a strong understanding of broad band networks, its function, design, and how data transmission is currently being developed to be incorporated into the communication system between EMS providers, paramedic base hospitals and the local provider agencies;
14. Have previous experience consulting in health care systems.

IV. SOURCE OF FUNDS AND FUNDS AVAILABLE

The UASI Grant Program was created by DHS, and awards funding to urban jurisdictions for assessments and development of security strategies, equipment, training, exercises, and the building of an enhanced and sustainable capacity to prevent, respond to, and recover from threats or acts of terrorism, natural disasters, and manmade disasters.

The UASI Grant Program was first authorized by Congress in 2003. UASI funding originates from DHS and is passed through to the State Administrative Agency ("SAA") California Emergency Management Agency ("Cal-EMA") and then distributed to the LA/LB UA through the Office of the Mayor of the City of Los Angeles, Homeland Security and Public Safety.

This RFP is for an amount up to \$500,000. Funding for all periods of this RFP and subsequent contract is subject to City of Los Angeles Council approval and the continuing availability to the City of federal funds for this project.

V. BUDGET

The budget for this contract shall not exceed \$500,000. The Agreement with the selected applicant will be on a fixed-price contract basis.

VI. CONTRACT TERM

The contract period shall be from approximately the date of execution of a contract for this project to January 31, 2013.

VII. TECHNICAL ASSISTANCE

All technical assistance questions must be submitted by e-mail, using the attached Technical Assistance Request Form (Exhibit N). Please identify the RFP title on the subject line of your message.

To ensure the fair and consistent distribution of information, all questions will be answered by a Question-and-Answer (Q&A) document available on the City of Los Angeles Business Assistance Virtual Network at www.labavn.org. No individual answers will be given. The Q&A document will be updated on a regular basis to ensure the prompt delivery of information.

Technical Assistance questions submitted after March 20, 2012, 3:00pm Pacific Time will NOT be accepted.

VIII. ATTENDANCE AT PROPOSERS' CONFERENCE

Attendance at the Pre-Proposal Conference is **mandatory**. Proposers who do not attend the mandatory pre-proposal conference will not be eligible to submit proposals. No minutes will be taken at the Pre-Proposal Conference. Attendees at the conference will be responsible for taking their own notes. All questions will be addressed at this conference and any available new information will be provided at that time. If you have further questions regarding the RFP, please refer to technical assistance guidelines.

Questions raised at the Proposers' Conference may be answered orally. If any substantive new information is provided in response to questions raised at the pre-proposal conference, it will also be memorialized in a written addendum to this RFP, which will be posted on the website at www.labavn.com.

The Bidder's Conference will be held on **February 9, 2012** at 11:30am and on **February 16, 2012** at 10:00am. Your presence is only required at one of the two conferences. You need not attend both conferences, only one conference is mandatory as the material presented will be the same. Both conferences will be held at the following location:

City Hall East
Fire Commission Meeting
Room 1820/ 18th Floor
200 North Main Street
Los Angeles, CA 90012

BRING YOUR OWN COPY OF THE RFP. NO COPIES WILL BE PROVIDED AT THE CONFERENCE.

IX. DEADLINE FOR SUBMISSION OF PROPOSALS

The original proposal, together with five (5) complete copies, must be hand-or courier-delivered in a sealed package by the deadline date on the cover of this document. The original must be marked “Original” on the cover and must bear the actual “wet” signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate “Copy No. ____.” Staple all pages firmly in the upper left-hand corner. If the amount of pages makes it difficult to staple, proposers may bind the proposal. **Specialized coverings, paper clips, spiral wire binding or other removable fasteners are not acceptable. Proposals must be submitted by 3:00pm (Pacific Standard Time) on March 22, 2012).**

Proposals must be addressed to:

Gabriela V. Jasso
Contracts Specialist
Office of the Mayor
Homeland Security and Public Safety Team
200 N. Spring Street, Room 303
Los Angeles, CA 90012

The envelope containing the proposal must clearly identify the RFP for which the proposal is being submitted with the following statement:

PATIENT TRACKING SYSTEM RESEARCH AND DEVELOPMENT PLAN FOR DISASTER AND MULTI-CASUALTY INCIDENTS

Persons who deliver a proposal will be issued a “Notice of Receipt of Proposal.” The original copy of the submitted proposal will be marked with a time and date stamp. Timely submission of the proposal is the sole responsibility of the Proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. All proposals delivered after the stated deadlines will not be accepted and will be returned unopened to the Proposer.

Proposals submitted via U.S. Mail, facsimile, or e-mail will not be accepted.

