REQUEST FOR PROPOSAL

RFP No.: RFP763-21-145494-TL
Title: HSC Health Expansion

Proposal Submittal Deadline: October 13, 2020, 2:00 pm, local time

Prepared by:
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1112 Dallas Drive, Suite 4000
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Date Issued: September 15, 2020
REQUEST FOR PROPOSAL

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SECTION 1: INTRODUCTION

1.1 UNTS System Description
The University of North Texas System (UNTS) is a University system that is composed of the University of North Texas in Denton (UNT), the University of North Texas Health Science Center (UNTHSC) in Fort Worth and the University of North Texas at Dallas (UNTD). The UNT System Administration is based in downtown Dallas. The three independent universities of the UNT System have combined enrollment of just over 42,000 students across five major teaching locations, including each main campus as well as Frisco and downtown Dallas. Proposals submitted in response to this RFP shall be for goods and/or services provided to UNTS, UNT, UNTHSC and/or UNTD, as agreed to in writing by the parties.

1.2 Background
On behalf of HSC, UNTS is seeking proposals for an HSC Health Expansion that will support the 12 unique clinics on the HSC campus as well as an Obstetrics and Gynecology clinic in the Fort Worth Medical District. (NIGP commodity code 918-12, 918-90 and 918-76).

HSC Health is looking to evaluate potential market opportunities in Tarrant County, Parker County, Denton County and Dallas County that would provide growth in its clinical operations. Select specialties are aligned with key educational and clinical objectives supporting our primary care focus. In each clinic, an interprofessional team works collaboratively to achieve an optimized treatment plan tailored to the individual patient while integrating health care students into patient care to train providers of the future within the practice.

1.3 Group Purchase Authority
Texas law authorizes institutions of higher education to use the group purchasing procurement method (ref. Sections 51.9335, 73.115, and 74.008, Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer(s) under this Section. Should another institution exercise this option the resulting contract and obligations shall be between that institution and the vendor with UNTS incurring no obligation as a result thereof.

SECTION 2: NOTICE TO PROPOSER

2.1 Submittal Deadline
UNTS will accept proposals submitted in response to this RFP until 2:00pm, local time, on October 13, 2020 (the “Submittal Deadline”). Due to COVID-19 all solicitations must be delivered via UPS/FedEx only with no hand deliveries.

2.2 UNTS Contact Person
Proposers will direct all questions or concerns regarding this RFP to the following UNTS contact (“UNTS Contact”):

Tawana Laster, Senior Buyer

The University specifically instructs all interested parties to restrict all contact and questions regarding this RFP to written communications forwarded to the UNTS Contact via the following link: https://www.untsystem.edu/bid-inquiry.

The UNTS Contact must receive all questions or concerns no later than 2:00pm on September 29, 2020. It is UNTS’ intent to respond to all appropriate questions and concerns; however, UNTS reserves the right to decline to respond to any question or concern.

Answers to questions will be posted via addendum to this RFP on UNTS Business Service Center Bid Opportunities web page located at: https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities. Vendors are strongly advised to review this
page at least four (4) business days prior to the due date for submissions or earlier to ensure that you have received all applicable addenda.

2.3 Criteria for Selection
The successful Proposer(s), if any, will be the Proposer(s) who submit a response to this RFP on or before the Submittal Deadline, and whose response is the best value UNTS, taking into consideration the evaluation criteria contained herein. Selection by UNTS will be in accordance with the requirements and specifications set forth in this RFP. The successful Proposer(s) is/are referred to as the “Contractor”. UNTS reserves the right to make a single award from this solicitation or multiple awards, whatever is in the best interest of the University, with UNTS being the sole judge thereof.

Proposer is encouraged to propose terms and conditions offering the maximum benefit to UNTS as outlined below. Proposers should describe all educational, state and local government discounts, as well as any other applicable discounts that may be available to UNTS in a contract for the services.

An evaluation team from UNTS will evaluate proposals. The evaluation of proposals and the selection of Contractor will be based on the information provided by Proposer in its proposal. Proposers should address, within the response, each of the criteria listed in this section. Failure to respond to these criteria may result in your proposal receiving a negative rating or considered as non-responsive. Proposers should note that the awarded proposal may not be the lowest offer, but the offer(s) deemed most advantageous to UNTS as described in this section.

The criteria to be considered by UNTS in evaluating proposals and selecting awardee(s), will be the following factors:

2.3.1 Experience in the consumer analytics space.
2.3.2 Experience and expertise in the healthcare consumer analytics space.
2.3.3 Experiences in higher education
2.3.4 Ability to execute less than 60 calendar days from verification of completeness and accuracy of all required data.
2.3.5 Financial proposal

Furthermore, UNTS may consider information related to past contract performance of a respondent including, but not limited to, the Texas Comptroller of Public Accounts Vendor Performance Tracking System.

2.4 Schedule of Key Events

Issuance of RFP ...........................................9/15/2020
(Ref. Section 2.6 of this RFP)
Deadline for Questions/Concerns ..........9/29/2020, 2:00pm
(Ref. Section 2.2 of this RFP)
Answers to Questions posted ...............10/2/2020, 5:00pm
Submittal Deadline ..................................10/13/2020, 2:00pm, local time
(Ref. Section 2.1 of this RFP)

Note: This events schedule is for planning purposes only and may be changed at the sole discretion of UNTS.

