



**TREASURY BOARD SECRETARIAT
PROCUREMENT SERVICES**

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ADDENDUM # 1

for RFP # 4706

TO: All Bidders
FROM: Gail Kennedy, Materials Management
DATE: 05/23/2017
SUBJECT: Revision on Closing Date

Page 5 : The correct closing date on page 5 for this RFP is June 2, 2017. This change properly reflects the closing date detailed on page 1.

END OF ADDENDUM.

Please return this sheet with your formal bid proposal.

Health PEI

**Request for Information (RFI)
For the Supply of a
General Purpose Infusion Pumps
For Health PEI**

RFI # 4706

Closing Date: June 2nd, 2017, at 2:00PM (Atlantic Time)

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Confidentiality

All information included in this RFI is confidential and only for the recipient knowledge. No information included in this document or in discussions connected to it may be disclosed to any other party.

Conflict of Interest

Any conflict of interest or potential conflict of interest must be fully disclosed to Health PEI as soon as the conflict or potential conflict becomes apparent. In the event of any such conflict or potential conflict Health PEI, at its absolute discretion, shall decide on the appropriate course of action and the decision of Health PEI will be final and binding in this regard.

Introduction and purpose of the RFI

With this RFI we are requesting information from interested vendors on General Purpose Infusion Pumps. Submissions will be reviewed and vendors will be shortlisted to provide a 45 minute presentation to a Health PEI IV Pump Committee in regards to your company's products/services. The same information will be gathered from different companies and the intent is to gather market research that will be used for a future Request for Proposal (RFP). Neither Health PEI nor the vendor has any obligation under this RFI.

Abbreviation and terminology

Throughout this Request for Proposal, terminology is used as follows:

- a) "Contractor" means the Health PEI representative authorized to buy or purchase on behalf of Health PEI;
- b) "Health PEI" means the Crown Corporation of the Province of Prince Edward Island that provides health care services;
- c) "Must", "mandatory" or "required" means a requirement that must be met in order for the proposal to receive consideration;
- d) "Respondent" means an individual or a company that submits, or intends to submit, a proposal in response to the Request for Proposal;
- e) "Should" or "desirable" means a requirement having a significant degree of importance to the objectives of the Request for Proposal;
- f) "Vendor" means the successful respondent to the Request for Proposal who enters into a contract with Health PEI.

RFI Procedure

This section defines the proposal preparation and submission procedures. Respondents are cautioned to carefully read and follow the procedures required by this Request for Information, as any deviation from these requirements may be cause for rejection.

The proposal must be signed by the person(s) authorized to sign on behalf of the respondent and to bind the respondent to statements made in response to this Request for Information.

Full Disclosure of Financial Contribution Form

Respondents are required to complete and return the attached Financial Contribution Form (see Appendix A).

Contacts

All enquiries related to this Request for Information are to be directed, via e-mail, to the following person, or his/her designate. Information obtained from any other source is not official and may be inaccurate. Enquiries and responses will be recorded and may be distributed to all respondents at Health PEI's option.

For General Enquiries;

Gail Kennedy
Materials Management Coordinator
Health PEI
Prince County Hospital
65 Roy Boates Avenue
Summerside, PE, C1N 2A9
Ph: 902-438-4275
Email: gjkennedy@ihis.org

For Technical Enquiries;

Tracy Diamond
Procurement RN, Materials Management
Health PEI
Queen Elizabeth Hospital
60 Riverside Drive
Charlottetown, PE, C1A 8T5
Ph: 902-894-0171
Email: tdiamond@ihis.org

Enquiries will be accepted until 4:00 pm, May 26th, 2017.

Timeframe

Four (4) complete hard copies of the proposal **must be received by the closing date; May 30th, 2017 at 2:00 pm (Atlantic Time):**

Proposals must be sent to:
PEI Procurement Services
2nd Floor, Shaw Building
95 Rochford Street
Charlottetown, PE C1A 7N8
Attention: Lori Richard
R.F.I. No.
larichard@gov.pe.ca (for inquiries only)

Proposals must not be sent by facsimile or e-mail. Proposals and their envelopes should be clearly marked with the name and address of the respondent, the Request for Information number, the proposal title and the closing date.

