

Request for Proposal
RFP10-1220

SUBJECT:
Patient Simulation Recording and Debriefing Solution



DATE OF ISSUE:	September 24, 2010
TO RESPOND BY:	October 18, 2010 @ 1500 Hours (3:00 PM Pacific Time)
RESPOND TO:	Sheila Keith, Director Purchasing, Contract & Risk Management Department University of Northern British Columbia 3333 University Way Prince George, BC V2N 4Z9
SIGNATURE AT ISSUE:	

BACKGROUND

As part of a strategic review of patient simulation in the province of British Columbia (BC), a BC Simulation Task Force for Healthcare Education was commissioned by the Dean of UBC Faculty of Medicine (FoM) with a mandate to design an inclusive inter-professional, inter-sectoral, patient centered, simulation model capable of providing a state of the art, cost efficient, and risk free simulation environment for all groups and categories of learners across BC, regardless of their geographical location and/or organizational affiliation. Established in 2009, the BC Simulation Task Force consists of representatives from universities, colleges, health care authorities, nursing schools and other organizations associated with health education.

The BC Simulation Task Force has proposed a model that is based on the equitable distribution of education and research services to all learners within BC, considering existing infrastructure, funds, human resources, education technology and availability of expertise. The model is based on sharing, collaboration and flexibility and can be customized to meet the needs of specific groups of learners, while supporting the adoption and commitment to join the highest national and international standards for quality education and research.

In support of this group, the BC Simulation Technology Working Group (STWG) was established in 2010. With representatives from the Island Medical Program (IMP), Northern Medical Program (NMP), Southern Medical Program (SMP), Vancouver Fraser Medical Program (VFMP), and BC health authorities, the aim of the STWG is to promote standards and best practices regarding patient simulation laboratory infrastructure across the province. With regards to technology infrastructure, the STWG has decided to undergo an exercise to procure a patient simulation recording and debriefing solution based on common provincial requirements. For the purposes of this RFP, a patient simulation recording and debriefing solution can be defined as software and/or hardware used to capture, record, annotate, play back and store simulation-based medical data for debriefing and assessment purposes. This initiative aims to promote standards in patient simulation recording and debriefing, enable equivalent learning experience at all sites with access to simulation and evaluation technologies and increase purchasing power across the province. While members are not obligated to purchase through this RFP, it is the group's preference to work with a single supplier. Therefore any chosen solution must support the distributed nature of the medical program and other health disciplines in BC and provide optimal value to those acquiring the solution.

This RFP outlines the key requirements for the onboarding Memorandum of Understanding (MOU), the contract with the University of Northern British Columbia (UNBC), and outlines clearly the criteria the evaluation committee will be using to determine the successful respondent.

RECEIPT CONFIRMATION FORM
REQUEST FOR PROPOSAL
RFP10-1220
Patient Simulation Recording and Debriefing Solution

Please complete this form and mail or fax **IMMEDIATELY** to:

Purchasing Department
 University of Northern British Columbia
 3333 University Way
 Prince George, BC V2N 4Z9

Attn: Sheila Keith, Director
 Fax Number: 250-960-5507

Failure to return this form may result in no further communication regarding this Request for Proposal.

COMPANY NAME:		
ADDRESS:		
CITY:	PROV:	POSTAL CODE:
CONTACT PERSON:		EMAIL:
TELEPHONE:		FAX:

I have received a copy of the above noted Request for Proposal.

_____ Yes, I will be responding to this Request. Therefore, I authorize UNBC to send further correspondence.

_____ No, I will not be responding.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA
REQUEST FOR PROPOSAL
RFP10-1220**

1.0 INFORMATION AND INSTRUCTIONS

1.1 PURPOSE

In consultation with AMBiT Consulting Inc. and Millennium Professional Services Ltd., UNBC is issuing this RFP on behalf of the STWG for the procurement of a simulation recording and debriefing solution as listed herein. It is the strategic objective of the STWG to standardize on a single platform for simulation recording/debriefing across the province. The decision to purchase through any agreement(s) resulting from this RFP is voluntary and is at the discretion of each simulation site or their Procurement Authority. The working group therefore encourages vendors to participate in competitive pricing that will facilitate the standardization of a single platform province-wide.

UNBC and the members of the STWG make no commitment to purchase any minimum quantity of software, hardware, or services from the successful respondent.

UNBC will issue an MOU to the successful Respondent. The MOU will specify that access to final pricing and technical specification of the successfully negotiated Agreement will be provided to British Columbia Public Sector Bodies. Public Sector Bodies accessing the MOU will request and receive approval to purchase from the Director of Purchasing at UNBC. Public Sector Bodies are solely responsible for ensuring that any purchase made against this MOU is in accordance with the Public Body's legal and policy obligations. Public Sector bodies accessing the MOU will be responsible for issuing their own purchase order or contract and for direct payment of same.

Through this Request for Proposal, UNBC and STWG seek to:

- 1.1.1 determine final pricing for the UNBC and Nanaimo contracts
- 1.1.2 specify the terms and conditions that would govern any resulting Memorandum of Understanding; and
- 1.1.3 select the successful Respondent

This Request for Proposal states the instructions for submitting proposals, and the procedure and criteria by which a Respondent will be selected.

1.2 DEFINITIONS

Hereinafter, all parties in the BC Simulation Technology Working Group will be referred to as the "STWG".

Hereinafter, each company receiving this Request for Proposal is referred to as a "Respondent", and a Respondent's proposal in response to the Request for Proposal is referred to as a "Proposal".

1.3 ISSUING OFFICE

University of Northern British Columbia
 Purchasing, Contract & Risk Management
 3333 University Way
 Prince George, BC, Canada V2N 4Z9

Attention: Sheila Keith, Director
 Fax: 250-960-5507

1.4 KEY DATES

Listed below are the important events and the target dates and times by which the events for this RFP are expected to be completed:

A.	Issue of Request for Proposal		September 24, 2010
B.	Respondent's Inquiries	Up to the end of	September 30, 2010
C.	University's Answers	Up to the end of	October 05, 2010
D.	Return of Receipt Confirmation		Immediately
E.	Due Date for Submission of Proposals		October 18, 2010
F.	Respondent Demonstration (if required)		November 9 or 10, 2010

1.5 CLOSING DATE AND TIME

Proposals, signed by the Respondent's authorized representative, must be received by the Issuing Office, not later than 3:00 PM (1500 Hours) Pacific Time, October 18, 2010.

UNBC will not accept submissions of any Proposals after the closing date and time. Any submissions received after the closing date and time shall be considered disqualified and will be returned unopened to the Respondent who submitted the RFP.

1.6 PROPOSAL SUBMISSION

One (1) hard copy with original signatures, PLUS one (1) Word electronic copy PLUS one (1) PDF electronic copy on either a DVD or USB key of the Respondent's proposal, complete with information on specifications and warranties, must be submitted to the Issuing Office on or before the closing date.

Issuing Office Address:
 Purchasing, Contract & Risk Management
 University of Northern British Columbia
 3333 University Way
 Prince George, B.C. V2N 4Z9

Attn: RFP10-1220

FAXED REPLIES WILL NOT BE ACCEPTED.