2.5 Historically Underutilized Businesses

In accordance with Texas Gov’t Code §2161.252 and Texas Administrative Code §20.14, each state agency (including institutions of higher education) as defined by §2151.002 that considers entering into a contract with an expected value of $100,000 or more shall, before agency solicits bids, proposals, offers, or other applicable expressions of interest, determine whether subcontracting opportunities are probable under the contract.
UNTS has determined that subcontracting opportunities (check one) ☐ are probable ☒ are not probable under the agreement.

SECTION 3: SUBMITTAL OF PROPOSAL

3.1 Number of Copies
Proposer must submit one (1) complete original copy of its entire proposal. An original signature by an authorized officer must appear on the Execution of Offer (ref. Appendix One, Section 2) of submitted proposal. The Proposer’s proposal bearing an original signature should contain the mark “original” on the front cover of the proposal.

The University does not consider electronic signatures to be valid for submittal of competitive solicitation responses. Therefore, the original signature must be a “wet signature.”

**Due to COVID-19 all solicitations must be delivered via UPS/FedEx only with no hand deliveries.**

In addition to the original proposal, Proposer must submit one (1) complete copy of the entire proposal electronically on a USB flash drive. The USB flash drive must include a protective cover and be labeled with Proposer’s name and the RFP number.

3.2 Submittal
Proposals must be received by UNTS on or before the Submittal Deadline (ref. Section 2.1 of this RFP) and should be delivered to:

University of North Texas System
Procurement Services
Business Service Center
1112 Dallas Drive, Suite 4000
Denton, TX 76205

Proposals must be typed on letter-size (8.5” x 11”) paper. Sections within the proposal are to be tabbed for ease of reference. Pre-printed material(s), if included, should be referenced in the proposal and included as labeled attachments.

Proposer should submit all proposal materials enclosed in a sealed envelope, box and/or container. The RFP No. and the Submittal Deadline (ref. Section 2.1 of this RFP) should be clearly shown in the lower left-hand corner on the top surface of the container. In addition, the name and the return address of the Proposer should be clearly visible.

Proposer must also submit the number of originals of the HUB Subcontracting Plan (also called the HSP), if required, as directed by this RFP (ref. Section 2.5 of the RFP.)

Note: If proposal requires the submittal of an HSP, the completed HSP documents and the proposal response documents must be in separate sealed envelopes. Both envelopes are to be placed in a master container, and such master container should be marked in the lower left-hand corner with the RFP number and name and Submittal Deadline, as stated above. Request for Proposal number and submittal date should be marked in the lower left-hand corner of sealed bid envelope (box/container). If an HSP is required (refer to Section 2.5), both the proposal and the completed HSP must be in individual sealed envelopes and both envelopes placed in one sealed master container.

Note: Electronic submittals via facsimile or other electronic means will not be accepted, unless otherwise specified within this RFP.
3.3 Proposal Validity Period
Each proposal must state that it will remain valid for UNTS’ acceptance for a minimum of one hundred and eighty (180) days after the Submittal Deadline, to allow time for evaluation, selection, and, any unforeseen delays. Should circumstances arise that require an extension to this period, UNTS reserves the right to provide extensions at its discretion.

3.4 Terms and Conditions
3.4.1 Proposer must comply with the requirements and specifications contained in this RFP, including the Notice to Proposer (ref. Section 2 of this RFP), Proposal Requirements (ref. Section 5 of this RFP). If there is a conflict among the provisions in this RFP, the provision requiring Proposer to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence:
3.4.1.1 Specification (ref. Section 5 of this RFP),
3.4.1.2 Proposal Requirements (ref. Appendix One),
3.4.1.3 Notice to Proposers (ref. Section 2 of this RFP).

3.4.2 UNTS intends to enter into an agreement with the Contractor in substantially the form of the attached Sample Agreement. (refer to Click to enter Attachment name). Award is contingent upon the successful execution of agreement.

3.5 Submittal Checklist
Proposer is to complete, sign, and return the following documents as a part of its proposal. Failure to return each of these items with the proposal may result in rejection of the proposal.
3.5.1 Signed and Completed Execution of Offer (ref. Appendix One, Section 2).
3.5.2 Responses to Proposer's General Questionnaire (ref. Appendix One, Section 3).
3.5.3 Signed and Completed Addenda Checklist (ref. Appendix One, Section 4).
3.5.4 Responses to evaluation criteria.

SECTION 4: GENERAL TERMS AND CONDITIONS

UNTS’ standard purchase order terms and conditions can be found at [https://www.untsystem.edu/sites/default/files/bsc_po_terms_2019.pdf](https://www.untsystem.edu/sites/default/files/bsc_po_terms_2019.pdf). Additionally, attached is a sample Services Agreement (refer to Section 3.4.2 of this RFP).

4.1 Term
The initial term of the contract resulting from this RFP shall be for three (3) years, with one (1) option to extend in one (1) year increment. Options to extend are by mutual consent and in writing. Either party may terminate after year one without penalty by giving at least one-hundred eighty (90) days’ notice to the other party.

4.2 Exceptions
Any exceptions to the terms in either our standard purchase order terms and conditions or those included in the sample agreement should be clearly stated and included in a separate section of the Proposer's response and marked “exceptions”. Proposers are advised that should UNTS not accept a stated exception, the result might be in the disqualification of the proposal.

SECTION 5: SCOPE OF SERVICES

5.1 Vendor Minimum Requirements/Qualifications
5.1.1 20 years’ experience in the consumer analytics space.

5.1.2 15 years’ experience in the healthcare consumer analytics space; Platform readymade; no Beta testing; Higher education experience.
5.2 Specifications/Deliverables

5.2.1 Regional market potential analysis for at least five (5) service lines for HSC Health trade areas.

5.2.2 At least five (5) patient profiles within each potential market along with methodology and supporting documentation; Results will also provide the underlying trade areas and smallest drive time increments for each identified area, which will highlight where to look for real estate.