Late Proposals

Late proposals will not be accepted and will be returned unopened to the respondent. Please note proposals are considered accepted at date and time of receipt in PEI Procurement Services office, not date and time sent by respondents.

Background

Health PEI is responsible for the operation and delivery of publicly funded health services in Prince Edward Island.

The creation of Health PEI in July 2010 was a major step toward realizing a One Island Health System that can provide Islanders with the right care, by the right provider, in the right place. Since then Health PEI has worked to improve access to safe, quality health care for all Islanders.

Health PEI is governed by a Board of Directors, which ensures that approved programs are delivered in accordance with the direction from the Minister of Health and Wellness.

Health PEI's organizational structure is arranged into divisions that deliver services to Islanders (Community Hospitals and Primary Health Care; Home-based and Long-term Care; Prince County Hospital; Queen Elizabeth Hospital; Provincial Clinical Services) and divisions that support the system (Corporate Development and Innovation; Financial Services; Health Information Management; Medical Affairs). More information can be found at <http://www.healthpei.ca/>.

Health PEI's focus is on finding devices equipped with smart technology via a cost efficient approach, grouping products provincially to maximize purchasing power, maintaining standardization, quality control, and ensuring suppliers have equal access to opportunities through fair and open competition.

The Opportunity

A tender committee has been tasked with the planning process to replace Health PEI's existing IV Pump fleet that has been discontinued by manufacturers.

As a result, Health PEI is seeking RFI responses on General Purpose Infusion Pumps (hereinafter referred to as "IV Pumps") and all proprietary accessories to allow the committee to better understand the products available in the marketplace.

All RFI submissions must meet the mandatory criteria as detailed in Schedule 1 to be considered. Vendors who meet the mandatory criteria will be requested to provide a ½ hour presentation with a 15 minute question period to a Health PEI Working Group in regards to your company and your General

Purpose Infusion Pumps products and/or services. The tentative presentation date is June 26, 2017. General details on information that the committee would be interested in reviewing in your submission and during the presentation are listed in Schedule 2.

REQUIREMENTS

Schedule 1

General Information to be Provided

Mandatory Requirements (Vendor must meet this requirement to be considered)	
Item	Description
1.0	Equipment must meet CSA-Z32-04 and IEC 60601-2-24 Ed. 2.0 Standards
2.0	Must include a Medical Device License number and Risk Class number for the Infusion Pump and any supporting accessories. Please supply documentation.
3.0	The product must be available in the Canadian marketplace by 2017 in order to be considered for this RFI.
4.0	Must have smart pump technology with the ability to update the drug library.

Schedule 2

General IV Pump and Accessories Details	
Item	Description
1.0	Explain you Infusion Pump and include all supporting accessories necessary for full operation.
2.0	Explain the battery/AC operation
3.0	Briefly describe/provide the accessibility to repair parts. Advise on any repair parts not accessible by Health PEI Biomedical Engineering.
4.0	Briefly describe/provide the IV Pump repair depot and location within Canada
5.0	Briefly describeavailable Bio-Med Training and the various options for service (Full Service, shared service, etc)
6.0	Briefly explain the IV Pump wireless capability. Provide details on your pumps' wireless communication capability and technical specifications, including but not limited to, frequency bands, standards, complete listing of operating channels, and bandwidth requirements. Provide options with detail on how the pumps are capable of authenticating to wireless networks.
7.0	Briefly explain details on your IV pumps' capability to interface with Health PEI's Clinical Information System - Cerner (version 2012.01.51 - with a potential upgrade to 2015.01.23) and Pharmacy Information System
8.0	Briefly explain hardware/software specifications for workstations/tablets running client software and or servers required. If applicable, please include whether application can be installed on virtual servers using VMWare.
9.0	Explain how your pump is able to serve a variety of patient populations including