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X. EVALUATION FACTORS

A. PROPOSALS SHALL BE EVALUATED ON THE FOLLOWING CATEGORIES AND MAY INCLUDE CONSIDERATION OF ANY OR ALL OF THE LISTED FACTORS AT THE CITY'S SOLE DISCRETION

SELECTION CRITERIA	POINTS
Project Plan (see Narrative 1)	35
Staff Experience and References (see Narrative 2)	30
Contractor's Demonstrated Ability (see Narrative 3)	25
Budget (see Narrative 5)	10
Total Possible	100

1. Project Plan (35 points)

- Thoroughness, quality, and completeness of responses to questions outlined in Narrative 1.
- Practicality, efficiency, and effectiveness of the proposed strategies and methodologies showing that the Consultant can complete all of the project goals as stated in the Scope of Work.

2. Staff Experience (30 points)

- Depth and quality of staff experience relating to their assigned role and background in patient tracking, Information technology, disaster relief, health care systems,
- In developing interoperable tracking system plans,
- Knowledge in pre-hospital care and health care systems,
- Be proficient in federal guidelines, such as Health Insurance Portability and Accountability Act (HIPAA) Requirements, the State's Standardized Emergency Management System (SEMS), and the National Incident Management System (NIMS), and National Emergency Medical Services Information System (NEMSIS),
- Be familiar with best practices related to the development of interoperable PTS systems in the area of emergency response/preparedness plans,
- Be familiar with electronic patient care reporting systems currently used and/or made available to provider agencies,
- Have strong technical skills, experience and knowledge of EMS disaster and multi-casualty patient data tracking systems, specifically focusing on

information technology challenges that arise when working on said systems,

- Have a strong understanding of broad band networks, its function, design, and how data transmission is currently being developed to be incorporated into the communication system between EMS providers, paramedic base hospitals and the local provider agencies, and
- Resume of all core staff members working on the project and quality and relevance of any references provided for each staff member.

3. Contractor's Demonstrated Ability (25 points)

- The Contractor's financial stability and ability to provide the services proposed.
- Availability of adequate staffing, including support and backup staff, and the experience and technical expertise of assigned staff.
- Depth and quality of the Contractor's experience in developing completing projects related to this proposal.
- Quality and relevance of any references provided.

4. Cost (10 points)

- Accuracy and completeness of submitted budget(s).
- Allowableness/allocability, reasonableness, and necessity of costs.
- Feasibility of budget(s). Costs will be related to the Schedule of deliverables to determine whether sufficient resources are dedicated to tasks and deliverables to ensure a quality product on time.

NOTE: Proposed costs may be compared against other proposers and against independent cost estimates. The lowest cost proposer may not be determined to be the best proposer when all the evaluation factors have been considered.

The City reserves the right to require a pre-award interview, site inspection and/or telephone conference call with applicants.

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Should your agency be selected to provide an oral presentation, an additional 100 point scale will be used.

ORAL PRESENTATION CRITERIA	POINTS
Knowledge	25
Methodology	40
Understanding of UASI	10
Understanding of Information Technology Systems, Patient Tracking, Multi-Casualty Incidents, and Large Scale Disaster Tracking	25
Total Possible	100

5. Oral Presentation (100 points)

Following the evaluation of the written proposals, **up to three (3)** proposers receiving the highest scores **may** be invited to give an oral presentation (power point and other demonstration tools are acceptable) related to their proposal to the selection committee. The presentation shall last not more than forty-five (45) minutes and shall address the following topics:

- Knowledge and understanding of the project (up to 25 points);
- Proposer's methodology (up to 40 points); and
- Proposer's understanding of the unique nature of the Los Angeles/Long Beach Urban Area, the Regional Catastrophic Preparedness Grant Program and the Los Angeles County Operational Area (up to 10 points).
- Understanding of Information Technology Systems, Patient Tracking, Multi-Casualty Incidents, and Large Scale Disaster Tracking (up to 25 points)

After the presentation, the panelists may ask for clarification or explanation of the written proposal or oral presentation.

The selection committee shall award points for each element of the presentation, up to a total **100 points** for the oral presentation. Points from the presentation shall be combined with the points assigned for the written proposal. The selection committee shall recommend the highest scoring proposer for funding.

XI. PROPOSAL REVIEW PROCESS

A. THE PROPOSAL REVIEW PROCESS SHALL INCLUDE THE FOLLOWING MAJOR ACTIVITIES TO ENSURE THAT THE PROCUREMENT MEETS AUDIT STANDARDS

1. All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing;
2. All eligible proposals shall be reviewed, scored, and ranked;
3. Each eligible proposal shall be reviewed for costs that are reasonable, allowable, necessary, and competitive, as measured by a review of the line-item budget, the project design, and its competitive standing as compared to all other proposals;
4. At the City's sole discretion, oral interviews may be held with top scoring proposers. The results of the oral review will determine the final funding recommendations; and
5. Proposers shall be notified in writing about funding recommendations.

XII. CONTRACT AWARD

The selection of any proposal shall not imply acceptance by the Approval Authority or City of all terms of the proposal, which may be subject to further negotiations and approvals before the City may be legally bound thereby.