5.2.3 Provide each area's benchmark performance, further allowing more focus on real estate search.

5.2.4 Existing Facility Assessment determining any relevant competitors and complementary partners, identify target markets that can generate new patients.

5.2.5 Access to the platform details and data cuts.

5.2.6 Standard demographic and physician intelligence reports including concentration of healthcare facilities and medical providers by specialty; potential patients, competitors, and points of interest; insurance covered lives report and thematic layers; applicable demand thematics (inpatient or outpatient) and their associated reports; At least monthly data updates in the platform.

5.2.7 Reports delivered through PowerPoint and Excel.

5.3 Pricing/Fees

5.3.1 The Bidder will provide a financial proposal for three (3) years broken down by year which will include the following.

- Five (5) users on the platform
- Two (2) super or power users at a minimum
- Travel that might be required if incremental to the costs
- Reimbursed to vendor—should HSC requests related services not specified in this proposal, provide a la carte services or optional solution enhancements.

APPENDIX ONE

Section 1: Affirmations and Confirmations

1.1 Purpose

UNTNS is soliciting competitive sealed proposals from Proposers having suitable qualifications and experience providing services in accordance with the terms, conditions and requirements set forth in this RFP. This RFP provides sufficient information for interested parties to prepare and submit proposals for consideration by UNTNS.

By submitting a proposal, Proposer certifies that it understands this RFP and has full knowledge of the scope, nature, quality, and quantity of the services to be performed, the detailed requirements of the services to be provided, and the conditions under which such services are to be performed. Proposer also certifies that it understands that all costs relating to preparing a response to this RFP will be the sole responsibility of the Proposer.

PROPOSER IS CAUTIONED TO READ THE INFORMATION CONTAINED IN THIS RFP CAREFULLY AND TO SUBMIT A COMPLETE RESPONSE TO ALL REQUIREMENTS AND QUESTIONS AS DIRECTED.
1.2 Inquiries and Interpretations
UNTS may in its sole discretion respond in writing to written inquiries concerning this RFP and mail its response as an
Addendum to all parties recorded by UNTS as having received a copy of this RFP. Only UNTS’s responses that are made
by formal written Addenda will be binding on UNTS. Any verbal responses, written interpretations or clarifications other than
Addenda to this RFP will be without legal effect. All Addenda issued by UNTS prior to the Submittal Deadline will be and
are hereby incorporated as a part of this RFP for all purposes. This addenda shall be posted to UNTS’ Bid Opportunities
Web Page located at: https://www.untsystem.edu/hr-it-business-services/procurement/purchasing/bid-opportunities.
Vendors are strongly encouraged to visit this page at least four (4) business days prior to submitting your response to ensure
that you have received all applicable addenda.

Proposers are required to acknowledge receipt of each Addendum as specified in this Section. The Proposer must
acknowledge all Addenda by completing, signing and returning the Addenda Checklist in Section 4 of this appendix. The
Addenda Checklist should accompany the Proposer’s proposal.

Any interested party that receives this RFP by means other than directly from UNTS is responsible for notifying UNTS that it
has received an RFP package, and should provide its name, address, telephone number and FAX number to UNTS, so
that if UNTS issues Addenda to this RFP or provides written answers to questions, that information can be provided to such
party.

1.3 Public Information
Proposer is hereby notified that UNTS strictly adheres to all statutes, court decisions and the opinions of the Texas Attorney
General with respect to disclosure of public information.

All information, documentation, and other materials submitted in response to this RFP is subject to public disclosure under the
Texas Public Information Act (Government Code, Chapter 552.001, et seq.). Proposer will be advised of a request for
public information that implicates their materials if those materials are marked “Confidential and Proprietary” and will have
the opportunity to raise any objections to disclosure to the Texas Attorney General.

1.4 Type of Agreement
Refer to the attached Sample Service Agreement

1.5 Proposal Evaluation Process
UNTS will select Contractor by using the competitive sealed proposal process described in this Section.

UNTS may make the selection of Contractor on the basis of the proposals initially submitted, without discussion, clarification
or modification. In the alternative, UNTS may make the selection of Contractor on the basis of negotiation with any of the
Proposers. In conducting such negotiations, UNTS will use commercially reasonable efforts to avoid disclosing the contents
of competing proposals.

At UNTS’ sole option and discretion, UNTS may discuss and negotiate elements of proposals submitted with any or all
proposers. Furthermore, UNTS may request presentations or system demonstrations from any or all proposers at no cost
or obligation to UNTS.

After submission of a proposal but before final selection of Contractor is made, UNTS may permit a Proposer to revise its
proposal in order to obtain the Proposer’s best and final offer. In that event, representations made by Proposer in its revised
proposal, including price and fee quotes, will be binding on Proposer. UNTS is not obligated to select the Proposer offering
the most attractive economic terms if that Proposer is not the most advantageous to UNTS overall, as determined by UNTS
according to the evaluation criteria contained herein.

UNTS reserves the right to (a) enter into an agreement for all or any portion of the requirements and specifications set forth
in this RFP with one or more Proposers, (b) reject any and all proposals and re-solicit proposals, or (c) reject any and all
proposals and temporarily or permanently abandon this selection process, if deemed to be in the best interests of UNTS.
Proposer is hereby notified that UNTS will maintain in its files concerning this RFP a written record of the basis upon which
a selection, if any, is made by UNTS.

