

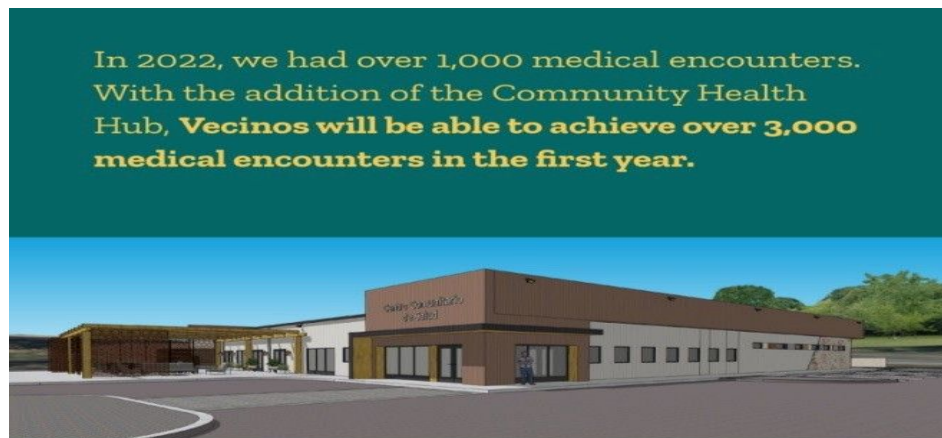
Request for Proposal (RFP) Information Technology Services for Medical Office Building

1. Introduction

In 2020 Vecinos, Inc (“the Agency”), the grant recipient and a Macon County non-faith based 501c3, identified three major gaps in services needed by farmworkers in Macon County: accessing healthcare; family counseling services and finding an immigration attorney who would represent them pro-bono. For refugee and immigrant families, accessing high-quality, culturally responsive resources, guidance, and services in their first language is crucial to their adjustment to a new community. Vecinos is partnering with other organizations to provide legal aid, and family counseling services to address those gaps. Upon completion of the project, the combination of these services will be known as “Vecinos Community Health Hub”.

As a result of support from federal and state agencies, Vecinos has been awarded USDA and other state grants, as well as various local grants to fund the above project. Responses to this RFP will require specific plans that meet all grant requirements.

We understand that agricultural work is one of the most dangerous jobs in the country and workers face many barriers when it comes to accessing care. We thrive in breaking down those barriers by bringing access to care to the community. We were founded upon the mission to serve and advocate for farmworkers, uninsured, and low-income adults in western North Carolina, with a specific focus on the Latinx and farmworker community. Our aim is to provide culturally appropriate health and wellness services for the uninsured Latinx community.



2. Purpose

Vecinos, Inc. is seeking qualified and experienced Information Technology (IT) service providers to design, install, and maintain a comprehensive IT infrastructure for its new 16,000 square foot medical office building. The selected vendor will be responsible for providing and implementing the following systems, nurse call, overhead paging, door access control, low voltage wiring, and wireless technology hubs throughout the facility.

3. Project Overview

The project consists of exterior and interior renovations of an existing 16,000 sf flex office facility that will be converted into a mixed-use medical clinic with space for community engagement, and programming space. The anchor tenant will be Vecinos, Inc. and the services they provide include primary care, behavioral health, family medicine, adult medicine, women's health, men's health, optometry and pharmacy.

3. Scope of Work

The IT service provider is expected to:

- Design, engineer, and implement a comprehensive IT infrastructure to support the medical office building's operations.
- Install and configure nurse call systems, overhead paging systems, door access control systems, and low voltage wiring throughout the facility.
- Provide and install wireless technology hubs to ensure reliable wireless connectivity for staff and patients.
- Integrate all systems to function seamlessly and efficiently.
- Provide training to building staff on the operation and maintenance of the systems.
- Offer ongoing maintenance, support, and troubleshooting services.