If a satisfactory contract cannot be negotiated in a reasonable time, the Project Manager, in its sole discretion, may terminate negotiations with the selected proposer and begin contract negotiations with the next proposer ranked by the Selection Committee.

XIII. PROPOSAL APPEAL PROCESS

A. ALL APPLICANTS SHALL HAVE THE OPPORTUNITY TO APPEAL DEPARTMENT FUNDING RECOMMENDATIONS. THEY ARE AS FOLLOWS:

1. Errors and Omissions in RFP

Proposers are responsible for reviewing all portions of this RFP. Proposers are to promptly notify the individual designated as the contract specialist, Deadline for Submission of Proposals, above, in writing, if the proposer discovers any ambiguity, discrepancy,

omission, or other error in the RFP. Any such notification should be directed to the individual designated, promptly after discovery, but in no event later than five working days before the date for receipt of proposals. Modifications and clarifications will be made by addenda as provided below.

2. Objections to RFP Terms

Should a proposer object on any ground to any provision or legal requirement set forth in this RFP, the proposer must, not more than ten (10) calendar days after the RFP is issued, provide written notice to the City setting forth with specificity the grounds for the objection. The failure of a proposer to object in the manner set forth in this paragraph shall constitute a complete and irrevocable waiver of any such objection.

3. Change Notices

The Project Manager may modify the RFP, prior to the proposal due date, by issuing Change Notices, which will be posted on the labavn.com website. The proposer shall be responsible for ensuring that its proposal reflects any and all Change Notices issued by the Project Manager prior to the proposal due date, regardless of when the proposal is submitted. Therefore, the City recommends that the proposer consult the website frequently, including shortly before the proposal due date, to determine if the proposer has downloaded all Change Notices.

4. Term of Proposal

Submission of a proposal signifies that the proposed services and prices are valid for 120 calendar days from the proposal due date and that the quoted prices are genuine and not the result of collusion or any other anti-competitive activity.

5. Revision of Proposal

A proposer may revise a proposal on the proposer's own initiative at any time before the deadline for submission of proposals. The proposer must submit the revised proposal in the same manner as the original. A revised proposal must be received on or before the proposal due date.

XIV. GENERAL RFP INFORMATION

A. GENERAL PROPOSAL CONDITIONS:

1. Costs Incurred by Proposers

All costs of proposal preparation shall be borne by the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals, including mandatory attendance at the Pre-Proposal Conference, a post-submission interview, and field evaluation, do so solely at their own expense. Proposals shall not include any such expenses as part of the proposed budget.

2. Best Offer

The proposal shall include the proposer's best terms and conditions. Submission of the proposal shall constitute a firm and fixed offer to the City that will remain open and valid for a minimum of ninety (90) days from the submission deadline.

3. Accuracy and Completeness

The proposal must set forth accurate and complete information as required in this RFP. Unclear, incomplete, and/or inaccurate documentation may not be considered. Falsification of any information may result in disqualification.

If the proposer knowingly and willfully submits false performance or other data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded as a result of false performance or other data submitted in response to this RFP, the City reserves the right to terminate the contract.

Unnecessarily elaborate or lengthy proposals or other presentations beyond those needed to give a sufficient, clear response to all the RFP requirements are not desired.

4. Withdrawal of Proposals

Proposals may be withdrawn by written request of the authorized signatory on the proposer's letterhead or by telegram at any time prior to the submission deadline.

5. General City Reservations

The City reserves the right to extend the submission deadline should this be in the interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time without prior notice. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

If an inadequate number of proposals is received or the proposals received are deemed non-responsive, not qualified or not cost effective, the City may at its sole discretion reissue the RFP or execute a sole-source contract with a vendor.

The City shall review and rate submitted proposals. The proposer may not make any changes or additions after the deadline for receipt of proposals. The City reserves the right to request additional information or documentation, as it deems necessary.

The City reserves the right to verify all information in the proposal. If the information cannot be verified, and if the errors are not willful, the City reserves the right to reduce the rating points awarded.

The City reserves the right to require a pre-award interview and/or site inspection.

The City reserves the right to waive minor defects in the proposal in accordance with the City Charter.

If the selection of the proposer is based in part on the qualifications of specific key individuals named in the proposal, the City must approve in advance any changes in the key individuals or the percentage of time they spend on the project. The City reserves the right to have the contractor replace any project personnel.

6. Contract Negotiations

Proposers approved for funding shall be required to negotiate a contract with the City. The best terms and conditions originally offered in the proposal shall bind the negotiations. The City reserves the right to make a contract award contingent upon the satisfactory completion by the proposer of certain special conditions. The contract offer of the

City may contain additional terms or terms different from those set forth herein.

As part of the negotiation process, the City reserves the right to:

- fund all or portions of a proposer's proposal and/or require that one proposer collaborate with another for the provision of specific services, either prior to execution of an agreement or at any point during the life of the agreement;
- use other sources of funds to fund all or portions of a proposer's proposal;
- require that a funded proposer utilize a facility designated by the City for purposes of implementing its project;
- elect to contract directly with one or more of the identified collaborators;
- require all collaborators identified in the proposal to become co-signatories to any contract with the City.