1.6 Proposer's Acceptance of Evaluation Methodology
By submitting a proposal, Proposer acknowledges (1) Proposer’s acceptance of [a] the Proposal Evaluation Process
(ref. Section 1.5 of APPENDIX ONE), [b] the Criteria for Selection (ref. 2.3 of this RFP), [c] the Specifications and, [d] the
terms and all other requirements and specifications set forth in this RFP; and (2) Proposer’s recognition that some subjective
judgments must be made by UNTS during this RFP process.

1.7 Solicitation for Proposal and Proposal Preparation Costs
Proposer understands and agrees that (1) this RFP is a solicitation for proposals and UNTS has made no representation
written or oral that one or more agreements with UNTS will be awarded under this RFP; (2) UNTS issues this RFP predicated
on UNTS’s anticipated requirements for the Services, and UNTS has made no representation, written or oral, that any
particular scope of services will actually be required by UNTS; and (3) Proposer will bear, as its sole risk and responsibility,
any cost that arises from Proposer’s preparation of a proposal in response to this RFP.

1.8 Proposal Requirements and General Instructions
1.8.1 Proposer should carefully read the information contained herein and submit a complete proposal in response to
all requirements and questions as directed.
1.8.2 Proposals and any other information submitted by Proposer in response to this RFP will become the property of
UNTS.
1.8.3 UNTS will not provide compensation to Proposer for any expenses incurred by the Proposer for proposal preparation or for demonstrations or oral presentations that may be made by Proposer. Proposer submits its proposal at its own risk and expense.

1.8.4 Proposals that (i) are qualified with conditional clauses; (ii) alter, modify, or revise this RFP in any way; or (iii) contain irregularities of any kind, are subject to disqualification by UNTS, at UNTS’s sole discretion.

1.8.5 Proposals should be prepared simply and economically, providing a straightforward, concise description of Proposer's ability to meet the requirements and specifications of this RFP. Emphasis should be on completeness, clarity of content, and responsiveness to the requirements and specifications of this RFP. Proposers are encouraged to completely address the evaluation criteria.

1.8.6 UNTS makes no warranty or guarantee that an award will be made as a result of this RFP. UNTS reserves the right to accept or reject any or all proposals, waive any formalities, procedural requirements, or minor technical inconsistencies, and delete any requirement or specification from this RFP or the Agreement when deemed to be in UNTS’s best interest. UNTS reserves the right to seek clarification from any Proposer concerning any item contained in its proposal prior to final selection. Such clarification may be provided by telephone conference or personal meeting with or writing to UNTS, at UNTS’s sole discretion. Representations made by Proposer within its proposal will be binding on Proposer.

1.8.7 Any proposal that fails to comply with the requirements contained in this RFP may be rejected by UNTS, in UNTS’ sole discretion.

1.8.8 Should a vendor wish to protest or dispute determinations or awards made in connection with this RFP, it shall be done by submitting a Letter of Protest/Dispute to UNTS Senior Director for Procurement Services outlining the issue to be considered.

1.9 Execution of Offer
Proposer must complete, sign and return the Execution of Offer (ref. Appendix One, Section 2) as part of its proposal. The Execution of Offer must be signed by a representative of Proposer duly authorized to bind the Proposer to its proposal. Any proposal received without a completed and signed Execution of Offer may be rejected by UNTS, in its sole discretion.

1.10 Pricing and Delivery Schedule
Proposer must complete and return the Pricing Schedule (ref. Section 5 of this RFP), as part of its proposal. In the Pricing and Delivery Schedule, the Proposer should describe in detail (a) the total fees for the entire scope of the Services; and (b) the method by which the fees are calculated. The fees must be inclusive of all associated costs for delivery, labor, insurance, taxes, overhead, and profit.

UNTS will not recognize or accept any charges or fees to perform the Services that are not specifically stated in the Pricing and Delivery Schedule. In the Pricing and Delivery Schedule, Proposer should describe each significant phase in the process of providing the Services to UNTS, and the time period within which Proposer proposes to be able to complete each such phase.

1.11 Proposer’s General Questionnaire
Proposals must include responses to the questions in Section 3 of Appendix 1. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer should explain the reason when responding N/A or N/R.

1.12 Addenda Checklist
Proposer should acknowledge all addenda to this RFP (if any) by completing, signing and returning the Addenda Checklist (ref. Appendix One, Section 4) as part of its proposal. Any proposal received without a completed and signed Addenda Checklist may be rejected by UNTS, in its sole discretion.

1.13 Submittal
Proposer should submit all proposal materials enclosed in a sealed envelope, box, or container. The RFP No. (ref. Section 1.3 of this RFP) and the Submittal Deadline (ref. Section 2.1 of this RFP) should be clearly shown in the lower left-hand corner on the top surface of the container. In addition, the name and the return address of the Proposer should be clearly visible.

Proposer must also submit the number of originals of the HUB Subcontracting Plan (also called the HSP), if required, as directed by this RFP (ref. Section 2.5 of the RFP.)

Note: If proposal requires the submittal of an HSP, the completed HSP documents and the proposal response documents must be in separate sealed envelopes. Both envelopes are to be placed in a master container, and such master container should be marked in the lower left-hand corner with the RFP number and name and Submittal Deadline, as stated above.

Upon Proposer’s request and at Proposer’s expense, UNTS will return to a Proposer its proposal received after the Submittal Deadline if the proposal is properly identified. UNTS will not under any circumstances consider a proposal that is received after the Submittal Deadline or which is not accompanied by the number of completed and signed originals of the HSP that are required by this RFP.