Respondents may not make modifications to their Proposals after the closing date and time except as may be allowed by UNBC pursuant to Section 1.10.

UNBC accepts no responsibility for non-receipt and delays in receipt caused reception problems, equipment failure, or any other similar cause. Verbal, telephonic, facsimile and

telex modifications or amendments received after the Closing Time will not be considered and will not form any part of the Proposal submitted.

Proposals which contain qualifying conditions may be disqualified or rejected.

Proposals will be opened immediately after the Closing Time at the office of the Purchasing, Contract, & Risk Management Department, University of Northern British Columbia, Room 1085 Administration Building, 3333 University Way, Prince George, BC. Respondents are invited to attend the Proposal Opening. Only the names of the Respondents will be disclosed by UNBC to the Respondents in attendance.

UNBC will not be obligated in any way by the Respondent's Proposal. All documents both hard and electronic, submitted to UNBC become the property of the STWG. They will be received and held in confidence by UNBC subject to the provisions of the Freedom of Information and Protection of Privacy Act.

1.7 PROPOSAL COSTS

The Respondent has the sole responsibility for any costs associated with preparing and submitting its Proposal in response to the Request for Proposal. Respondents are also responsible for costs associated with subsequent negotiations with the RFP Evaluation Committee and all costs associated with their product demonstrations.

1.8 IRREVOCABLE OFFER

Proposals submitted to UNBC shall constitute a valid and irrevocable offer which is open for acceptance by UNBC from and after submission until the expiration of the 100th day following the Closing Date specified in Section 1.5.

UNBC or any member of the STWG will not be liable under any contract in connection with this Request for Proposal, or the submission of Proposal, unless and until the legal signing authority of UNBC has accepted one or more Proposals.

1.9 INQUIRIES AND CHANGES

All inquiries **MUST** be faxed to:

Sheila Keith, Director Fax: (250) 960-5507

Answers from UNBC will be issued in written form and signed by the Director.

Any Addenda shall be considered as part of the Proposal Documents. All Addenda will be posted on the UNBC Purchasing website listed as "Active Tenders & RFP's" and notification will be placed on BC Bid.

It is the responsibility of each Respondent to inquire about and clarify any requirements of this Request for Proposal which are not understood.

UNBC shall not be responsible for, and the Respondent shall not rely upon, any instructions or information given to any Respondent other than in writing in accordance with the requirements of the Request for Proposal. Respondents must obtain their own information on all matters and things that may in any way influence them in making their Proposal and fixing prices. Respondents must satisfy themselves in all respects as to the risks and obligations to be undertaken by them.

The RFP is not to be discussed with any other employee or consultant of UNBC or person in the Northern Simulation Program or the BC Simulation Technology Working Group except at the direction of the Director of Purchasing at UNBC. Failure to do so could result in the rejection of your bid.

If a Respondent discovers any inconsistency, discrepancy, ambiguity, errors, or omissions in this Request for Proposal, it must notify UNBC immediately in writing.

UNBC may, at any time, make and stipulate changes to this Request for Proposal.

1.10 SELECTION PROCESS

UNBC may reproduce any of the Respondent's Proposal and supporting documents for internal use or for any other purpose required by law.

Evaluation of proposals will be by committee formed by members of the STWG. All personnel will be bound by the same standards of confidentiality. Because UNBC and the STWG will base any decision to award a MOU on the Proposals submitted, Respondents should include all requirements, terms or conditions it may have in their proposal, and should not assume that any opportunity will exist to add such matters after the Proposal is submitted.

UNBC and STWG reserve the right to, at its sole discretion, request additional information, or clarify with any Respondent as it sees fit, or with another Respondent or Respondents concurrently. In no event will UNBC be required to offer any modified terms to any other Respondent. UNBC shall not incur liability to any other Respondent as a result of such request or modifications.

1.11 BASIS OF SELECTION

UNBC or any member of the evaluation committee will not necessarily accept the lowest price or any Proposal. Any implication that the lowest or any Proposal will be accepted is hereby expressly negated.

1.12 CONTRACTUAL OBLIGATION WITH UNBC

Mandatory Contractual Provisions (Mandatory Provisions) and Preferred Contractual Provisions (Preferred Provisions) that will govern any subsequent MOU issued are outlined in this Request for Proposal. The Respondent's Proposal is automatically deemed to include the Respondent's agreement to the Mandatory Provisions and the Preferred Provisions unless the Respondent expressly and specifically provides otherwise in its Proposal.

Mandatory Provisions are listed in Section 2.0. The Respondent may not modify any Mandatory Provisions in its Proposal. If the Respondent has any Mandatory Provision or wishes to incorporate or use any Respondent standard terms and conditions, the Respondent shall append such materials to its Proposal and indicate thereon such Mandatory Provisions. The Respondent's Mandatory Provisions will also be considered as part of the selection process.

Preferred Provisions are listed in Section 3.0. Such provisions are desirable to the STWG but are open to negotiation between the STWG and the Respondent. The Respondent may reject or make changes to preferred provisions by explicitly stating so in its Proposal.

1.13 CONTRACT PROVISIONS BY REFERENCE

If they so choose, each Public Body will sign a separate contract or purchase order with the successful Respondent which will contain all specifications, terms and conditions in the resulting MOU except as amended in their final contract or purchase order. Any exceptions taken by the Respondent which are not included in the MOU will not form part of the contract or purchase order.

In the event of a conflict between the terms and conditions of the Request for Proposal and information submitted by a Respondent, the terms and conditions of this Request for Proposal and the signed MOU will govern.

1.14 CONFIDENTIALITY

The Respondent acknowledges that UNBC and STWG are public bodies subject to the *Freedom of Information and Protection of Privacy Act* (the Act). The Respondent shall review the Act and determine the categories of records which are excepted from disclosure under the Act. The Respondent shall clearly mark "Confidential" all information regarding the items and conditions, financial, and/or technical aspects of the Respondent's Proposal, which in the Respondent's opinion are of a proprietary or confidential nature at the relevant item or page.

Respondents are solely responsible for familiarizing themselves and ensuring that they comply with the laws applicable to the collection and dissemination of information, including resumes and other personal information concerning employees and employees of any subcontractors. If this RFP requires Respondents to provide UNBC and the evaluation committee with personal information of employees who have been included as resources in response to the RFP, Respondents will ensure that they have obtained written consent from each of those employees before forwarding such personal information to UNBC. Such written consents are to specify that the personal information may be forwarded to UNBC and STWG for the purposes of responding to this RFP and use by UNBC and STWG for the purposes set out in the RFP. UNBC may, at any time, request the original consents or copies of the original consents from the Respondents and upon such request being made, Respondents will immediately supply such originals or copies to UNBC.

The proposed software MUST meet ALL privacy laws in Canada and the Province of British Columbia prior to the issuance of any signed Memorandum of Understanding and/or contract of that organization.

2.0 MANDATORY CONTRACTUAL PROVISIONS WITH UNBC

The following terms and conditions are mandatory and shall be deemed to be incorporated.