7. Standing of Proposer

Regardless of the merits of the proposal submitted, a proposer may not be recommended for funding if it has a history of contract non-compliance with the City or any other funding source, poor past or current contract performance with the City or any other funding source, or current disputed or disallowed costs with the City or any other funding source.

Contractors/Organizations that have been sanctioned because of non-compliance with Single Audit Act requirements for managing grant funds will be eligible to apply; however, they will not be eligible to receive any funding, if awarded under this RFP process, until this sanction is removed.

The City will enter into an agreement only with entities that are in good standing with the California Secretary of State.

8. Contractor Responsibility Ordinance

Every Request for Proposal, Request for Bid, Request for Qualifications or other procurement process is subject to the provisions of the Contractor Responsibility Ordinance, Section 10.40 et seq. of Article 14, Chapter 1 of Division 10 of the Los Angeles

Administrative Code, unless exempt pursuant to the provisions of the Ordinance.

This Ordinance requires that all proposers/bidders complete and return, with their response, the responsibility questionnaire included in this procurement. Failure to return the completed questionnaire may result in the proposer/bidder being deemed non-responsive.

The Ordinance also requires that if a contract is awarded pursuant to this procurement, that the contractor must update responses to the questionnaire, within thirty calendar days, after any changes to the responses previously provided if such change would affect contractor's fitness and ability to continue performing the contract.

Pursuant to the Ordinance, by executing a contract with the City, the contractor pledges, under penalty of perjury, to comply with all applicable federal, state and local laws in performance of the contract, including but not limited to laws regarding health and safety, labor and employment, wage and hours, and licensing laws which affect employees. Further, the Ordinance, requires each contractor to: (1) notify the awarding authority within thirty calendar days after receiving notification that any governmental agency has initiated an investigation which may result in a finding that the contractor is not in compliance with Section 10.40.3 (a) of the Ordinance; and (2) notify the awarding authority within thirty calendar days of all findings by a government agency or court of competent jurisdiction that the contractor has violated Section 10.40.3 (a) of the Ordinance.

9. Proprietary Interests of the City

All proposals submitted in response to this RFP shall become the property of the City of Los Angeles and subject to the State of California Public Records Act. Proposers must identify all copyrighted material, trade secrets or other proprietary information that the proposers claim are exempt from the California Public Records Act (California Government Code Section 6250 et seq.).

In the event a proposer claims such an exemption, the proposer is required to state in the proposal the following:

"The proposer will indemnify the City and its officers, employees and agents, and hold them harmless from any claim or liability and defend any action brought against them for their refusal to disclose

copyrighted material, trade secrets or other proprietary information to any person making a request therefore."

Failure to include such a statement shall constitute a waiver of a proposer's right to exemption from this disclosure.

10. Discount Terms

Proposers agree to offer the City any discount terms that are offered to its best customers for the goods and services to be provided herein, and apply such discount to payments made under this agreement which meet the discount terms.

11. Equal Benefits Ordinance

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2.1, Equal Benefits Ordinance (EBO).

All Bidders/Proposers shall complete and upload, the Equal Benefits Ordinance Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract valued at \$5,000. The Equal Benefits Ordinance Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN. Bidders/Proposers do not need to submit supporting documentation with their bids or proposals. However, the City may request supporting documentation to verify that the benefits are provided equally as specified on the Equal Benefits Ordinance Affidavit.

Bidders/Proposers seeking additional information regarding the requirements of the Equal Benefits Ordinance may visit the Bureau of Contract Administration's web site at www.bca.lacity.org.

12. Notice Regarding Los Angeles Campaign Contribution and Fundraising Restrictions

Bidders/Proposers who submit a response to this solicitation are subject to Los Angeles City Charter section 470(c)(12) and related ordinances. As a result, Bidders/Proposers may not make campaign contributions to and/or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the Contract is approved or, for successful Bidders/Proposers, 12 months after the contract is signed. The Bidders/Proposers' principals and subcontractors performing \$100,000 or more in work on the Contract, as well as the principals of

those subcontractors, are subject to the same limitations on campaign contributions and fundraising.

Bidders/Proposers must submit CEC Form 55 (provided in Exhibit K) to the awarding authority at the same time the response is submitted. The form requires Bidders/Proposers to identify their principals, their subcontractors performing \$100,000 or more in work on the contract, and the principals of those subcontractors. Bidders/Proposers must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Proposals submitted without a completed CEC Form 55 shall be deemed nonresponsive. Bidders/Proposers who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or ethics.lacity.org.

13. Statutes and Regulations Applicable To All Grant Contracts

Statutes and regulations applicable to all grant contracts and to this particular grant contract are attached as Exhibit M. Contractor shall be required to abide by these statutes and regulations as these statutes and regulations shall be incorporated into the Contract between the City and the Contractor regarding this project.