	NICU, General Adult Medicine and Surgery, Paediatrics, Critical Care, Emergency, Oncology, OR, PACU, Dialysis and Obstetrics
10.0	Explain IV Tubing/pump sets, i.e. interchangeable, work on gravity off pump and tubing types for various applications
11.0	Explain your pumps program capabilities and if your pump has Dose Error Reduction Software ie hard and soft limits and weight based dosing, restricted access to the drug library, automated alerts and any other safety features.
12.0	Explain ability to customize the IV Pump drug library. Discuss ability to populate drug library with paediatric and adult default values that can be customized on site. Discuss the number of drugs available per mode and in DERS drug library
13.0	Explain training/educational resources available i.e. e-learning, annual refreshers, clinical staff resources, In-service, etc.
14.0	Explain the pumps multimode capability (piggyback/concurrent)
15.0	Explain the pumps ability to run a programmable secondary line
16.0	Explain the pumps antifree flow capability from primary to secondary line.
17.0	Explain the pumps multistep capability

Other Information Required

Please provide specification documentation for the General Purpose Infusion Pumps.

We are looking for the latest technology of General Purpose Infusion Pumps.

Please provide the name, address and phone number of Manufacturer for any and all components/accessories not manufactured by the Respondent/Primary Manufacturer.

Product Availability

Please advise how long this Infusion Pump has been part of your production line and are there any plans for a Next Generation product.

Warranty

Please provide information on your product warranty, ongoing support, maintenance/software upgrades.

In-Service, Training

Please provide information on on-site end user training by Respondent/Manufacturer's Representatives to fully train all pertinent staff i.e. Nursing, Pharmacy and Biomedical Engineering on the functions, handling and operations of the Infusion Pump.

Support

Please outline support provided and include in your response phone numbers of the nearest Service Support Centre. List your response time within Atlantic Canada.

Pricing

Please provide basic pump budgetary pricing only in your submission.

Vendor Information

Vendor Name: _____

Vendor Address: _____

Contact Person: _____

Phone Number: _____

Fax Number: _____

E-mail address: _____

Date: _____

Completed By: _____

Appendix A – Full Disclosure of Financial Contribution Form
(Mandatory that this be completed and returned with submission)

HEALTH PEI

FULL DISCLOSURE OF FINANCIAL CONTRIBUTION FORM

(Please Attach Full Details to This Appendix)

SUPPLIER:

Covering Period from April 1, 2016 to March 31, 2017

Type of Funding	Hospital	Department	Recipient	Estimated Market Value
Capital Equipment				
Seminars				
Respondent Sponsored Off Site Hospital Visits				
Supplies				
Educational Support				
Research Support (i.e.) * Drug Trials * Projects * Publications * Other				
Major Donations				
Other Funding				
TOTAL				

HEALTH PEI

FULL DISCLOSURE OF FINANCIAL CONTRIBUTION

We, the undersigned company, represent we are a supplier of products, equipment, and/or services to Health PEI. As a privilege of conducting business with Health PEI, we agree to the following terms and conditions:

1. We understand and agree to comply with Health PEI Purchasing Policies.
2. We understand and agree to provide, in Appendix A of this document, a statement of full Funding Disclosure. This statement fully and accurately discloses all funding provided to any employee, staff member, or other individual of the Health PEI mentioned for the time period indicated. Necessary documentation detailing the type and level of funding is attached to Appendix B. The time period to be reporting is for the past twelve months.
3. We understand and agree to provide a revised Statement of Full disclosure at a minimum every 12 months or when a contract is renewed. The onus is on our company to ensure that this regular reporting is completed.
4. We understand and agree that failure to identify all funding support in this Statement of Full Funding Support may result in cancellation of any or all contracts in force with no penalty to Health PEI.

Supplier: _____

Address: _____

Period covered: From: _____ To: _____

(Note: Must cover at a minimum the past 12 months).

Signed: _____ Date: _____

Full Name: _____ Title: _____