2.1 UNBC'S AUTHORIZED REPRESENTATIVES

The only persons who are or shall be authorized to speak or act for UNBC in any way with respect to any contract resulting from this Request for Proposal are those who have legal agency for the institution or organization.

It is hereby declared and agreed by the Respondent that all Proposals submitted to UNBC by the Respondent have been prepared on the basis of its own knowledge of the nature of the work to be performed or of the goods to be supplied, the location, quality, and character of the equipment and facilities needed, as well as general and local conditions and all other such matters which can affect the Respondent's performance under any contract between the parties that might result from the Respondent's Proposal.

The Respondent further agrees that it does not rely upon any information given or statements made by representatives of UNBC with regard to the Respondent's Proposal or work to be performed.

2.2 AMENDMENTS

No amendment of the MOU resulting from this proposal process shall be in effect unless it is reduced to writing and executed by UNBC's Director or Major Contracts Officer and by the individual signing the Respondent's Proposal or another individual named by the Respondent as specified.

2.3 NOTICES

All notices provided hereunder shall be given in writing and delivered in person, by facsimile, or by registered or certified mail, with return receipt request addressed as follows:

If to UNBC:

Purchasing, Contract & Risk Management
 University of Northern British Columbia
 Attention: Sheila Keith, Director
 3333 University Way
 Prince George, BC
 V2N 4Z9 Fax No. (250) 960-5507

The person signing the Respondent's Proposal in response to UNBC's Request for Proposal, at the Respondent's address indicated in such Proposal; or to such other person or address as either may designate for itself in writing and provide to the other. Notice shall be deemed given when delivered the third business day following the day such notice is deposited in the mail, or upon facsimile transmission. In the event of any interruption in the ordinary postal service, any such notice shall be delivered or sent by facsimile transmission and not mailed.

2.4 APPLICABLE REGULATIONS

All equipment provided shall comply with all applicable provincial and federal regulations. The proposed solution MUST meet ALL requirements outlined by privacy laws in Canada and the Province of British Columbia prior to the issuance of any signed MOU and/or contract of the organization. Please see <http://www.oipc.bc.ca/legislation.htm>. For BC and www.priv.gc.ca/information for Canada

2.5 GOVERNING LAW

Any contract (MOU) resulting from this Request for Proposal shall be governed by and construed and interpreted in accordance with the laws of the Province of British Columbia.

2.6 ELECTRICAL APPROVAL

All electrical equipment used at any STWG site must have C.S.A. (Canadian Standards Association) or British Columbia Electrical Safety Branch Approval. Preference will be given to Respondents whose equipment has either of these approvals or who agree to cover the cost of gaining such approval, completing any necessary modifications required. Please contact either of these agencies directly if you require further information.

2.7 ASSIGNMENT

Any agreement made as a result of this Request for Proposal may not be assigned or transferred by either party to such agreement without the prior written approval of UNBC.

3.0 PREFERRED CONTRACTUAL PROVISIONS

The following terms and conditions are desirable. Respondents may propose alternate language, but are requested to limit their changes to those of a substantive nature. Except to the extent that changes are made in the Respondent's Proposal, these provisions shall be deemed to be incorporated in the Respondent's Proposal.

3.1 COMMITMENTS, WARRANTIES AND REPRESENTATIONS

Any commitment made by a Respondent pursuant to its Proposal shall be binding upon the Respondent. For the purposes of its Proposal, a commitment by a Respondent includes:

- 3.1.1 Prices and options committed to remain in force over specified periods of time;
- 3.1.2 Any written warranty or representation made by the Respondent in a Proposal as to equipment or software performance, total system performance, and other physical, design or functional characteristics of a machine, software package or system.
- 3.1.3 Any written warranty or representation made by the Respondent concerning the characteristics of items described in 3.1.2 above made during the course of negotiations whether or not incorporated into a formal amendment to the Proposal in question; and
- 3.1.4 Any written warranty or representation by the Respondent in a Proposal, support documents, side letters or other memoranda, or negotiations subsequent thereto as to training to be provided, services to be performed, prices and options committed to remain in force over fixed periods of time, or any other similar matter regardless of the fact that the duration of such commitment may exceed the duration of any contract that may be entered into by the parties.

3.2 DELIVERY AND LIQUIDATED DAMAGES

- 3.2.1 If the equipment and/or software is not delivered within thirty (30) days after the original agreed to delivery date, the purchasing organization reserves the right to cancel the contract without further obligation. In the event of such cancellation, the Respondent shall be liable for liquidated damages for every day up to and including the effective date of termination.
 - 3.2.2 Neither the Respondent nor UNBC shall be responsible for delays resulting from acts beyond the control of each party. These include, but are not limited to, acts of God, riots, acts of war, fire, earthquakes, epidemics, or disasters, but do not include lack of funds or financial resources by either party.
 - 3.2.3 If the Respondent does not deliver all of the system on the same order, and, as a result, no portion of the total system is ready for use on the installation date, then liquidated damages shall be paid by the Respondent equal to one (1%) percent per day of the total purchase cost. The parties agree that this is a genuine pre-estimate of damage and not a penalty.
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3.2.4 If the Respondent provides a substitute solution on or before the installation date, the Respondent shall first notify UNBC in writing. It shall be within the sole discretion of UNBC to determine whether such substitute is acceptable. In the event that substitute is acceptable to UNBC, no liquidated damages shall apply to the ordered solution for which a substitute is accepted.

3.3 RISK OF LOSS OR DAMAGE (PURCHASED SYSTEM) AND TITLE

UNBC is not responsible for any risk of loss or damage to product supplied pursuant to a Respondent's Proposal until clear and unrestricted title is transferred to UNBC. Clear and unrestricted title for any item purchased pursuant to a Respondent's Proposal shall pass to UNBC when the installation and all testing have been completed.

3.4 PRICE PROTECTION

UNBC or any future Public Body will not pay any additional costs above those costs listed in a Respondent's Proposal including those listed for, software, hardware, maintenance, training, and shipping.

3.5 REQUIRED PERFORMANCE LEVEL

This section establishes a standard of performance which must be met before any solution is delivered pursuant to any contract formed between the parties hereto is accepted by UNBC. Upon completion of installation, the Respondent shall test all systems using the Respondent's own assurance procedures.

The Respondent shall provide a complete certified record of all tests to the purchasing organization's designate. The Respondent shall then demonstrate to purchasing organizations designate that the solution operates in accordance with performance characteristics stated in the Respondent's Proposal. Successful performance will be completed when the system is able to carry out, with complete reliability, all operations specified in the Request for Proposal and the Proposal. Complete reliability is defined as continuous problem free operation over a 30 calendar day period. The Respondent shall correct deficiencies until complete reliability is achieved. Should the Respondent be unable to overcome deficiencies within a reasonable time, the system will be removed at the Respondent's own expense. All payments made to the Respondent shall be refunded in full to UNBC prior to removal of the system.

3.6 DATE OF ACCEPTANCE

The solution shall not be accepted pursuant to any contract formed between the parties until the standard of performance defined in section 3.5 is met. The date of acceptance shall be the first day after the completion of the successful performance period.