13. Slavery Disclosure Ordinance

Unless otherwise exempt, in accordance with the provisions of the Slavery Disclosure Ordinance, any contract awarded pursuant to this RFB/RFP/RFQ will be subject to the Slavery Disclosure Ordinance, Section 10.41 of the Los Angeles Administrative Code.

All Bidders/Proposers shall complete and upload, the Slavery Disclosure Ordinance Affidavit (one (1) page) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract.

Bidders/Proposers seeking additional information regarding the requirements of the Slavery Disclosure Ordinance may visit the Bureau of Contract Administration's web site at www.bca.lacity.org.

14. Nondiscrimination, Equal Employment Practices and Affirmative Action Program (non-Construction)

Bidders/Proposers are advised that any contract awarded pursuant to this procurement process shall be subject to the applicable provisions of Los Angeles Administrative Code Section 10.8.2., Non-discrimination Clause.

Non-construction services to or for the City for which the consideration is \$1,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.3., Equal Employment Practices Provisions. All Bidders/Proposers shall complete and upload, the Non-Discrimination/Equal Employment Practices Affidavit (two (2) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract valued at \$1,000

Non-construction services to or for the City for which the consideration is \$100,000 or more shall comply with the provisions of Los Angeles Administrative Code Sections 10.8.4., Affirmative Action Program Provisions. All Bidders/Proposers shall complete and upload, the City of Los Angeles Affirmative Action Plan (four (4) pages) available on the City of Los Angeles' Business Assistance Virtual Network (BAVN) residing at www.labavn.org prior to award of a City contract valued at \$100,000. Bidders/Proposers opting to submit their own Affirmative Action Plan may do so by uploading their Affirmative Action Plan onto the City's BAVN.

Both the Non-Discrimination/Equal Employment Practices Affidavit and the City of Los Angeles Affirmative Action Plan Affidavit shall be effective for a period of twelve months from the date it is first uploaded onto the City's BAVN.

Bidders/Proposers seeking additional information regarding the requirements of the City's Non-Discrimination Clause, Equal Employment Practices and Affirmative Action Program may visit the Bureau of Contract Administration's web site at www.bca.lacity.org.

15. Americans With Disabilities Act

Any contract awarded pursuant to this RFP/RFQ shall be subject to the following:

The Contractor/Consultant hereby certifies that it will comply with the Disabilities Act 42, U.S.C. Section 12101 et seq., and it's implementing regulations. The Contractor/Consultant will provide reasonable accommodations to allow qualified individuals with disabilities to have access to and to participate in its programs, services and activities in accordance with the provisions of the Disabilities Act. The Contractor/Consultant will not discriminate against persons with disabilities or against persons due to their relationship to or association with a person with a disability. Any subcontract entered into by the Contractor/Consultant, relating to this

Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph.

16. Child Support Assignment Orders

Any contract awarded pursuant to this RFP/RFQ shall be subject to the following:

This Contract is subject to Section 10.10 of the Los Angeles Administrative Code, Child Support Assignment Orders Ordinance. Pursuant to this Ordinance, Contractor/Consultant certifies that it will (1) fully comply with all State and Federal employment reporting requirements applicable to Child Support Assignment Orders; (2) that the principal owner(s) of Contractor/Consultant are in compliance with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally; (3) fully comply with all lawfully served Wage and Earnings Assignment Orders and Notices of Assignment in accordance with California Family Code Section 5230 et seq.; and (4) maintain such compliance throughout the term of this Contract. Pursuant to Section 10.10.b of the Los Angeles Administrative Code, failure of Contractor/Consultant to comply with all applicable reporting requirements or to implement lawfully served Wage and Earnings Assignment Orders and Notices of Assignment or the failure of any principal owner(s) of Contractor/Consultant to comply with any Wage and Earnings Assignment Orders and Notices of Assignment applicable to them personally shall constitute a default by the Contractor/Consultant under the terms of this Contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by City. Any subcontract entered into by the Contractor/Consultant relating to this Contract, to the extent allowed hereunder, shall be subject to the provisions of this paragraph and shall incorporate the provisions of the Child Support Assignment Orders Ordinance. Failure of the Contractor/Consultant to obtain compliance of its subcontractors shall constitute a default by the Contractor/Consultant under the terms of this contract, subjecting this Contract to termination where such failure shall continue for more than ninety (90) days after notice of such failure to Contractor/Consultant by the City.

Contractor/Consultant shall comply with the Child Support Compliance Act of 1998 of the State of California Employment Development

Department. Contractor/Consultant assures that to the best of its knowledge it is fully complying with the earnings assignment orders of all employees, and is providing the names of all new employees to the New Hire Registry maintained by the Employment Development Department as set forth in subdivision (1) of the Public Contract Code 7110.