UNTS will not accept proposals submitted by telephone, proposals submitted by facsimile ("fax") transmission, or proposals submitted by electronic transmission (i.e., e-mail) in response to this RFP.
Section 2: Execution of Offer

THIS EXECUTION OF OFFER MUST BE COMPLETED, SIGNED AND RETURNED WITH PROPOSER'S RESPONSE. FAILURE TO COMPLETE, SIGN AND RETURN THIS EXECUTION OF OFFER WITH THE PROPOSER'S RESPONSE MAY RESULT IN THE REJECTION OF THE PROPOSAL.

2.1 By signature hereon, Proposer represents and warrants the following:

2.1.1 Proposer acknowledges and agrees that (1) this RFP is a solicitation for a proposal and is not a contract or an offer to contract; (2) the submission of a proposal by Proposer in response to this RFP will not create a contract between UNTS and Proposer; (3) UNTS has made no representation or warranty, written or oral, that one or more contracts with UNTS will be awarded under this RFP; and (4) Proposer will bear, as its sole risk and responsibility, any cost arising from Proposer’s preparation of a response to this RFP.

2.1.2 Proposer is a reputable company that is lawfully and regularly engaged in providing the Services.

2.1.3 Proposer has the necessary experience, knowledge, abilities, skills, and resources to perform the Services.

2.1.4 Proposer is aware of, is fully informed about, and is in full compliance with all applicable federal, state and local laws, rules, regulations and ordinances.

2.1.5 Proposer understands (i) the requirements and specifications set forth in this RFP and (ii) the terms and conditions set forth in the Agreement under which Proposer will be required to operate.

2.1.6 If selected by UNTS, Proposer will not delegate any of its duties or responsibilities under this RFP or the Agreement to any sub-contractor, except as expressly provided in the Agreement.

2.1.7 If selected by UNTS, Proposer will maintain any insurance coverage as required by the Agreement during the term thereof.

2.1.8 All statements, information and representations prepared and submitted in response to this RFP are current, complete, true and accurate. Proposer acknowledges that UNTS will rely on such statements, information and representations in selecting Contractor. If selected by UNTS, Proposer will notify UNTS immediately of any material change in any matters with regard to which Proposer has made a statement or representation or provided information.

2.1.9 Proposer will defend with counsel approved by UNTS, indemnify, and hold harmless UNTS, The University of North Texas System, the State of Texas, and all of their regents, officers, agents and employees, from and against all actions, suits, demands, costs, damages, liabilities and other claims of any nature, kind or description, including reasonable attorneys’ fees incurred in investigating, defending or settling any of the foregoing, arising out of, connected with, or resulting from any negligent acts or omissions or willful misconduct of Proposer or any agent, employee, subcontractor, or supplier of Proposer in the execution or performance of any contract or agreement resulting from this RFP.

2.1.10 Pursuant to Sections 2107.008 and 2252.903, Government Code, any payments owing to Proposer under any contract or agreement resulting from this RFP may be applied directly to any debt or delinquency that Proposer owes the State of Texas or any agency of the State of Texas regardless of when it arises, until such debt or delinquency is paid in full.

2.2 By signature hereon, Proposer offers and agrees to furnish the services to UNTS and comply with all terms, conditions, requirements and specifications set forth in this RFP.
By signature hereon, Proposer affirms that it has not given or offered to give, nor does Proposer intend to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor or service to a public servant in connection with its submitted proposal. Failure to sign this Execution of Offer, or signing with a false statement, may void the submitted proposal or any resulting contracts, and the Proposer may be removed from all proposal lists at UNTS.

By signature hereon, Proposer certifies that it is not currently delinquent in the payment of any taxes due under Chapter 171, Tax Code, or that Proposer is exempt from the payment of those taxes, or that Proposer is an out-of-state taxable entity that is not subject to those taxes, whichever is applicable. A false certification will be deemed a material breach of any resulting contract or agreement and, at UNTS’s option, may result in termination of any resulting contract or agreement.

By signature hereon, Proposer hereby certifies that neither Proposer nor any firm, corporation, partnership or institution represented by Proposer, or anyone acting for such firm, corporation or institution, has violated the antitrust laws of the State of Texas, codified in Section 15.01, et seq., Business and Commerce Code, or the Federal antitrust laws, nor communicated directly or indirectly the proposal made to any competitor or any other person engaged in such line of business.

By signature hereon, Proposer certifies that the individual signing this document and the documents made a part of this RFP, is authorized to sign such documents on behalf of Proposer and to bind Proposer under any agreements and other contractual arrangements that may result from the submission of Proposer’s proposal.

By signature hereon, Proposer certifies as follows:

"Under Section 231.006, Family Code, relating to child support, Proposer certifies that the individual or business entity named in the Proposer’s proposal is not ineligible to receive the specified contract award and acknowledges that any agreements or other contractual arrangements resulting from this RFP may be terminated if this certification is inaccurate."

By signature hereon, Proposer certifies that (i) no relationship, whether by blood, marriage, business association, capital funding agreement or by any other such kinship or connection exists between the owner of any Proposer that is a sole proprietorship, the officers or directors of any Proposer that is a corporation, the partners of any Proposer that is a partnership, the joint venturers of any Proposer that is a joint venture or the members or managers of any Proposer that is a limited liability company, on one hand, and an employee of any component of UNTS of North Texas System, on the other hand, other than the relationships which have been previously disclosed to UNTS in writing; (ii) Proposer has not been an employee of any component institution of the University of North Texas System within the immediate twelve (12) months prior to the Submittal Deadline; and (iii) no person who, in the past four (4) years served as an executive of a state agency was involved with or has any interest in Proposer’s proposal or any contract resulting from this RFP (ref. Section 669.003, Government Code). All disclosures by Proposer in connection with this certification will be subject to administrative review and approval before UNTS enters into a contract or agreement with Proposer.