3.7 TERMINATION AND CANCELLATION

The (purchasing organization) shall have the unilateral right to terminate any contract formed between the parties in the event that any one or more of the following events of default occur or continue during the term of the contract: (a) the Respondent shall fail to deliver the system and services required by the agreement or (b) the Respondent shall repeatedly fail to respond to requests for services within the time limits set forth in the agreement or (c) the Respondent shall breach any of the other terms set forth within the

agreement or (d) upon 30 days written notice by (purchasing organization).

3.8 INSURANCE

Respondents must without limiting your obligation or liabilities and at your own expense, purchase and maintain throughout the term of the agreement the following insurances with insurers authorized to do business in the province of British Columbia;

a) comprehensive or Commercial Liability in an amount not less than \$2,000,000 inclusive per occurrence against bodily injury, personal injury and property damage and including liability assumed under this Agreement and includes the University as an additional insured; and

b) Professional Liability insuring your liability resulting from errors or omissions in the performance of the Services in an amount per occurrence and in the aggregate in the amount of \$1,000,000

c) All insurance must be primary, not require the sharing of any loss by any insurer of the University, and provide us with 30 days advance notice of cancellation or material change.

d) If and when requested you must provide evidence in the form of a completed certificate of insurance or certified copies of required insurance.

If your Professional Liability Insurance is not commercially available or if in your opinion the insurance is excessively expensive, you must advise us and we will consider the issue and what other alternatives may be available. It is in our sole discretion whether to grant approval for any alternative to the insurance requirements set out in this agreement.

3.9 INDEMNITY

The Respondent shall indemnify and save us harmless from and against all claims, demands, losses, damages, costs, and expenses made against or incurred, suffered, or sustained by us at any time or times (whether before or after expiration or sooner termination of this agreement), including any claim of infringement of third party intellectual property rights where the same or any of them are based upon or arise out of or from anything done or omitted to be done by you in connection with this agreement (each a "Loss") excepting always liability arising out of the independent acts or omissions of us, our agents and contractors.

a) The indemnification by you pursuant to 2.4 is limited to \$2,000,000 per loss and \$4,000,000 in the aggregate for all Losses.

b) The limitation set out in a) does not apply to Losses for bodily injury or damage to real property or tangible personal property, or any Loss arising from a claim of infringement of third-party intellectual property rights.

c) You must ensure that you have in place all the necessary arrangements and licenses with third parties to ensure you can fully perform your obligations under this agreement.

BIDDERS SUBMISSION CHECKLIST

**REQUEST FOR PROPOSAL
RFP10-1220**

Patient Simulation Recording and Debriefing Solution

Please ensure that all required documents are submitted in a sealed envelope, including the following:

		Included....	Yes	No
1.	Proposal Response Form		_____	_____
2.	Proposal Signatures		_____	_____
3.	Schedule I		_____	_____
4.	Schedule II		_____	_____
5.	Schedule III		_____	_____
6.	Schedule IV		_____	_____
7.	Schedule V		_____	_____

Please note: You **MUST** sign your proposal submission.

PROPOSAL RESPONSE FORM

REQUEST FOR PROPOSAL
RFP10-1220
PATIENT SIMULATION RECORDING AND DEBRIEFING SOLUTION

This proposal response form must be completed by each Respondent and forwarded to University of Northern British Columbia. All requirements outlined in the Request for Proposal with their submission and any other documentation requested by UNBC, and any important information developed by the Respondent as part of its presentation, must accompany this form.

PROPOSAL

We, _____, having examined the Request for Proposal and all other information and documents included in the Request for Proposal, do hereby offer and agree to furnish _____ as described.

1. Receipt of the following addenda is acknowledged:

Addendum No. _____	Date: _____
Addendum No. _____	Date: _____
Addendum No. _____	Date: _____

2. UNBC reserves the right to waive irregularities and informalities, to reject proposals from Respondents found not to be responsive according to the terms of the invitation, and the right to reject all proposals.
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PROPOSAL SIGNATURE(S)
RFP10-1220

The undersigned agrees not to withdraw or modify this Proposal for a period of one hundred (100) days from submission deadline.

NAME OF FIRM: _____

AUTHORIZING SIGNATURE: _____

Print Name

Official Capacity: _____

Address: _____

City: _____

Province or State: _____ Postal or Zip Code: _____

Date: _____ Email: _____

Telephone: _____ Fax: _____

Duly authorized officers of the Respondent(s) shall properly execute the Proposal as follows:

If the Respondent is a corporation, the proposal shall be signed in the name and under the seal of the corporation by a duly authorized officer of the corporation, with the designation of his/her official capacity, and attested properly. The proposal shall show the place in which the corporation is chartered.

If the Respondent is an individual, he or she shall sign the proposal in person or by representative and be witnessed, stating the name or style, if any, under which he or she is doing business. If the signing is by representative, his or her power of attorney or other authorization shall be stated, and a certified copy thereof shall be attached to the Proposal.

If the Respondent is a joint venture or Partnership, the proposal shall be signed by each of the persons or firms, which is a party to the joint venture agreement. A certified copy of the joint venture agreement shall be attached to the Proposal. A joint venture will not be accepted unless the joint venture agreement or some other signed and legally binding instrument is certified and attached to the proposal, containing provisions for one of the parties to the joint venture to be in full direction of the project and to exercise this direction through a single individual, to be appointed Manager of Operations with the consent of all parties to the joint venture agreement.

SCHEDULE I
REQUEST FOR PROPOSAL
RFP10-1220
PATIENT SIMULATION RECORDING AND DEBRIEFING SOLUTION

BC Simulation Technology Working Group

Recording / Debriefing Solution Functional Requirements

Vendor Response Instructions

Please rate how your proposed solution meets each functional requirement using the following rating system:

Rating	Definition of Rating and Instructions
Y = Yes	Proposed solution entirely fulfills the functional requirement and all examples. Further details can be optionally provided to illustrate any innovations or special details about how this functional requirement is fulfilled.
P = Partially	Proposed solution partially fulfills the functional requirement and/or examples. Provide precise details of how portions of the requirement and/or examples are not fulfilled.
N = No	Proposed solution does not fulfill the functional requirement and/or examples.

Areas where you are asked to provide specific details are indicated in **bold**. Please include the requested information in the table. Examples are provided as a guide to answering the questions. If additional information attachments are required, please reference these in the table and attach them as an appendix to your proposal.

Interoperability Requirements

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
1	Should be able to capture video outputs from various models and vendors of human patient simulation mannequins and a wide range of peripheral medical equipment.	<i>Indicate all supported vendors, models, and associated peripherals.</i>	<ul style="list-style-type: none"> • Can connect to and record vital signs outputs from any major model or vendor of human patient simulation mannequins. • Can connect to and record video outputs from a physiological monitor. • Can read the event log of any major model or vendor of human patient simulation mannequins while simulations are underway. 		
2	Should permit the download and distribution of recorded simulations as a single mixed video file.	<i>Indicate what formats the single mixed video file can be saved as.</i>	<ul style="list-style-type: none"> • An instructor can download the final version of a simulation recording, including any annotations or editing, as a single mixed video file (i.e. vital signs, video feeds etc in a single video file that can be played back on a computer) to include in a PowerPoint presentation. • A student can access an archived simulation recording from a learning management system and views the file on his or her home computer. 		
3	Should be accessible by remote users through an internet connection for use in a distributed educational environment.	<ul style="list-style-type: none"> • <i>Indicate if the software provides screen sharing features, i.e. the ability for users to transmit a view of their screen to others.</i> • <i>Indicate the minimum network requirements for a distributed or hosted system, including:</i> <ul style="list-style-type: none"> ▪ <i>Minimum network</i> 	<ul style="list-style-type: none"> • A remote instructor can monitor and annotate a simulation in real-time over the internet. • A remote instructor can play back and annotate an already recorded simulation over the Internet. 		