17. Assurances

As a condition to the award of a contract under this RFP, the contractor shall assure that it will comply fully with the nondiscrimination and equal opportunity provisions of the following laws:

- Title VI of the Civil Rights Act of 1964, as amended, which prohibits discrimination on the basis of race, color and national origin;
- Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination against qualified individuals with disabilities;
- The Age Discrimination Act of 1975, as amended, which prohibits discrimination on the basis of age.

The contractor shall also assure that it will comply with all regulations implementing the laws listed above. This assurance applies to the contractor's operation of the program or activity. The contractor understands that the United States and the City of Los Angeles have the right to seek judicial enforcement of this assurance.

18. City of Los Angeles Business Inclusion Program (BIP)

Performance of Business Inclusion Program (BIP_ outreach to Minority Business Enterprises (MBE), Women Business Enterprises (WBE), Small Business Enterprises (SBE), Emerging Business Enterprises (EBE), Disabled Veteran Business Enterprises (DVBE), and Other Business Enterprises (OBE) subconsultants must be completed on the Business Assistance Virtual Network (BAVN), www.labavn.org.

All BIP outreach documentation must be submitted on the BAVN by 4:30 p.m. on the first calendar day following the day of the RFP response submittal deadline.

The Mayor's Office anticipated levels of participation:

MBE Participation:	18%
WBE Participation:	4%
SBE Participation:	25%
EBE Participation:	8%
DVBE Participation:	3%

Business Inclusion Program (BIP) Policy and BAVN BIP Walk-Thru are attached as Exhibit F. The graphic guide, entitled, "Business Inclusion Program Walk Through," can also be found at www.labavn.org.

BIP outreach information and/or assistance may be obtained through the City of Los Angeles Information Technology Agency at ITA.BAVN@lacity.org.

B. DOCUMENTS REQUIRED WITH PROPOSAL

1. Proposers Workforce Information (Exhibit B)
2. Statement of Non-Collusion (Exhibit C)
3. Contractor Responsibility Questionnaire (Exhibit D)
4. Pledge of Compliance with Contractor Responsibility Ordinance (Exhibit E)
5. EBO Compliance Forms (labavn.org)
6. Non-Discrimination/Equal Employment Practices/Affirmative Action Documents (labavn.org)
7. Business Inclusion Program Outreach (Exhibit F and labavn.org)
8. Certification and Disclosure Regarding Lobbying (Exhibit G)
9. Certification Regarding Debarment (Exhibit H)
10. Drug-Free Workforce Form (Exhibit I)
11. Bidder Certification CEC Form 50 (Exhibit J)
12. Bidder Contributions CEC Form 55 (Exhibit K)

C. CONTRACT EXECUTION REQUIREMENTS

If recommended for funding, the proposer shall be required to enter into an agreement with the City of Los Angeles and comply with the requirements listed below.

Failure to comply with these requirements will result in non-execution of the contract. The contract will incorporate the standard provisions for City agreements. A copy of the City's Standard Agreement is available upon request. The agreement with the selected proposer(s) will be on a **FIXED** fee-for-performance basis.

1. Insurance Certificates

Contractors may be required to maintain insurance at a level to be determined by the City's Risk Manager, with the City named as an additional insured. Contractors who do not have the required insurance should include the cost of insurance in their bid.

Contractors will be required to provide insurance at the time of contract execution. Bidders/Proposers shall refer to Exhibit A for City of Los Angeles Insurance Requirements.

2. Secretary of State Documentation

All contractors are required to submit one copy of their Articles of Incorporation, partnership, or other business organizational documents (as appropriate) filed with the Secretary of the State. Organizations must be in good standing and authorized to do business in California.

3. Corporate Documents

All contractors who are organized as a corporation or a limited liability company are required to submit a Secretary of State Corporate Number, a copy of its By-Laws, a current list of its Board of Directors, and a Resolution of Executorial Authority with a Signature Specimen.

4. City Business License Number

All contractors are required to submit one copy of their City of Los Angeles Business License, Tax Registration Certificate or Vendor Registration Number. To obtain a Business Tax Registration Certificate (BTRC) call the City Clerk's Office at (213) 473-5901 and pay the respective business taxes. The address is as follows: City of Los Angeles, City Hall, Room 101, Office of Finance, Tax and Permit Division, 201 North Main Street, Los Angeles, CA 90012.

5. Proof of IRS Number (W-9)

All contractors are required to complete and submit Proof of IRS Number (W-9) Form.

6. Certifications

Contractor shall provide copies of the following documents to the City:

- A. Certification Regarding Ineligibility, Suspension and Debarment as required by Executive Order 12549, is attached as Exhibit H.
- B. Certification and Disclosure Regarding Lobbying (not required for contracts under \$100,000). Bidders/Proposers shall refer to Exhibit G for Certification form.
- C. Contractor shall also file a disclosure Form at the end of each calendar quarter during which any event requiring disclosure, or which materially affects the accuracy of the information contained in any previously filed Disclosure Form, occurs.
- D. A Certificate Regarding Drug-Free Workplace Requirement is attached as Exhibit I.
- E. A Bidder Certification Form as required by Los Angeles Municipal Code Sections 10.40.1 (h) and 10.37.1 (i) (b) is attached as Exhibits J and K.

