



Council of Academic Hospitals of Ontario

Capital Equipment Group Purchasing Initiative

IV Therapy System Devices

February 22, 2008

Council of Academic Hospitals of Ontario

The Council of Academic Hospitals of Ontario (CAHO) provides a focal point for strategic initiatives on behalf of Ontario's 25 academic hospitals.

Over 100 senior hospital staff participate in CAHO's CEO Council and committees to address prevailing health system issues and seek out opportunities for innovation.

CAHO Membership



University Health Network



The New Women's College Hospital



Bloorview
KIDS REHAB



Hamilton Health Sciences



SickKids



Council of Academic Hospitals of Ontario

Current Capital Equipment Purchasing

Ontario hospitals invest significantly in capital equipment, with academic hospitals representing over half the spend.

Capital purchasing is currently fragmented by hospital. There is an opportunity to realize benefits by employing a collaborative approach to capital equipment purchasing in Ontario.

Group Purchasing Initiative (GPI)

In 2007, CAHO hospitals conducted an implementation analysis to determine the benefits and feasibility of collaboratively purchasing capital equipment.

Findings indicate opportunity for vendors and hospitals to realize benefits through a coordinated approach.

CAHO hospitals are proceeding with a pilot process to collaboratively purchase selected capital equipment.

Benefits of Group Purchasing

1. Savings from increased volumes
2. Reduced administrative duplication for both hospitals and vendors
3. One group RFP issued, rather than multiple individual RFP's
4. Sharing of knowledge and building of expertise
5. Generation of leading procurement practices

Governance

This initiative is sponsored by committees of Chief Operating Officers and Chief Financial Officers of CAHO, currently chaired by John King, COO, St. Michael's Hospital and Richard Wilson, CFO, The Ottawa Hospital.

While participating hospitals plan to jointly negotiate purchases, the goal of this initiative is not to limit hospital choice or negate clinical requirements.

Coordination of purchasing process

The CAHO Capital Procurement Cooperative (CCPC), a consortium representing three organizations currently carrying out capital equipment purchasing for various CAHO hospitals, has been engaged to lead the purchasing process.

The CCPC will work with CAHO, clinicians and administration at hospitals, and suppliers to carry out the purchase of selected capital equipment.

CAHO Capital Procurement Cooperative



Capital equipment group purchasing division of St. Joseph's Health System based in Branford serving over 170 healthcare facilities including several CAHO hospitals

Bid administrator for the pilot

www.sjhcs-gpo.com



Joint venture between London Health Sciences Centre and St. Joseph's Health Care London to consolidate purchasing, contract management, accounts payable and inventory management; serving other healthcare organizations in London

www.hmms.on.ca



Toronto-based organization established to provide business support functions in supply chain management, transactional finance and HR/payroll services; members include 7 CAHO hospitals

www.plexxus.ca

Project Team

CCPC

Jay Ayres

Director, St. Joseph's Health System
Group Purchasing Organization

Annette Senko

Assistant Director, St. Joseph's Health
System Group Purchasing Organization

Sarah Friesen

Vice President of Operations, Plexxus

Mike Rosser

General Manager, Healthcare Materials
Management Services (HMMS)

CAHO

Sanober Motiwala

Project Manager, CAHO

Vanessa Currie

Coordinator/Researcher, CAHO

For more information

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Request for Proposal (RFP) Overview

Request for Proposal (RFP) RFP No. 2008/02

IV Therapy System Devices

Objective

RFP No. 2008/02 – IV Therapy System Devices

CAHO members are looking to create agreement(s) on the basis of two (2) options:

- one five (5) year term;
OR
- one three (3) year term with two (2) one (1) year options.

Receipt Confirmation Form

RFP No. 2008/02 – IV Therapy System Devices

Receipt Confirmation Form

To: *Annette Senko* Fax: *519.753.8364*
Assistant Director, Group Email: *asenko@sjhs-gpo.com*
Purchasing &
Material Management

Re: **CAHO IV Therapy System Devices Request for Proposal RFP No. 2008/02**

Proponents are requested to acknowledge receipt of this RFP and their intent to respond, by sending this form to the attention of Ms. Annette Senko (Fax 519.753.8364 Email: asenko@sjhs-gpo.com). Non-response will be interpreted as a decision not to submit a proposal. Vendors submitting this response will be notified of any addendums issued to this RFP, according to the name submitted on this document.

I hereby acknowledge receipt of the CAHO IV Therapy System Devices RFP# 2008/02.

I/We DO DO NOT Intend to submit a proposal for:
General Purpose, Large Volume Infusion Pumps

(Please check your answer)

(Company Name)

(Representative's Signature)

(Address)

(Name – Please Print)

Rules of Engagement

RFP No. 2008/02 – IV Therapy System Devices

All questions and inquiries must be directed to the attention of Annette Senko (Annette.Senko@sjhcs-gpo.com)

Vendors are not to contact any members of the Evaluation Team or hospital staff of the participating hospitals either directly or indirectly for information in regards to this RFP. Failure of any Vendor to abide by this procedure may disqualify the Vendor.

What Are We Procuring?