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
		<ul style="list-style-type: none"> ▪ <i>bandwidth for a site</i> ▪ <i>Minimum network bandwidth for the central server</i> ▪ <i>Number of concurrent connections (client/server connections) that can be handled on minimum specs</i> ▪ <i>Throughput/streaming bandwidth for playback, and simultaneous connections.</i> 			
4	Should be scalable to add additional features and functionality.	<ul style="list-style-type: none"> • <i>Indicate all optional components and/or modules that can be purchased beyond the base functional solution package, including pricing information.</i> • <i>Indicate the roadmap of future features, modules, and developments.</i> 	<ul style="list-style-type: none"> • An integrated scheduling system is available as an additional module. • An integrated asset tracking system is available as an additional module. • A cart-based, mobile recording/debriefing platform is available as an additional hardware purchase. 		

Educational Requirements

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
5	Instructor should have the ability to tag and annotate simulation recordings to mark important events.	<i>Indicate what events can be automatically logged and for what models/vendors of mannequin.</i>	<ul style="list-style-type: none"> • The instructor can tag and annotate a recording while the simulation is underway. • The instructor can tag and annotate a recording during post-simulation playback. • The software can use the event log of the mannequin to automatically tag the recording with known events that have occurred, such as the use of a defibrillator, the administering of CPR, or the administering of drugs. 		
6	Interface should be intuitive and should require minimal training and support.		<ul style="list-style-type: none"> • The location of information readouts and user controls in the user interface is designed to support efficient workflow. • An average internet user can initiate a recording and play back a session without specialized training. • The system has an online help system that is clearly presented and well-organized. 		
7	Users should be able to customize the display of all input sources to highlight the most relevant simulation information.		<ul style="list-style-type: none"> • The viewer can add, remove, reposition, and resize individual video feeds on the screen during playback, such as the vital statistics monitor or individual camera feeds. • The time scale can be visible or hidden, as required. 		

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
8	Should have assessment capabilities which allow instructors to evaluate the competencies and performance of trainees.	<ul style="list-style-type: none"> • Indicate what means of formally evaluating skills/competencies is provided. • Indicate what pre-configured and ad-hoc reporting services are available for this feature. 			

Audio/Visual Requirements

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
9	Should be able to accept a variety of native analogue and digital video inputs.	<ul style="list-style-type: none"> • Indicate all native video input standards supported and the number of inputs available for each standard. • Indicate any adapter hardware, such as scan converters, required for specific video input standards. 	<ul style="list-style-type: none"> • Native inputs of interest include, but are not limited to, DVI-D, HDMI, VGA, RCA, S-video, and Firewire. 		
10	Should be able to accept and display a preferred minimum of four simultaneous camera or video inputs.	Indicate the total number of simultaneous camera and video device inputs that can be used simultaneously. Include any preferred hardware configurations and supporting diagrams.			
11	Should accept multiple types of pan/tilt/zoom	Indicate how many IP cameras can be connected simultaneously.	<ul style="list-style-type: none"> • The solution can connect to analogue and digital cameras 		

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
	cameras.	<i>Please indicate if specific models of camera are required or provided, indicate whether these cameras can be powered over Ethernet.</i>	through the video input standards referenced in Requirement 9 above. <ul style="list-style-type: none"> The solution can connect to a variety of standard IP-based cameras. 		
12	Should have the ability to control cameras directly through proposed solution.	<i>If this ability requires additional control hardware, indicate associated costs. Include a picture or diagram that illustrates how this operates.</i>	<ul style="list-style-type: none"> The instructor can use the solution to change the camera's pan/tilt/zoom while a simulation is underway. 		
13	Should capture high quality recordings.	<ul style="list-style-type: none"> <i>Indicate all native, high resolution standards supported for camera inputs.</i> <i>Indicate the resolution used to display combined video inputs.</i> <i>In the case of remote viewing, indicate whether the system caches the videos locally.</i> <i>Indicate how many frames per second can be captures/saved by the proposed solution. Note the frame rate for each native high resolution standard supported, if variable.</i> 	<ul style="list-style-type: none"> The system is compatible with high resolution cameras and is able to produce a high resolution video recording of combined video inputs. The desired resolution for camera inputs is 640 x 480 pixels (VGA). The desired resolution for camera inputs is 720p60. The system can capture video inputs and save final video recording at a high frame rate. The desired frame rate is 30 frames per second per camera (30fps). The desired frame rate is 60fps per camera. 		
14	Should be able to capture and mix a preferred minimum of two simultaneous audio	<ul style="list-style-type: none"> <i>Indicate the types and number of audio inputs and any limitations, such as the</i> 			

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
	inputs.	<p><i>requirement to integrate audio inputs with camera inputs.</i></p> <ul style="list-style-type: none"> <i>Indicate whether the system supports audio mixers to increase the audio inputs.</i> 			
15	Should be able to encode/transcode files and upload compressed files locally or offsite.				

Technical Requirements

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
16	Should be server-based.		<ul style="list-style-type: none"> The recording/debriefing solution can be located on a local server/workstation in the simulation lab control room. A centralized, secure server can be located off-site in a data centre that synchronizes with local the computer capture systems at multiple simulation sites to allow for centralized archiving and recording playback. 		
17	Server software should support industry standard hardware and software environments.	<ul style="list-style-type: none"> <i>Indicate what operating system(s) are supported by the proposed server software.</i> <i>Indicate the minimum hardware requirements for the proposed server software.</i> 			

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
		<ul style="list-style-type: none"> • <i>Indicate the preferred hardware requirements for the proposed server software.</i> • <i>Indicate how much storage on average is required per minute for capture, as well as compression rate and frame size.</i> • <i>Indicate whether the server software can operate in a virtual server environment, and whether you would recommend this type of environment.</i> • <i>Indicate if the software is fully functional in all platforms supported by the software.</i> 			
18	Workstation software should support industry standard hardware and software environments.	<ul style="list-style-type: none"> • <i>Indicate what operating system(s) are supported by the proposed workstation/client software.</i> • <i>Indicate both minimum and preferred hardware requirements for the proposed workstation/client software.</i> 			
19	Client interface should be accessible from a wide range of computer manufacturers and models, preferably web based.	<ul style="list-style-type: none"> • <i>Indicate any software and storage requirements for proposed workstation/client software. Note any special requirement for plug-ins, Silverlight, Active-X controls, Java, Flash, HTML-5 or other internet browser add-ons.</i> 			

