



Cayman Islands Health Services Authority

Request for Proposal
MRI Joint Venture
CTC/10-11/HSA/013

Contents

| | |
|---|----------|
| <i>Introduction</i> | 2 |
| <i>Objectives</i> | 3 |
| <i>RFP Conditions</i> | 4 |
| <i>Scope of Work</i> | 5 |
| <i>Proposal Submission</i> | 7 |
| <i>Evaluation Process</i> | 9 |

INTRODUCTION

A. Purpose

The purpose of this RFP is to solicit bid proposals for a joint venture/acquisition, development, operation and ownership of a magnetic resonance imaging (MRI) diagnostic machine and services to be located at the Cayman Islands Hospital in George Town, Grand Cayman. The ultimate outcome of this RFP is advancing the delivery of healthcare delivery in the Cayman Islands.

This is a competitive contracting process. Firms responding to this Request for Proposal should have extensive experience, a knowledgeable background and qualifications in the provision of the services described.

B. Period of Agreement

The term of the agreement will be for a period of at least two (2) years with the possibility of one (1) or two (2) year extension(s). Extension of the agreement will be based on satisfactory performance as determined by the Board of the Health Services Authority.

C. Background and Objectives

The **Health Services Authority** (HSA) provides primary and secondary levels of healthcare services, and public health functions for the residents and visitors in the Cayman Islands through its 124-bed Cayman Islands Hospital, and its 18-bed Faith Hospital on Cayman Brac. Primary Health care is offered at district health centres in Grand Cayman and a health centre in Little Cayman. This is supplemented with dental and eye care services on site at the Health Service Complex in Grand Cayman.

As the nation's principal health care facility, the Cayman Islands Hospital in George Town provides a full range of inpatient and outpatient medical and specialist services.

Specialist services are available in the fields of: surgery, gynaecology & obstetrics, paediatrics, internal medicine, dermatology, anaesthesiology, public health, orthopaedics, psychiatry, gastroenterology, radiology, ophthalmology, ear, nose and throat, periodontology, reconstructive surgery, faciomaxillary surgery, urology, and pathology.

In the Sister Islands, residents and visitors can obtain health care needs from the Faith Hospital in Cayman Brac and the Little Cayman Clinic. The 18-bed hospital serves both islands and provides primary, secondary and emergency care. It features a modern inpatient unit, as well as an operating theatre, maternity, accident and emergency department, outpatient clinics and a public health department.

The Little Cayman Clinic is a purpose-built facility, complete with waiting and triage areas, a treatment room, doctors' office and a dental office. A resident nurse is on call around-the-clock.

The **Health Services Authority through an Agreement with the Ministry of Health** is responsible for public health programmes under the Public Health Department. Public Health services include:

- Health advice and vaccines for international travellers;
- Health assessment, including vision and hearing tests for children;
- Nutrition and dietary counselling;
- Child growth and development monitoring;
- Health Promotion;
- Communicable disease screening; and
- Disease prevention and control programmes, including immunization.

OBJECTIVES

The goal of entering into a joint venture for MRI services is to advance healthcare in the Cayman Islands by providing improved diagnostic services at the Cayman Islands Hospital. The expected outcome of acquiring MRI services is:

- (1) Earlier detection of medical conditions
- (2) Reduction in the need to travel overseas for MRI services
- (3) Results are available in a more timely manner
- (4) Expand the HSA's entire range of programmes and services
- (5) Elevate the HSA's reputation as a first class provider of health care services
- (6) Increase visibility for the HSA, employees, programmes and services

D. Mandatory Proposer Requirements

All Proposers must:

1. Have a minimum of three (3) years of experience in providing services similar to those requested in this Request for Proposal (RFP). Experience in the Management of diagnostic services would be an asset.
2. Provide staffing information: (a) Provide resumes of key staff that would be handling this project; (b) include a listing of all personnel who would be working on the components of this project, indicating the actual job/service for which they will be responsible.
3. Provide three (3) references - organization, contact name/address, phone number, and dates services were provided.

E. Proposal submission deadline

Response to this RFP must be submitted to the below address on or before **12:00 noon (local time in the Cayman Islands) on Friday, 3rd December 2010 to:**

The Secretary, Central Tenders Committee
1st Floor, Government Administration Building
71 Elgin Avenue, Grand Cayman KY1-9000
Cayman Islands
Attention: Mr. Ronnie Dunn

Tender #CTC/10-11/HSA/013

Any questions relating to this RFP must be submitted, in writing preferably email, to the below address on or before **5:00 p.m. on Friday 19th November 2010:**

Lisa Bell – email: lisa.bell@hsa.ky

RFP CONDITIONS

A. Contingencies

This RFP does not commit the Health Services Authority to award a contract. The H.S.A reserves the right to accept or reject any or all proposals, if it determines it is in the best interest of the Authority to do so. The H.S.A will notify all Proposers in writing if it rejects all proposals or cancels this RFP process.