By signature hereon, Proposer certifies its compliance with all federal laws and regulations pertaining to Equal Employment Opportunities and Affirmative Action.

By signature hereon, Proposer affirmatively states that it does not boycott Israel, pursuant to Texas Gov’t Code Section 2270.001. Additionally, Proposer shall not engage in a boycott of Israel during the term of this Agreement.

By signature hereon, Proposer affirms its compliance with Texas Administrative Code Title 1, Part 10, Chapter 213, Subchapter C, Rule §213.38, Electronic and Information Resources Accessibility Standards for Institutions of Higher Education.

By signature hereon, Proposer represents and warrants that all products and services offered to UNTS in response to this RFP meet or exceed the safety standards established and promulgated under the Federal Occupational Safety and Health Law (Public Law 91-596) and the Texas Hazard Communication Act, Chapter 502, Health and Safety Code, and all related regulations in effect or proposed as of the date of this RFP.

By signature hereon, Respondent will comply with and agree to use e-Verify in accordance with State of Texas Executive Order RP-80.

Proposer will and has disclosed, as part of its proposal, any exceptions to the certifications stated in this Execution of Offer. All such disclosures will be subject to administrative review and approval prior to the time UNTS makes an award or enters into any contract or agreement with Proposer.

If Proposer will sell or lease computer equipment to UNTS under any agreements or other contractual arrangements that may result from the submission of Proposer’s proposal then, pursuant to Section 361.965(c), Health & Safety Code, Proposer certifies that it is in compliance with the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act set forth in Chapter 361, Subchapter Y, Health & Safety Code and the rules adopted by the Texas Commission on Environmental Quality under that Act as set forth in Title 30, Chapter 328, Subchapter I, Texas Administrative Code. Section 361.952(2), Health & Safety Code, states that, for purposes of the Manufacturer Responsibility and Consumer Convenience Computer Equipment Collection and Recovery Act, the term “computer equipment” means a desktop or notebook computer and includes a computer monitor or other display device that does not contain a tuner.

Proposer should complete the following information:

If Proposer is a Corporation, then list the State of Incorporation:
If Proposer is a Corporation, then list the Proposer’s corporate charter number: __________________________

RFP No.: _________________________, Title: ______________________________________________

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED, ON REQUEST, TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Submitted and Certified By:

(Proposer Institution’s Name)

(Signature of Duly Authorized Representative)

(Printed Name/Title)

(Date Signed)

(Proposer’s Street Address)

(City, State, Zip Code)

(Telephone Number)

(FAX Number)

(Email Address)

Section 3: Proposer’s General Questionnaire

NOTICE: WITH FEW EXCEPTIONS, INDIVIDUALS ARE ENTITLED, ON REQUEST, TO BE INFORMED ABOUT THE INFORMATION THAT GOVERNMENTAL BODIES OF THE STATE OF TEXAS COLLECT ABOUT SUCH INDIVIDUALS. UNDER SECTIONS 552.021 AND 552.023, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO RECEIVE AND REVIEW SUCH INFORMATION. UNDER SECTION 559.004, GOVERNMENT CODE, INDIVIDUALS ARE ENTITLED TO HAVE GOVERNMENTAL BODIES OF THE STATE OF TEXAS CORRECT INFORMATION ABOUT SUCH INDIVIDUALS THAT IS INCORRECT.

Proposals must include responses to the questions contained in this Proposer’s General Questionnaire. Proposer should reference the item number and repeat the question in its response. In cases where a question does not apply or if unable to respond, Proposer should refer to the item number, repeat the question, and indicate N/A (Not Applicable) or N/R (No Response), as appropriate. Proposer will explain the reason when responding N/A or N/R.

3.1 Proposer Profile

Company’s Legal Name:

_________________________________________________________

Address of principal place of business:

_________________________________________________________

_________________________________________________________

Address of office that would be providing service under the Agreement:

_________________________________________________________
Number of years in Business: ______________________

State of incorporation: __________________________

Number of Employees: ___________________________

Annual Revenues Volume: _________________________

Name of Parent Corporation, if any (mark “N/A” if not applicable) ______________________________________

Are you a certified Historically Underutilized Business (HUB)? (check one) ☐ YES ☐ NO

If “Yes”, please indicate the issuing authority _______________________________________________________
and include copy of your certificate in your bid response package.

THIS AREA LEFT INTENTIONALLY BLANK
Section 4: Addenda Checklist

Proposal of: ________________________________

(Proposer Company Name)

To: The University of North Texas System

RFP Title ______________________________________

RFP No.: _________________________________

The undersigned Proposer hereby acknowledges receipt of the following Addenda to the captioned RFP (initial where applicable).

Note: Only check the boxes that apply. For example, if there was only one addendum, initial just the first blank after “No. 1”, not all 5 blanks below.

No. 1 _____ No. 2 _____ No. 3 _____ No. 4 _____ No. 5 _____

Respectfully submitted,

Proposer: ________________________________

(Company Name)

By: ________________________________

(Authorized Signature Name, print or type)

(Title)

(Date)

Signature (authorized signature)

-END-
PROFESSIONAL SERVICES AGREEMENT

Effective Date:

Client: University of North Texas Health Science Center Fort Worth

Client Address: 3500 Camp Bowie Blvd, Fort Worth, TX 76107

Attn:

Contractor: [Vendor Name]

Contractor Address: [Vendor Address]

Attn:

Services: The Services to be provided under this Agreement are set forth in Exhibit “A” Scope of Services, attached hereto and incorporated herein for all purposes.