Construction Documents Link:

<https://app.box.com/s/nxodhzp6es456j2zmoe2eax29p48bcsk>

Construction Schedule Link:

<https://app.box.com/s/lio0ynph1o4p772wakimdaphwmh9i6vg>

4. Proposal Requirements

Proposers must submit a detailed proposal outlining their understanding of the project, proposed solutions, project timeline, and pricing structure. The proposal should include the following:

- Company profile and experience in healthcare IT projects.
- Detailed project plan, including project milestones and deliverables.
- Proposed system design and specifications.
- Equipment and materials to be used.
- Proposed Contract Template should be included in the proposal.
- Implementation timeline and resource allocation.
- Pricing structure and payment terms.
- Warranty and maintenance plans.
- References from previous similar projects.

5. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Technical competence and experience
- Proposed solutions and design
- Project timeline and resource allocation
- Pricing and value
- References and past performance

6. Proposal Submission

Proposals are due on **September __18__, 2024 by 2:00 pm**. All proposals should be submitted electronically to:

Marianne Martinez, CEO
mmartinez@vecinosinc.org

7. Questions and Clarifications

Questions regarding this RFP should be submitted in writing to

Greg Page, MSCM CPM | 330 Partners Inc.

greg.page@330partners.com

8. Owner's Reservation of Rights

THE OWNER'S RESERVATION OF RIGHTS. The Agency reserves the right to:

8.1 Right to Reject, Waive, or Terminate the RFP. Reject any or all proposals, to waive any informality in the RFP process, or to terminate the RFP process at any time, if deemed by the Agency to be in its best interests.

8.2 Right to Not Award. Not to award a contract pursuant to this RFP.

8.3 Right to Terminate. Terminate a contract awarded pursuant to this RFP, at any time for its convenience upon 10 days written notice to the successful proposer(s).

8.4 Right to Determine Time and Location. Determine the days, hours and locations that the successful proposer(s) shall provide the services called for in this RFP.

8.5 Right to Retain Proposals. Retain all proposals submitted and not permit withdrawal for a period of 60 days subsequent to the deadline for receiving proposals without the written consent of the Agency Contracting Officer (CO).

8.6 Right to Negotiate. Negotiate the fees proposed by the proposer entity.

8.7 Right to Reject Any Proposal. Reject and not consider any proposal that does not meet the requirements of this RFP, including but not necessarily limited to incomplete proposals and/or proposals offering alternate or non-requested services.

8.8 No Obligation to Compensate. Have no obligation to compensate any proposer for any costs incurred in responding to this RFP.

8.9 Waive or Correct. Waive or correct any immaterial defect or technical error in any response, proposal or proposal procedure, as a part of the RFP or subsequent negotiation process. All information contained in this RFP is the best data available at the time of the RFP was prepared. Information given in the RFP is not intended as representation having binding legal effect. This information is furnished for the convenience of respondents and the Agency assumes no liability for any errors or omissions.

8.10 Right to Modify. At any time prior to the submittal deadline, modify the selection procedure, the scope of the proposed project or the required responses; extend any of the published deadlines; request amendments to proposals after the expiration deadlines; negotiate or approve final agreements.

8.11 Right to Prohibit. At any time during the RFP or contract process to prohibit any further participation by a proposer or reject any proposal submitted that does not conform to any of the requirements detailed herein. By receipt of the RFP each prospective proposer is thereby agreeing to abide by all terms and conditions listed within this document, and further agrees that he/she will inform the CO in writing within 5 days of the discovery of any item listed herein or of any item that is issued thereafter by the Agency that he/she feels needs to be addressed. Failure to abide by this timeframe shall relieve the Agency, but not the prospective proposer, of any responsibility pertaining to such issue.

8.12 Right to Reject – Obtaining Competitive Solicitation Documents. By submitting a response to this competitive solicitation, the respondent thereby affirms that he/she obtained all information. Any other group such as a proposal depository that informs potential respondents of the availability of such competitive solicitations are hereby instructed to not distribute these documents to any such potential respondents, but to instruct the potential respondents to visit the website to obtain the documents. The Agency will reject without consideration any response submitted from a firm that has not obtained the documents from above website.