RFP No. 2008/02 – IV Therapy System Devices

We are procuring IV Therapy System devices including:

- General Purpose, Large Volume Infusion Pumps
- Syringe Infusion Pumps
- Patient-Controlled Analgesia (PCA) Infusion Pumps
- Epidural Infusion Pumps
- IV Supplies and Accessories
- Dose Error Reduction Software (DERS)

Request for Proposal (RFP)

RFP No. 2008/02 – IV Therapy System Devices

CAHO and its Partners shall not be held liable for any error or omission in any part of this RFP. While the participating hospitals have used considerable efforts to ensure an accurate representation of information in this RFP, the information contained in this RFP is supplied solely as a guideline for Vendors. The information is not guaranteed or warranted to be accurate, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve Vendors from forming their own opinions and conclusions with respect to the matters addressed in this RFP.

RFP Submission

- Terms and Conditions – after each item, indicate agree or disagree with an explanation.
- Appendix A (Equipment Overview) – provides a general outline of the participants goals and objectives and identifies key information to include in your proposal. This appendix is for information only. Vendors should ensure that all information requested is included in submission.
- Appendices B to E (Corporate Overview, References, Submission Form, Licensing) –complete each request for information and include with submission.

RFP Submission Continued

- Response Appendices G and H (Service & Support) - indicate agree or disagree with an explanation after text, complete tables and include with submission.
- Appendix I – contains participants projected volumes. This appendix is for information only. No response is required.

RFP Submission Continued

- Pricing Response Spreadsheets (Appendix F) –includes tables to be completed with proposed pricing.
- Response Appendices K to Q – requests specific information about each IV Therapy System device or component. Vendors are to provide detailed responses to each item listed. Responses will be scored during evaluation process.

RFP Submission Continued

Digital Submissions

When preparing your digital proposal please ensure that the following sections are submitted as individual files.

File #1 – Terms & Conditions

File #2 – Appendices B through E (Corporate Overview, References, Submission Form, Licensing)

File #3 – Appendices G and H (Service & Support)

File #4 – Appendices K through Q (Product Specification Submissions)

File #5 – Appendix F (Pricing)

Request for Proposal (RFP)

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To be eligible for consideration, provide a signed and dated proposal as follows:

- Two (2) printed copies of the proposal with one (1) copy marked as “original”, and 1 copy marked as “copy” all excluding the financials, and two (2) complete separate financial proposals with one (1) copy marked as “original”, and 1 copy marked as “copy” for CAHO; the “original” copy is the only copy that will include any submissions identified under Section 2.5.1 “Declaration of Conflict”.
- Two (2) electronic copies (on CD-ROM in either Microsoft Office or Adobe Acrobat) of the proposal excluding the financials, and two (2) electronic copies (on CD-ROM) of the completed separate financial proposals for CAHO working group members; none of these copies will contain “Declaration of Conflict” submissions as identified under Section 2.5.1.

Receipt of Proposals

RFP No. 2008/02 – IV Therapy System Devices

Proposals are to be returned to Annette Senko at the address below no later than 12:00:00 noon, Thursday, March 20, 2008.

St. Joseph's Health System
Group Purchasing Organization
St. Joseph's Lifecare Centre
4th Floor
99 Wayne Gretzky Parkway
Brantford, Ontario
N3S 6T6

Issuance of Addendums

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- All questions and inquiries must be directed to the attention of Annette Senko:
asenko@sjhcs-gpo.com
- Questions and responses will be posted on the SJHCS-GPO website (weekly).
- Any addendum issued becomes an integral part of the RFP.

Issuance of the RFP

RFP No. 2008/02 – IV Therapy System Devices

The RFP will be posted on the St. Joseph's Health Systems Group Purchasing Organization web-site on or about Friday, February 22, 2008.

www.sjhcs-gpo.com

Process Timeline

RFP No. 2008/02 – IV Therapy System Devices

- Issue RFP on or about Friday, February 22, 2008;
- Deadline for Vendor's questions received in writing no later than March 10, 2008, 12:00:00 noon; **All questions to be directed to Annette Senko via email.**
- Response to Vendor questions in writing by Monday March 14, 2008;
- Delivery of Vendors' proposals to Office of Annette Senko no later than 12:00:00 noon, Thursday, March 20, 2008. **This is the RFP closing date.**

Process Timeline Contd. - Vendor Fair

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- Vendor Fair will be held during week of April 14, 2008. Anticipate 2 days. (*suggesting Tuesday April 15 and Wednesday April 16, 2008*)
- Vendors to submit space, electrical etc. requirements to Annette Senko (asenko@sjhcs-gpo.com) no later than Friday February 29, 2008.
- CAHO will participate in the cost of space rental (i.e. If 10 Vendors participate CAHO will cover 1/11 of the total space rental cost).

Process Timeline Contd.

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- Determine short list of Vendors by the Evaluation Team by April 23, 2008.
- Advise Vendors of their status and invite to demonstrate their solutions at hospital trials – to be completed by Friday June 13, 2008.
- Preferred Vendor selection by June 20, 2008.

Process Timeline Contd.

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- Negotiations completed and agreements executed by Friday July 11, 2008.

Vendors are advised that these dates are tentative and may change at the sole discretion of CAHO participants.

Request for Proposal (RFP)

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Questions?