Compensation:

RECITALS

This Professional Services Agreement (“Agreement”) is made and entered into by Client and Contractor as of the Effective Date.

WHEREAS, Client desires that Contractor provide the Services, and Contractor desires to provide the Services to and for the benefit of Client;

THEREFORE, for good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Client and Contractor agree as follows:

AGREEMENT

1. Provision of Services. Contractor shall provide all necessary personnel, equipment, material, supplies, and facilities in the performance of the Services. Contractor shall perform the Services with that standard of professional care, skill, and diligence customarily and ordinarily provided in the performance of similar services.

2. Term. Unless otherwise terminated in accordance with the provisions set forth herein or by mutual written agreement of the parties, the term of this agreement shall begin on the Effective Date and continue through___________.

PROFESSIONAL SERVICES AGREEMENT
3. **Termination.** Either party may terminate this Agreement if the other party breaches or is in default of any obligation hereunder, which default is incapable of cure or which, being capable of cure, has not been cured within thirty (30) business days after receipt of written notice from the non-defaulting party or within such additional cure period as the non-defaulting party may authorize. Contractor shall be entitled to compensation for services rendered through the effective date of termination.

**Payment of Compensation.** Client shall pay the Compensation to Contractor in accordance with the payment terms set forth above provided that if no payment terms are specified, payment shall be made no later than thirty days following the later of completion of the Services or Client’s receipt of an invoice from Contractor. Interest, if any, on past due payments shall be made in accordance with Chapter 2251 of the Texas Government Code. Contractor must be in good standing, not indebted to the State of Texas, and current on all taxes owed to the State of Texas for payment to occur. Invoices and any required supporting documents must be presented to:

____________________________
____________________________

4. **Property Rights.** Client shall, at all times, retain ownership in and the rights to any creative works, research data, reports, designs, recordings, graphical representations, or works of similar nature that may be produced in connection with this Agreement or the Services. Contractor agrees that such works are “works for hire” and assigns all of Contractor’s right, title, and interest to Client.

5. **No Conflict of Interest.** Contractor certifies that in entering into this Agreement, no relationship exists between Contractor (including any related entity or individual) and Client (including any department, organization, or individual) that by its nature may be considered a conflict of interest by influencing or potentially influencing the execution of this Agreement or the independent performance of the Services. Contractor agrees to disclose to Client any such conflict of interest should it become known or arise during the term of this Agreement. Client may, in its sole and absolute discretion, terminate this Agreement immediately if such conflict of interest exists.

6. **Execution and Enforceability.** This Agreement shall not be considered a binding offer unless and until it has been executed by the proper authority for Client, and shall not be considered a valid and enforceable contract without full execution by both parties.

7. **Breach of Contract Claims.** Chapter 2260 of the Texas Government Code establishes a dispute resolution process for contracts involving, goods, services, and certain types of projects. If Chapter 2260 applies to this Agreement, then the statutory dispute resolution process must be used to attempt to resolve disputes arising under this Agreement.

8. **No Assignment.** This Agreement, and the rights and obligations set forth herein, may not be assigned by either party without the express written consent of the other party.
9. **Amendment.** This Agreement may be amended at any time by mutual agreement of the parties. Before any amendment shall be operative or valid, it shall have been reduced to writing and signed by both parties.

10. **Severability.** The invalidity or unenforceability of any particular provision of this Agreement shall not affect the other provisions hereof, and this Agreement shall be construed in all respects as if such invalid or unenforceable provisions were omitted. In addition, the invalid or unenforceable provision shall be modified so as to conform to the greatest extent possible to the original intent of such provision.

11. **Non-Waiver.** No failure by either party to insist upon the strict performance of any covenant, agreement, term, or condition of this Agreement, or to exercise a right or remedy shall constitute a waiver. No waiver of any breach shall affect or alter this Agreement, but each and every covenant, condition, agreement, and term of this Agreement shall continue in full force and effect with respect to any other existing or subsequent breach.

12. **No Third-Party Beneficiaries.** Nothing in this Agreement shall be construed as creating or giving rise to any rights in any third parties or any persons other than the parties hereto.

13. **Governing Law and Venue.** This Agreement shall be construed and enforced under and in accordance with the laws of the State of Texas. Venue for any suit filed pursuant to this Agreement is subject to the mandatory venue statute set forth in section 105.151 of the Texas Education Code.

14. **Relationship of Parties.** Contractor shall, at all times, act as an independent contractor and not as a partner, employee, or agent of Client. Contractor shall not act or hold himself out to third parties as a partner, employee, or agent of Client in the provision of the Services. Client shall not have or exercise such control over the manner in which the Services are provided as would jeopardize the status of Contractor as an independent contractor. Client will not withhold federal or state income tax or Social Security tax on behalf of Contractor. In addition, Contractor shall have no claim under this Agreement or otherwise against Client for vacation pay, sick leave, unemployment insurance, worker’s compensation, retirement benefits, disability benefits, or employee benefits of any kind. Contractor shall have the exclusive responsibility for the payment of all such taxes and arrangements for insurance coverage and shall discharge such responsibility fully. In the event the Internal Revenue Service or any other governmental agency should question or challenge the independent contractor status of Contractor, the parties hereto mutually agree that both Contractor and Client shall have the right to participate in any discussion or negotiation occurring with such agency or agencies, regardless of by whom such discussion or negotiation is initiated.