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
		<ul style="list-style-type: none"> • Indicate whether any network ports are required besides http and https. Note any other custom firewall configuration requirements. 			
20	Should be secure and follow industry best practices for managing confidential data and information.	<ul style="list-style-type: none"> • Indicate whether the software is interoperable with Lightweight Directory Access Protocol (LDAP) or Active Directory (AD) etc. • Indicate whether the locally stored data is encrypted or can be encrypted, and to what standard. 	<ul style="list-style-type: none"> • The connection between server and client (recording or playback) is password controlled and preferably encrypted (SSL / HTTPS). • Access to simulation recordings is role-based so that users can only access the specific recordings to which they have been granted access. 		
21	Should locally store simulation footage and provide a mechanism for archiving footage.	<ul style="list-style-type: none"> • Indicate how many hours of simulation footage can be held in local (workstation) storage. • Indicate what options are available to archive simulation footage on the server, including whether mass storage options are supported, such as a Storage Area Network (SAN) or Network Attached Storage (NAS). • Indicate how simulation footage is stored, e.g. as media files, in a database, proprietary formats. 			
22	Should have minimal latency between when a	<ul style="list-style-type: none"> • Indicate what latency exists in seconds during normal operation, i.e. latency between 	<ul style="list-style-type: none"> • The desired latency is as close to 0 seconds latency as possible (real time), with a maximum of 2 seconds 		

Ref#	Requirement	Specific Details Required	Examples	Rating (Y/N/P)	Details
	simulation event occurs and it is displayed by the software.	<p><i>the encode/transcode of the recording and the ability to watch a “live stream”. Assume no latency or bandwidth restrictions are associated with the local area network and/or internet connection.</i></p> <ul style="list-style-type: none"> <i>Indicate whether there are limitations of remote usage across networks and whether there is a minimum bandwidth in which to operate.</i> 			

**SCHEDULE II
RFP10-1220**

CORPORATE CRITERIA

1. Number of years in business;
 2. Number of years in patient simulation product development;
 3. Number of full time employees by category, including:
 - a. Marketing and account management;
 - b. Technical support; and
 - c. Software development.
 4. Largest customer, as well as the product(s) used by this customer;
 5. Total number of clients and composition of client base (hospitals, universities, clinics, etc.)
 6. Number and names of Canadian clients;
 7. Ownership structure (i.e. corporation, partnership, publicly traded);
 8. Pending or past litigation within the past five years;
 9. Number and description(s) of major product(s) offered;
 10. Profitability and yearly revenues;
 11. Percentage of company revenue derived from product(s) in proposal;
 12. Number of current installations of product(s) in proposal;
 13. Three (3) business references from clients (preferably one of which resides in Canada) of a similar nature and size to the BC Simulation Technology Working Group's intended installations;
 14. Technology roadmap for future product development; and
 15. Corporate Social Responsibility initiatives, if any (including sustainability policy, ethical sourcing, and community involvement).
-

**SCHEDULE III
RFP10-1220**

SUPPORT SERVICES/MAINTENANCE

1. The length of time the vendor warrants its solution (hardware and/or software) against defects;
 2. The scope of services that are provided for maintenance fees;
 3. Method of support (i.e. phone, email, on-site, remote access);
 4. Normal support hours, including provisions and costs for emergency, after-hours support;
 5. Average and guaranteed times for responding to support requests;
 6. Average and guaranteed times for resolving support requests;
 7. The frequency and contents of proposed Key Performance Indicator (KPI) reports;
 8. Disaster recovery plan and methodology, if system hosted by vendor (i.e. data backup, server redundancy, off-site server or backup infrastructure in case of flooding / physical disaster);
 9. Whether the vendor facilitates a user group, and the role of this user group in helping to prioritize enhancements funded through maintenance fees; and
 10. Typical frequency of major and minor software releases.
-

SCHEDULE IV RFP10-1220

PRICE

It is the strategic objective of the British Columbia STWG to standardize on a single platform for simulation recording/debriefing across the province. While the decision to purchase through any agreement(s) resulting from this RFP is voluntary and is at the discretion of each simulation site, there is a strong belief by the STWG that it is in their collective interest to pursue a single platform to promote interoperability and collaborative learning. The STWG therefore encourages vendors to participate in competitive pricing that will facilitate the standardization of a single platform province-wide.

Since it is our intent to establish a strategic relationship and enter into a long term agreement with the preferred vendor, we are seeking list prices based on a multi-year commitment. We invite proponents to describe how they will ensure UNBC and the STWG gets best value over the course of a three-year agreement with an option to renew after 1-2 years.

UNBC, the STWG, and any other British Columbia Public Sector Body who may onboard as a result of this RFP make no commitment to purchase any minimum quantity of software, hardware, or services from the successful vendor. However, in order to provide you with the potential of purchases across BC, it is important to note that we anticipate the development of up to thirty simulation rooms over the course of the next four years. Some facilities will be standard simulation rooms, while others may be developed in conjunction with clinical skills rooms.

To assist with pricing proposals, we have provided the following information:

- Room categorization and reference designs
- Scope delineation table
- Pricing table

Room Categorizations

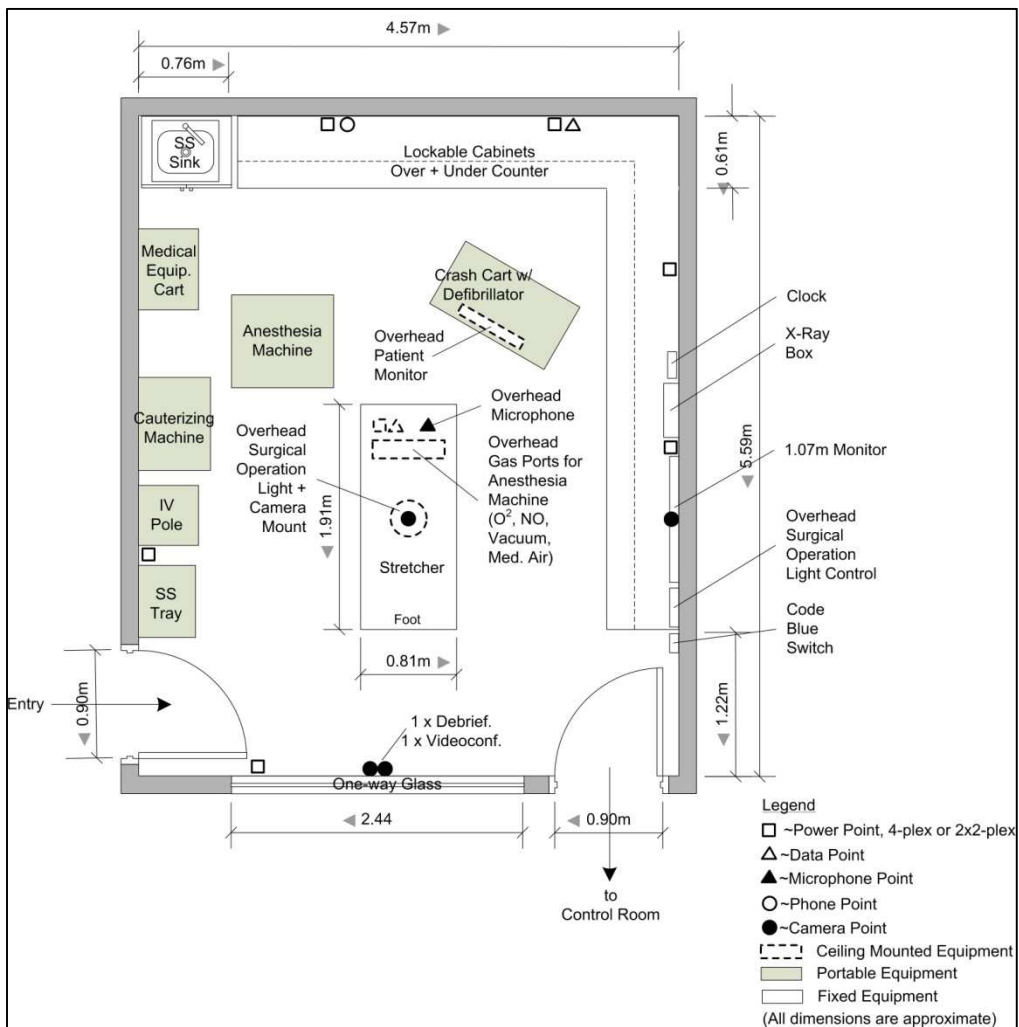
There are various simulation space designs to be considered. Following is a categorization of room designs that may be implemented across the Province. Note that these are samples ONLY and are included here to guide price proposals. Any potential organization who may onboard as a result of this RFP will have to confirm simulation room requirements with the awarded vendor, but we would expect any prices or guaranteed percentage discounts to apply to similar type rooms.

