



Council of Academic Hospitals of Ontario

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**Capital Equipment Group Purchasing Initiative  
Patient Handling Equipment Pre-Issue Vendor Conference  
February 8, 2008**

# Council of Academic Hospitals of Ontario

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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**

# Current Capital Equipment Purchasing

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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)

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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

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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

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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

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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

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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](http://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](http://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](http://www.plexxus.ca)

# Project Team

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## 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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## Sanober Motiwala

Council of Academic Hospitals of Ontario

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W: [www.caho-hospitals.com](http://www.caho-hospitals.com)

# Request for Proposal (RFP) Overview

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## Request for Proposal (RFP) RFP No. 2008/01

Patient Handling Equipment and Sleep Surfaces

# Objective

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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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. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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## Receipt Confirmation Form

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To: *Annette Senko,  
Assistant Director, Group Purchasing & Material Management  
St. Joseph's Health System Group Purchasing Organization*

*Fax: 519.753.8364  
Email: asenko@sjhcs-gpo.com*

Re: **CAHO Patient Handling Equipment Request for Proposal RFP No. 2008/01**

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@sjhcs-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 RFP# 2008/01.

We DO  DO NOT  Intend to submit a proposal for:  
Beds

(Please check your answer)

We DO  DO NOT  Intend to submit a proposal for:  
Stretchers

\_\_\_\_\_  
(Company Name)

\_\_\_\_\_  
(Representative's Signature)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Name – Please Print)

# Rules of Engagement

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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All questions and inquiries must be directed to the attention of Annette Senko ([Annette.Senko@sjhcs-gpo.com](mailto: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. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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We are procuring patient handling equipment and sleep surfaces including:

- Beds (all types)
- Stretchers (all types)
- Bedside cabinets & over-bed stands
- Sleep surfaces
- Cribs
- Bassinets

# Request for Proposal (RFP)

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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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

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- Terms and Conditions – after each item, indicate agree or disagree with an explanation.
- Response Appendices A to D (Corporate Overview, References, etc.) –complete each request for information and include with submission.
- Response Appendix F and G (Service & Support) - indicate agree or disagree with an explanation after text, complete tables and include with submission.

# RFP Submission Continued

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- Pricing Response Spreadsheets (Appendix E) – excel spreadsheets have been imported into RFP and can be completed in RFP if using Microsoft Office 2007. For vendors using an older version of Microsoft Office, a separate excel workbook has been created and will be posted with the RFP (Appendix FF).

# RFP Submission Continued

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- Appendices H and I – contain participants projected volumes and any hospital-specific requirements. These appendices are for information only. No response is required.
- Response Appendices J to EE – requests specific information about each type of equipment. Vendors are to provide detailed responses to each item listed. Responses will be scored during evaluation process.

# RFP Submission Continued

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## 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 A through D (Corporate Overview, References etc.)

**File #3** – Appendix F and G (Service & Support)

**Remaining File(s)**– Product Submissions

For each specific product you will be responding to you will need to extract the corresponding worksheet from the file “Appendices J through EE.xls” and then extract the corresponding worksheet from “APPENDIX FF - Patient Handling Equipment - Pricing Sheets (v97-03).xls” to create one new document. The new document should be named in the following format “Vendor Name –Equipment Type – Model Name.xls”

# 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. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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Proposals are to be returned to Annette Senko at the address below no later than 12:00:00 noon, Friday, March 7, 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

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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- All questions and inquiries must be directed to the attention of Annette Senko:  
**[Annette.Senko@sjhcs-gpo.com](mailto:Annette.Senko@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. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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The RFP will be posted on the St. Joseph's Health Systems Group Purchasing Organization web-site on or about Friday, February 8, 2008.

[www.sjhcs-gpo.com](http://www.sjhcs-gpo.com)

# Process Timeline

## RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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- Issue RFP on or about Friday, February 8, 2008;
- Deadline for Vendor's questions received in writing no later than February 26, 2008, 12:00:00 noon; **All questions to be directed to Annette Senko via email.**
- Response to Vendor questions in writing by Monday March 3, 2008;
- Delivery of Vendors' proposals to Office of Annette Senko no later than 12:00:00 noon, Friday, March 7, 2008. **This is the RFP closing date.**

# Process Timeline Contd. - Vendor Fair

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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- Vendor Fair will be held during week of March 17, 2008. Anticipate 2 days. (*suggesting Wednesday March 19 and Thursday March 20, 2008*)
- Vendors to submit space, electrical etc. requirements to Annette Senko ([Annette.Senko@sjhcs-gpo.com](mailto:Annette.Senko@sjhcs-gpo.com)) by no later than Friday February 15, 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.

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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- Determine short list of Vendors by the Evaluation Team by March 21, 2008.
- Advise Vendors of their status and invite to demonstrate their solutions at hospital trials – to be completed by Friday April 11, 2008.
- Preferred Vendor selection by April 25, 2008.

# Process Timeline Contd.

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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- Negotiations completed by Monday May 12, 2008.
- CAHO participants will sign completed agreement(s) by May 19, 2008.

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

# Request for Proposal (RFP)

RFP No. 2008/01 - Patient Handling Equipment and Sleep Surfaces

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Questions?