



January 15, 2018

Invitation to Bid

The Southwest Texas Regional Advisory Council (STRAC) is accepting proposals from vendors capable of providing an “Unlosable ID / Document Recovery Solution” for use in conjunction with the South Texas Crisis Collaborative (STCC) Program. This system will allow program personnel and partners to enroll individuals in the system with personal identification documents, provide storage in a secure environment, and enable retrieval in the absence of original documents for individuals who may be participating in this project. This Request for Proposal (RFP) includes the conditions covering proposal submission, proposal requirements, timeline of events, submission procedures and selection criteria for award.

STRAC invites you to submit a Proposal, which adheres to the General Instructions and Requirements as outlined in the enclosed Request for Proposal.

Vendors shall pay particular attention to all INSTRUCTIONS, REQUIREMENTS and DEADLINES indicated in the attached documents and should govern themselves accordingly.

In accepting proposals, STRAC reserves the right to reject any and all proposals and to waive any requirements in order to take the action which it deems to be in the best interest of STRAC, the South Texas Crisis Collaborative and our stakeholders.

The Southwest Texas Regional Advisory Council in its sole and absolute discretion shall have the right to make an offer for purchase for any and all materials listed in this proposal, shall have the right to waive any formality or irregularity, to make awards to more than one offeror, to reject any and all proposals, shall not be bound to accept the lowest proposal and shall be allow to accept the total proposal of any one supplier.

We greatly appreciate your participation and look forward to reviewing your submission.

Sincerely,

A handwritten signature in black ink, appearing to read "Joseph Palfini".

Joseph Palfini
Chief of Staff
Southwest Texas Regional Advisory Council

Request for Proposal



Acquisition of Unlosable ID Solution

South Texas Crisis Collaborative

January 15, 2018

Southwest Texas Regional Advisory Council
7500 US Highway 90 West, AT&T Building, Suite 200
San Antonio, TX 78227-4030

Section 1 – Overview

The Southwest Texas Regional Advisory Council (STRAC) manages the South Texas Crisis Collaborative (STCC), serving the Greater San Antonio area and Trauma Service Area “P” with programs intended to streamline the navigation and treatment of individuals with mental and behavioral health conditions, as well as “super-utilizers” of hospital emergency rooms and various social services agencies. The overall intent of the program is to streamline access and coordination between agencies responsible for healthcare, social services and other ancillary needs. The South Texas Crisis Collaborative is comprised of hospitals, healthcare systems, local government, law enforcement, Center for Healthcare Services and local mental health authorities to drive improvements in the mental/behavioral health systems within the region.

STRAC seeks to purchase an “Unlosable ID Solution” to be issued to homeless individuals and other super-utilizers of healthcare and social services to improve compliance and allow for rapid issuance of identification and re-entry back in to this important system.

This Request for Proposal (RFP) includes the conditions covering proposal submission, proposal requirements, timeline of events, submission procedures and selection criteria for award.

The Agency has fixed pricing budgets and all pricing proposed should remain fixed for the duration of the purchase. The agency aims to purchase systems at best value. Our goal is to employ best practices and cost effectiveness.

Section 2 – Timeline of Events

RFP Issue Date	February 1, 2018
Prospective Contractor(s) to submit questions	February 8, 2018
Deadline for STRAC to respond to questions	February 9, 2018
Deadline for submission of proposals	February 15, 2018
Award Notification	February 16, 2018

Section 3 – General Instructions

A. Questions

Deadline for receipt of questions from prospective bidders: Thursday, February 8, 2018 by 5:00pm.

Deadline for STRAC to respond to questions from all bidder: Friday, February 9, 2018 by 5:00pm.

All questions concerning the proposal must be submitted in writing via email. All responses will be posted on the STRAC website to allow access by all prospective bidders.