1 Standard operating room (OR) type simulation lab (Figure 1.):

- *Space:*
 - Minimum preferred area: 25.55 nsm (4.57m x 5.59m).
 - *Simulation:*
 - One simulation mannequin, including simulator-specific data ports at headboard to connect with control room systems.
 - *Local audio-visual (for communication between control room and lab):*
 - One ceiling-mounted microphone to capture simulation audio for control room monitoring and recording purposes.
 - One set of ceiling-mounted speakers for control room communication with simulation participants.
 - *Debriefing / recording system:*
-

- One camera mounted on the ceiling above the control room window, looking out towards the feet of the simulation mannequin.
- One ceiling-mounted camera facing down above the chest of the simulation mannequin.
- Clinical equipment
- *Videoconferencing (for use with a remote evaluator):*
 - One wall-mounted display for the learner to view remote evaluator.
 - One high definition camera mounted on the wall next to the display to capture the learner when conversing with the remote evaluator.
 - One high definition camera mounted on the ceiling above the control room window to provide the remote evaluator with a view of the entire simulation lab, looking out towards the feet of the simulation mannequin.

Figure 1: Reference design for a single bed OR-type simulation lab.



2 Standard Intensive Care Unit (ICU) type simulation lab (single plinth) (Figure 2.):

- *Space:*
 - Minimum preferred area: 12.91 nsm (4.04m x 3.20m)

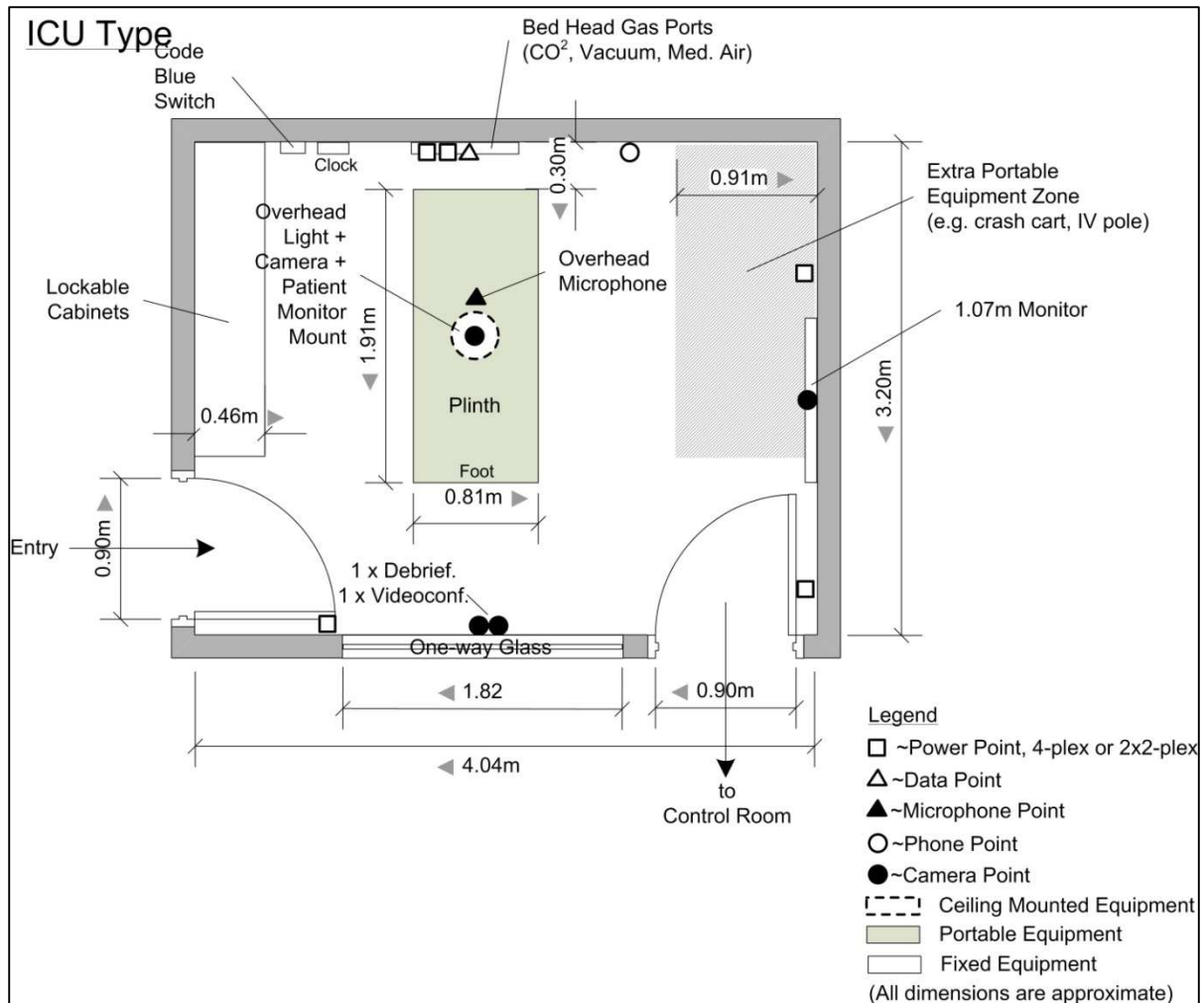
 - *Simulation:*
 - One simulation mannequin, including simulator-specific data ports at headboard to connect with control room systems.

 - *Local audio-visual (for communication between control room and lab):*
 - One ceiling-mounted microphone to capture simulation audio for control room monitoring and recording purposes.
 - One set of ceiling-mounted speakers for control room communication with simulation participants.