15. **Additional Assurances.** Except as may be expressly provided to the contrary by this Agreement, the provisions of this Agreement shall be self-operative and shall not require further agreement by the parties. Provided, however, that at the request of either party, the other party shall execute such additional instruments and take such additional acts as are reasonable and as may be deemed necessary or desirable to effectuate the terms of this Agreement.
16. **Notices.** Any notice given pursuant to this Agreement to a party to this Agreement shall be given in writing by personal delivery, overnight delivery, facsimile, or United States certified or registered mail return receipt requested, and shall be addressed to each party as shown above, or to such other address, or to the attention of such other person or officer, as either party may by written notice designate from time to time.

17. **Independent Counsel.** Each party acknowledges that they have had the opportunity to be represented by separate and independent counsel in the negotiation of this Agreement, that such respective attorney, if any, was of their own choosing, and that they have read this Agreement and understand the legal consequences.

18. **Presumption Waiver.** Each party waives the presumption that this Agreement is presumed to be in favor of the party which did not prepare it, in case of a dispute as to interpretation.

19. **Counterparts.** This Agreement may be executed in multiple counterparts, each of which shall be deemed an original and all of which when taken together shall constitute but one and the same instrument, and facsimile or electronic signatures shall be equally binding as originals.

20. **Incorporation and Entire Agreement.** This Agreement incorporates the usual and customary Client purchase order and the terms, conditions, and notices contained therein are included herein for all purposes. This Agreement, including any exhibits or addenda identified and incorporated by reference herein, and the corresponding Client purchase order constitute the entire agreement between the parties and contain all the agreements between the parties with respect to Contractor and the provision of the Services. No oral statements or prior written statement not specifically incorporated herein shall be of any force and effect. The parties expressly acknowledge that, in entering into and executing this Agreement, the parties rely solely upon the representations and agreements contained in this Agreement and no others.

21. **Indemnity.** Contractor agrees to indemnify and hold harmless Client and its regents, officers, agents, and employees, from and against any liability, losses, or damages it may suffer as a result of claims, demands, causes of action, costs, or judgments against it arising out of Contractor’s breach of any provision of this Agreement or arising out of any act or omission by Contractor in the provision of the Services.

22. **Appropriations.** The Texas Constitution prohibits obligations beyond the current appropriations term. Client shall have the right to cancel all or part of this Agreement at any time without penalty if legislative, federal, or Client funds are not appropriated for the Services.

23. **FERPA.** If Contractor has access to students’ educational records, Contractor shall limit its employees’ access to the records to those persons for whom access is essential to the performance of the Services. Contractor shall, at all times and in all respects, comply with the terms of the Family Educational Rights and Privacy Act of 1974, as amended.
24. **Public Information.** Client shall release information to the extent required by the Texas Public Information Act and other applicable law. If requested, Contractor shall make public information available to Client in an electronic format.

25. **Israel Non-Boycott Verification.** Pursuant to Texas Gov’t Code Section 2270.002, Vendor hereby represents, verifies, and warrants that it does not boycott Israel and will not boycott Israel during the term of the Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement in multiple originals to be effective as of the date first written above.

UNIVERSITY OF NORTH TEXAS HEALTH SCIENCE CENTER

Date: ______________________ By: ______________________

Carolyn Cross, MA, CTP, CPPB
Director of Contract Administration

Vendor

Date: ______________________ By: ______________________
Name: ______________________
Title: ______________________
EXHIBIT “A”
SCOPE OF SERVICES

Background Information:
Skilled nursing facilities (SNF) provide long-term residential living and post-acute transitional care. Patient safety is a recognized component to reducing hospital readmissions and preventable adverse events. With a long term goal of improving the safety and quality of care provided by SNF, the University of North Texas Health Science Centers’ Center for Geriatrics will use a case study method to evaluate factors related to the implementation of a patient safety improvement intervention in SNF.

Project Description:
To improve the safety and quality of care provided in Skilled Nursing Facilities through the implementation of the TeamSTEPPS model. CMS quality data will be reviewed for each facility. A case study method will be used to evaluate the impact of our intervention at two local SNF’s. Implementation of the TeamSTEPPS Long Term Care program in three phases:
• Phase 1: Conducting a readiness assessment using the AHRQ’s Nursing Home Survey on Patient Safety Culture.
• Phase 2: Developing an action plan working with the Quality Assessment and Performance Improvement (QAPI) committee of each SNF to customize and implement the training program suited to the needs of the facility.
• Phase 3: Monitoring performance, making necessary adjustments to meet quality goals, collecting and reporting performance outcomes data. Conducting a follow up AHRQ Nursing Home Survey on Patient Safety Culture.

Objectives:
With a long term goal of improving the safety and quality of care provided to SNF residents, the objective of this project is to evaluate factors related to the implementation of TeamSTEPPS in skilled nursing settings. This project will be conducted at two SNF in Fort Worth, Texas. The central hypothesis is that TeamSTEPPS principles expand the capacity of SNF to develop, implement and sustain effective resident safety interventions. The rationale of this project is that new models of implementing TeamSTEPPS training improve resident safety in SNF and prepares clinicians and staff to care for a growing number of older adults in need of skilled nursing care.

The Stayton will provide the UNT Health Science Center Project Team with facility space for the staff trainings and support recruitment efforts to increase the number of AHRQ survey responses completed by facility staff. Facility leadership and the facility QAPI committee will work with the Project Team to customize and implement the training program and a quality
improvement project suited to the needs of the facility during Phase 2, and collecting and reporting performance outcomes data in Phase 3.

Payment to the facility will be tied to completion of the three phases: Phase 1 ($500), Phase 2 ($1,000) and Phase 3 ($500).