Questions should be directed to: info@strac.org with the subject heading: “RFP Inquiry – STCC”

B. Submittal Procedures

The Proposal, subject to all conditions and specifications attached hereto, must be signed in INK by a person or officer of the company submitting the Proposal that is authorized to enter into an Agreement on behalf of the company.

Proposals received unsigned will be deemed non-responsive and therefore will not be accepted.

Proposals must be received by Thursday, February 15, 2018 at 5:00pm. The proposal may be submitted by email to info@strac.org with the Subject Line: "RFP Response – STCC".

Section 4 – Proposal Stipulations and Requirements

READ THIS ENTIRE DOCUMENT CAREFULLY, FOLLOW ALL INSTRUCTIONS. YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS. BE SURE YOU UNDERSTAND REQUIREMENTS.

1. Modification or Withdrawal of Proposals

Any Proposal may be modified or withdrawn prior to the deadline, provided such modification or withdrawal is submitted prior to the deadline. Any modification received after the deadline shall be deemed late and will not be considered.

2. Offer and Acceptance Period

All Proposals must be an irrevocable offer valid for ninety (90) days after the Proposal opening date.

3. Late Proposals

Any Proposal received after the stated deadline shall be deemed late and will not be considered.

4. Irregularities in Proposals

Except as otherwise stated in this Request for Proposal, evaluation of all Proposals will be based solely upon information contained in the Supplier's response to this Proposal. STRAC shall not be held responsible for errors, omissions or oversights in any Supplier's response to this Proposal. STRAC may waive technical irregularities, which do not alter the price or quality of the goods and or services.

STRAC shall have the right to reject Proposals containing a statement, representation, warranty or certification which is determined by STRAC to be materially false, incorrect, misleading or incomplete. Additionally, any errors, omissions, or oversights of a material nature may constitute grounds for rejection of any Proposal.

The inability of a Supplier to provide one or more of the required components or specified features or capabilities required by this Proposal does not, in and of itself, preclude acceptance by STRAC of the Proposal. All Proposals will be evaluated as a whole in the best interests of STRAC and the TX EMTF Program.

5. Oral Presentations

Any Supplier that submits a Proposal in response to this request may be required to make an oral presentation for further clarification upon STRAC's request.

6. Amendments to the Proposal

If it becomes necessary to revise any part of this Proposal package or if additional information is necessary to clarify any provision, the revision and/or additional information will be provided to each Supplier via faxed amendment or email.

7. Availability of the Proposal

After opening, each Proposal, except those portions for which a supplier has included a written request for confidentially (e.g., proprietary information), shall be open to public inspection.

8. Retention of Proposals

All Proposals considered by STRAC shall become the property of STRAC and shall not be returned.

9. Incurred Expenses

STRAC shall not be responsible for expenses incurred by a Supplier in the preparation and submission of a Proposal. This provision also includes any costs involved in providing an oral presentation of the Proposal.

10. Pricing

Each Supplier shall provide responses to "Proposal Reply" page with their proposed costs detailed as per the Cost Schedule template provided by STRAC.

11. Taxes

STRAC is a 501(c)3 tax exempt agency.

12. Title Transfer

Title and Risk of Loss of goods shall not pass to STRAC until STRAC receives and takes possession of the goods at the point or points of delivery.

Delivery location: STRAC, 7500 US Highway 90 West, Suite 200, San Antonio, Texas, 78227.
The place of delivery will be indicated on the Purchase Order.

13. Warranties

Proposers shall furnish all data pertinent to warranties or guarantees which may apply to items in this Request for Proposal (RFP).

14. Evaluation

Evaluation shall be used as a determinant as to which proposal items or items proposed or services are the most efficient and/or most economical for STRAC. It shall be based on all factors which have a bearing on price and performance of the items in the user environment.

Pricing is NOT the only criteria for making a recommendation. STRAC reserves the right to contact any offeror, at any time, to clarify, verify or request information with regard to any bid/proposal.

15. Award

STRAC in its sole and absolute discretion shall have the right to make an award for purchase for any or all materials listed in each proposal, shall have the right to waive any formality or irregularity, to make awards to more than one offer or, to reject any and all proposals, shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one supplier.