 - *Debriefing / recording system:*
 - One camera mounted on the ceiling above the control room window, looking out towards the feet of the simulation mannequin.
 - One ceiling-mounted camera facing down above the chest of the simulation mannequin.
 - Clinical equipment.

 - *Videoconferencing (for use with a remote evaluator):*
 - One wall-mounted display for the learner to view remote evaluator.
 - One high definition camera mounted on the wall next to the display to capture the learner when conversing with the remote evaluator.
 - One high definition camera mounted on the ceiling above the control room window to provide the remote evaluator with a view of the entire simulation lab, looking out towards the feet of the simulation mannequin.
-

Figure 2: Reference design for a single bed ICU-type simulation lab.



3 Standard Clinical Skills room (no reference design):

- *Space:*
 - No specific size requirements.
- *Simulation:*
 - Real actors and patients, no mannequins involved.
- *Local audio-visual (for communication between control room and lab):*
 - One ceiling-mounted microphone to capture simulation audio for control room monitoring and recording purposes.
 - One set of ceiling-mounted speakers for control room communication with simulation participants.
 - One wall-mounted display to display images such as x-rays.
- *Debriefing / recording system:*
 - Two cameras focussed on the clinical scenario.

Scope delineation table

The following table identifies recording and debriefing solution components for which we require pricing; these include components related to software and hardware. The Owner's Supply column contains components which are out of the scope of this proposal and does not require pricing from Respondents; it is here for informational and clarification purposes only.

It is understood by UNBC and the STWG that various types of recording and debriefing solutions exist. For example, some models offer turnkey solutions containing both software and hardware components, while others may sell debriefing software and hardware separately. UNBC and the STWG have no model preference, but will select a solution that meets the needs outlined in this RFP.

Software	Hardware¹	Owner's Supply
<ul style="list-style-type: none"> • Debriefing software • Additional modules, i.e. scheduling, simulation centre management, clinical skills 	Audio-visual equipment, including items such as cameras, microphones, earphones, cabling requirements, digital to analog converters.	<ul style="list-style-type: none"> • Simulation mannequin • Videoconferencing equipment (wall-mounted display and associated cameras) • Clinical and storage • Network ports • Storage cabinets/counters • Laptops, workstations • Equipment racks

¹ Respondent is required to supply detailed lists & costs of hardware to support debriefing system. Note that Public Bodies may choose to purchase hardware separately from a hardware vendor if debriefing components (software and hardware) can be purchased separately.

Pricing Table

All respondents must complete the following price table. All list prices must be provided in Canadian dollars. Prices and guaranteed percentage discounts must be based on a three-year agreement with an option to renew after 1-2 years. Please list all assumptions associated with proposed pricing. Tables may be modified for presentation purposes, but all items must be addressed.

Table 1. Pricing Based on OR, ICU and clinical skill room descriptions.

Item #	Description	Units	OR		ICU		Clinical Skills	
			List Price	Guaranteed % discount off list price	List Price	Guaranteed % discount off list price	List Price	Guaranteed % discount off list price
1	Software¹							
1a	Debriefing module	Unlimited users	\$		\$		\$	
1b	Simulation centre management module	Unlimited users	\$		\$		\$	
1c	Scheduling module	Unlimited users	\$		\$		\$	
1d	Clinical skills module	Unlimited users	\$		\$		\$	
1e	Other modules	Unlimited users	\$		\$		\$	
2	Support & Maintenance							
2a	Software support & maintenance, email and phone support available during business hours (Pacific Time)	annual	\$		\$		\$	
2b	Hardware support & maintenance, email and phone support available during business hours (Pacific Time)	annual	\$		\$		\$	

Item #	Description	Units	OR		ICU		Clinical Skills	
			List Price	Guaranteed % discount off list price	List Price	Guaranteed % discount off list price	List Price	Guaranteed % discount off list price
3	Required hardware²							
3a	Audio-visual equipment	Per room	\$		\$		\$	
4	Implementation services							
4a	Hardware installation	Per room	\$		\$		\$	
4b	Software set up and configuration	Per room	\$		\$		\$	
4c	Other consulting services required or recommended by proponent	Per room	\$		\$		\$	
5	Training³							
5a	End user training	daily rate	\$		\$		\$	
5b	Technical training (i.e. training for IT personnel so they can learn to support the equipment)	Daily rate						
	TOTAL		\$		\$		\$	

¹ Indicate whether this is a concurrent licensing model. Indicate whether there is a licensing model other than for unlimited licensing (e.g. 10, 100, 1000 users).

² Respondent is required to supply detailed lists & costs of hardware to support debriefing system. Note that Public Bodies may choose to purchase hardware separately from a hardware vendor if debriefing components (software and hardware) can be purchased separately.

³ Indicate how the training is delivered, i.e. in person, webcast, etc. Indicate all other formats/models of training and associated costs.

Additional Questions

1. Please indicate if a single installation of the proposed system can simultaneously record two sessions that are occurring in adjacent simulation labs at a common site location: **Y / N**.

Comments: _____

2. Please indicate if a single installation of the proposed system can simultaneously record two sessions that are occurring in different geographic locations, such as one in Fort St. John and the other in Prince George: **Y / N**.

Comments: _____

3. Please indicate how many simultaneous sessions the software can record and any functional limitations caused by multiple simultaneous recordings and playbacks, such as effects on quality or latency.
 4. Please indicate incremental costs for additional cameras/camera feeds.
 5. Please indicate the maximum yearly increase in fees that will apply to future purchases under any resulting agreement.
 6. Please indicate your daily rate for custom development.
 7. Please indicate how long guaranteed pricing would remain in effect.
-

SCHEDULE V

RFP10-1220

SAMPLE LICENSE AGREEMENT

Please include a sample license agreement for review by the evaluation committee.



SCHEDULE VI

Scoring Framework

Requirements/criteria shall be evaluated in accordance with the following table and the weights assigned to each criteria. Note that proposals must achieve the minimum percentage of 60% in **Functionality and Performance** before being evaluated in the remaining criteria sections. Proposals where requirements/criteria do not meet the minimum percentage in functionality and performance will receive no further consideration. For example, if the raw score is 60, proponents must score 36 out of 60 in functionality and performance before being evaluated on corporate, support services and price criteria.

Criteria	Minimum % Required	Max Weight
Functionality and Performance, including: <ul style="list-style-type: none"> • <i>Interoperability requirements</i> • <i>Educational requirements</i> • <i>Audio-Visual requirements</i> • <i>Technical requirements</i> • <i>Overall usability</i> Total, functionality and performance:	Proponents must score 60% of the raw score.	50%
Corporate Criteria, including: <ul style="list-style-type: none"> • Financial stability and solvency • Long-term viability of proposed products • Sustainability 		15%
Support services, including: <ul style="list-style-type: none"> • Warranty length and conditions. • Availability and conditions of telephone support. • Ability to service remote sites. • Quality of available training and documentation 		15%
Price, including: <ul style="list-style-type: none"> • System costs • Setup and configuration costs • Training costs • Maintenance fees 		20%
Vendor demonstrations (if required)		25%