8. Collaboration

The City may, at its discretion, require two or more proposers to collaborate as a condition to contract execution.

D. CONTRACTOR EVALUATION

At the end of the contract, the City will conduct an evaluation of the Contractor's performance. The City may also conduct evaluations of the Contractor's performance during the term of the contract. As required by Section 10.39.2 of the Los Angeles Administrative Code, evaluations will be based on a number of criteria, including the quality of work product or service performed, the timeliness of performance, the Contractor's compliance with budget requirements, and the expertise of personnel that the Contractor assigns to the contract. A copy of the Contractor Evaluation Form is available upon request. The Contractor will be provided with a copy of the final City evaluation and allowed fourteen (14) calendar days to respond. The City will use the final City evaluation, and any response from the Contractor, to evaluate proposals and to conduct reference checks when awarding other contracts.

XV. PROPOSAL PACKAGE

A. GENERAL PREPARATION GUIDELINES

If a proposer does not follow these instructions and/or information is left out or a particular exhibit is not submitted, the proposer may be ineligible and excluded from the review.

1. The proposal must be submitted in the legal name of the firm or corporation and the corporate seal must be embossed on the original proposal. An authorized representative of the applicant organization who has legal authority to bind the organization in contract with the City must sign the proposal.
2. Proposers must submit one original together with five (5) stapled copies. The original must be marked "Original" on the cover and must bear the actual "wet" signature(s) of the person(s) authorized to sign the proposal. The copies must be numbered on the upper right hand side of the cover to indicate "Copy No. ___." Staple all pages firmly in the upper left-hand corner. **Specialized coverings, paper clips, spiral wire binding or other removable fasteners are not acceptable.**
3. All proposals must be accompanied by a cover letter that should be limited to **one page**. The letter must:
 - Include the title, address, telephone number, fax number, and e-mail of the person(s) who will be authorized to represent the proposer and each collaborator;
 - Be signed by the person(s) authorized to bind the agency to all commitments made in the proposal and, if applicable, be accompanied by a copy of the Board Resolution authorizing the person(s) to submit the proposal. If a Board Resolution cannot be obtained prior to proposal submission, it may be submitted no later than **three (3) calendar weeks** after the proposal submission deadline;
 - Identify the individual or firm which prepared or assisted in preparing the proposal. If that individual or firm will not participate in the implementation of the project, describe how the transfer of responsibility will occur to ensure timely implementation
 - Proposals must be submitted in the English language. Numerical data must be in the English measurement system;

costs must be in United States dollars.

4. Narratives are limited to the number of pages indicated and must follow these standards:

- Font size – 12 points
- Margins – At least 1 inch on all sides
- Line spacing – Single-spaced
- Single-sided, plain white paper

Pages in excess of the stated limits will not be read and will not be considered for scoring.

5. Each page of the proposal, including exhibits, must be numbered sequentially at the bottom of the page to indicate Page ___ of ___.
6. Please use the indicative mood (will, shall, etc.) in narratives rather than the subjective (would, should, etc.) so that proposals can be easily converted to contract form.
7. The Proposal Checklist lists all narratives, exhibits and certifications that must be included in the proposal. In assembling the completed proposal, please insert the exhibits and certifications where they are indicated in the Proposal Checklist. The Proposal Checklist will serve as your Table of Contents.
8. Answers should be as concise as possible while providing all the information requested.
9. In completing the narratives and exhibits, including the budget, please include and clearly identify the services to be provided by and the demonstrated ability of subcontractors, if any.

B. NARRATIVES

1. Narrative 1 – Project Plan – limit 25 pages

a. Table of Contents

The table of contents should outline, in sequential order, the major sections of the proposal as listed below, including all other relevant documents requested for submission. All pages of the proposal, including the enclosures, should be clearly and consecutively numbered and correspond to the table of contents (**maximum 2 pages**).

b. **Executive Summary**

The executive summary should summarize your firm's qualifications and experience, describe the overall approach to and methodology of the project and identify the key project tasks and deliverables **(maximum 2 pages)**.

c. **Overall Approach and Methodology**

Address each of the patient tracking system development plan Phases including:

Part 1

- How will you ensure that all applicable and/or necessary planning standards & requirements (i.e. HIPPA, NIMS, SEMS, NEMSIS, etc.) are satisfied to accomplish project goals?
- How will you develop a methodology to gather and synthesize data from medical providers in the County of Los Angeles in order to assess the Region's current patient tracking system capabilities?
- How will you coordinate the interviews with medical provider representatives to gain access to patient tracking systems, training, resources and any additional information as necessary?
- How will you determine the Region's current routine and disaster patient tracking capabilities, including but not limited to the role and functionality of Trauma and Emergency Medicine Information System (TEMIS) and ReddiNet?
- How will you present and organize the data compiled from the Region, which will serve as an inventory of all emergency provider efforts and resources?
- How will you present and organize the strengths vs. weaknesses data analysis compiled from the Region?
- How will you identify and determine what best practices should be utilized as the standard for developing the PTS plan?