Section 5 – Proposal Contents

Title Page:

- *Name of Supplier/Contractor, local address, telephone number, fax number, e-mail address and contact name.*

Table of Contents:

All Proposals must include the following information:

- *Clear identification of information by section and page.*
- *Proposed pricing detailed by quantity, unit of measure, complete item description, unit price, extended price.*
- *Identification of goods and or services to be provided (as applicable).*
- *A current “CERTIFICATE OF INSURANCE” must accompany all Proposals.*
- *A W-9 must accompany all Proposals.*

Proposal:

- *Supplier must provide a brief introduction/history of company, including but not limited to ownership, date started business, mission statement, etc.*
- *Supplier must supply proposed price schedule as per the enclosed template (See Proposal Reply Page)*
- *Supplier must provide current product availability.*
- *The Proposal must bear the original signature of a principal or authorized officer of the interested party.*
- *Submission must be legible (typed, written).*
- *Interested parties are encouraged to submit along with their Proposal any additional descriptive information about their services which they believe might be helpful.*
- *All Proposals must be submitted as an original with signature in ink.*

Additional documents to be submitted:

- *Supplier must submit a copy of their latest audited financial statement. A letter from your CPA is an acceptable alternative for nonpublic companies, but must include a statement that financial solvency is adequate to meet expenditures for at least one year, if requested.*
- *Deviation Form (Attachment C)*
- *Signature Page: Proposal will not be accepted if this page is not signed by an authorized representative.*

*** PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS. ***

Section 6 – Specifications

Scope

The intent of this Request for Proposal (RFP) is to solicit proposals for an Unlosable Identification System to be utilized for the South Texas Crisis Collaborative program.

Specifications

This program is intended to provide enrollment, secure storage and re-issuance of valid identification for persons who may or may not have reliable access to basic identification documents. This program will help with navigation of homeless individuals, as well as healthcare system high-utilizers and mental/behavioral health clients through various healthcare and social service benefits.

1. Develop policies and procedures for management of identification documents for define patient population and enrollment and issuance of identification.
2. Develop systems for secure storage of personal identifiable information.
3. Establish requirements and plan for procurement of enrollment and issuance stations for unlosable identification project
4. Deploy enrollment and issuance stations for unlosable identification program.

Section 7 – Proposal Evaluation Criteria

Not all evaluation factors are equal in importance and each factor is weighted in accordance with the importance to STRAC and the Texas Emergency Medical Task Force program. Each item has been assessed a percentage upon which the final score will be determined. A total of 100% points for the following items will be considered a perfect score.

The following will be significant factors in evaluating proposals, but the evaluation will not be limited to these items when making a final recommendation.

1. Adherence to Specifications 60%
2. Overall Cost 20%
3. Availability / Time to Delivery 20%

Section 8 – Reply Page
Acquisition of Unlosable Identification System

Submitted by: _____
Contact Information: (if not attached elsewhere)

Estimated Delivery Days: _____
Comments:

Unit Price: _____
Comments:

Additional Costs: _____
Details of Additional Costs:

Grand Total: \$ _____

Additional Comments:

*** PLEASE INCLUDE ANY ADDITIONAL DESCRIPTIVE LITERATURE, WHICH MIGHT BE OF ASSISTANCE IN THE DECISION-MAKING PROCESS. ***

Section 9 – Signature Page

The Southwest Texas Regional Advisory Council in its sole and absolute discretion shall have the right to make an award for purchases for any or all materials listed in each proposal, shall have the right to waive any formality or irregularity, to make awards to more than one bidder, to reject any and all proposals, shall not be bound to accept the lowest proposal and shall be allowed to accept the total proposal of any one vendor.

Authorized Signature _____

Typed or Printed Name _____

Company Name _____

Title _____

Address _____

Email Address _____

Phone Numbers _____