Part 2

- How will you perform a gap analysis to identify current patient tracking practices that require additional attention or have not been addressed by the current systems in place?

Part 3

- What are the steps you will take and how will you present recommendations and set goals based on disaster and multi-casualty patient tracking capabilities assessment section (Part 1) and the Gap Analysis Section (Part 2) in terms of MCI and/or mass disaster tracking, fully integrated electronic based patient care reporting systems and/or applications, real time data availability from all provider agencies to MAC, the anticipated costs of implementing an interoperable PTS and provider agencies future Electronic Patient Care Report (ePCR) implementation plans?
- What steps will you take along with what process(es) and resource(s) will you utilize as to the most effect type of PTS which addresses the Gap Analysis Section (Part 2) based on an analysis of the current electronic patient care report (ePCR)and how it will be incorporated into the recommended system?
- What are the steps you will take and how will you present recommendations based on potential roadblocks and/or challenges the Region faces as well as the potential needs of provider agencies in implementing an interoperable PTS?
- What are the steps you will take and how will you present recommendations based on a detailed evaluation of various EMS Agency's operations in other Regions as it related to disaster and multi-casualty patient tracking systems, in particular, the technical and operational issues and challenges with patient data tracking as well as identify potential interface with EMS providers and hospital patient data collection systems

Part 4

- What steps will you take along with what process(es) and resource(s) will you utilize in the development of the customized PTS development plan for the Region?
- How will you prioritize goals, objectives, and tasks for developing and implementing the PTS development plan?
- How will you clearly identify and explain all assumptions that were applied in the development of the PTS development plan?

2. Narrative 2 – Staff Experience and References – limit 10 pages (page limit does not include references)

Describe project staff qualifications, technical experience, and capability to provide the services solicited. The following are some guidelines; you do not need to answer questions individually:

- A list of all principals, owners or directors.
- A description of the Proposer's organizational history and structure.
- Indication whether the City has previously awarded any contracts to the Proposer.
- Explain staff knowledgebase pertaining to PTS project; and
- Provide no more than one written reference for each staff member; reference/resume should pertain to staff member's work that is similar in content or nature to the work that he/she will perform on this project.

Please Note: References may list a team of employees that worked on a particular project, they need not be referencing the individual employee.

3. Narrative 3 – Contractor's Demonstrated Ability – limit 2 pages (page limit does not include references)

- Indicate the Contractor's financial stability;
- Describe the availability of adequate staffing, including support and backup staff;
- Describe the Contractor's experience in completing projects related to this proposal; and
- If any, provide no more than three written client references for the Contractor; references should pertain to projects and services that are similar in nature.

4. Narrative 4 – Cost Proposal – limit to 3 pages

- Create an accurate and complete budget(s);
- Substantiate how your proposed budget(s) will ensure sufficient dedication of resources so that a quality product will be completed according to the Schedule of Deliverables; and
- Describe allowableness/allocability, reasonableness, and necessity of costs.

5. Narrative 5 (optional) – Additional Information – limit to 2 pages

- Present any critical information that has not been requested in this RFP;

C. Documents to be completed

Proposers must complete and submit all of the Attachments, Exhibits and Certification forms. **Do not assume that any document is not applicable.** Use the Proposal Checklist as a guide. Failure to complete and submit any of these documents may result in your ineligibility at the discretion of the City.

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D. Proposal Checklist – Documents to be Submitted with Proposal

1. Narrative 1 – Project Plan
2. Narrative 2 – Staff Experience and References
3. Narrative 3 – Contractor's Demonstrated Ability
4. Narrative 4 – Cost Proposal
5. Narrative 5 – (optional) – Additional Information
6. Proposer Workforce Information – Exhibit B
7. Statement of Non-Collusion – Exhibit C
8. Contractor Responsibility Questionnaire – Exhibit D
9. Pledge of Compliance with Contractor Responsibility Ordinance – Exhibit E
10. EBO Compliance Forms – labavn.org; Guide attached as Exhibit L)
11. Non-Discrimination/Equal Employment Practices/Affirmative Action Documents – labavn.org; Guide attached as Exhibit L)
12. Business Inclusion Program (BIP) outreach (labavn.org; Policy and Walk-Thru attached as Exhibit F))
13. Certification and Disclosure Regarding Lobbying – Exhibit G
14. Certification Regarding Debarment – Exhibit H
15. Drug-Free Workforce Form – Exhibit I
16. Bidder Certification CEC Form 50 – Exhibit J
17. Bidder Contributions CEC Form 55 – Exhibit K