B. Modifications

The H.S.A reserves the right to issue amendments to this RFP.

C. Proposal Submission

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the Proposer's responsibility to ensure that its proposal arrives on or before the specified time.

D. Incurred Costs

This RFP does not commit the H.S.A to pay any costs incurred by Proposers in the preparation of a proposal in response to this request and Proposers agree that all costs incurred by Proposers in developing this proposal are the Proposer's responsibility.

E. Negotiations

The H.S.A may require the potential Proposer/Contractor(s) selected to participate in negotiations, and to submit a price, technical, or other revisions of their proposals as may result from negotiations.

F. Alternate Proposals

A list of suggestions or procedures that could be followed or methods of enhanced communication can be attached to the response. The H.S.A does, however, reserve the right to seek clarification on alternate proposals, issue addenda to all Proposers, or to reject any or all proposals.

G. Formal Agreement

In the case of this RFP, Proposer may be required to enter into a formal agreement with the H.S.A. This RFP sets forth some of the general provisions which will be included in the final contract. In submitting a response to this RFP, Proposer will be deemed to have agreed to each clause unless the proposal identifies an objection and the H.S.A agrees to a change of language in writing.

H. Final Authority

The final authority to award a Contract rests solely with the Board of the Health Services Authority.

I. Governing Law

The agreement/venture will be governed by the laws of the Cayman Islands

SCOPE OF WORK/SERVICE

A. Program Design/Approach

To advance the delivery of healthcare in the Cayman Islands through a joint venture/acquisition, for the development, operation and ownership of a magnetic resonance imaging (MRI) diagnostic machine and services, the proposer will be required to:

1. Provide capital in the form of the purchase, placement, installation and configuration of the MRI (See Schedule B for specifications)
2. Provide technical expertise and support to the Health Services staff
3. Provide technical training to the Health Services Staff
4. Provide Cryogen Management and Maintenance
5. Read and interpret the MRI images and submit those reports electronically to HSA
6. Provide refresher training to HSA radiologists for MRI interpretation over time
7. Property Insurance for the MRI machine

The Health Services will provide the following:

1. Physical space for the MRI at the George Town Hospital
2. Electrical Supply
3. Telecommunication lines
4. Patient Care (including scheduling, registration, patient flow etc)
5. All administrative assistance necessary for the joint venture.
6. Liability insurance to cover the patient and staff use of the unit.
7. Sharing of all net collected MRI revenue (revenue less expenses)

B. Selection Process

Selection of the qualified firm will be based upon evaluation of the following:

1. Technical qualifications, experience, references, and managerial/staff capability
2. Compliance with the requirement of the RFP
3. Cost. The H.S.A realizes that conditions other than price are important and will award contract(s) based on the proposal that best meets the needs of the Authority. While cost may not be the primary factor in the evaluation process, it is an important factor.

Upon review of proposals by the selection committee applicants may be selected for interviews/presentation before the H.S.A Board and senior management

C. Proposer's Guarantee

The Proposer guarantees that the joint venture will be satisfactory to the H.S.A, as required in this RFP. If the H.S.A is dissatisfied with the Proposer's services, the Authority has the right to terminate any agreement for service resulting from this RFP and be relieved of the obligation of continuing with the agreement. All monies due to contractor for work completed will be paid upon termination of agreement.

D. Ownership of Documents

All documents, data, products, graphics, computer programs, and reports prepared by the Proposer pursuant to this Contract shall be considered property of the Health Services Authority.

PROPOSAL SUBMISSION

A. General

1. All interested and qualified Proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proposer has read and understands the entire RFP, to include all appendixes, attachments, exhibits, schedules, and addendum (as applicable) and all concerns regarding the RFP have been satisfied.
2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP.

B. Proposal Format

1. All proposals must be submitted on 8 ½" x 11" paper
2. Bindings, colored displays, promotional materials, etc., are neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.
3. One (1) unbound original and five (5) copies, for a total of six (6), of the complete proposal must be received by the deadline for receipt of proposal. The original and all copies must be in a sealed envelope or container stating on the outside:

The Secretary, Central Tenders Committee
1st Floor, Government Administration Building
71 Elgin Avenue, Grand Cayman KY1-9000
Cayman Islands
Attention: Mr. Ronnie Dunn

Tender #CTC/10-11/HSA/013

4. Hand carried proposals may be delivered to the Government Administrative Building, Treasury Department, 1st floor between the hours of 8 a.m. and 5 p.m., Monday through Friday, up to the deadline for proposal submission.

Proposers are responsible for informing any commercial delivery service, if used, of all delivery requirements, and for ensuring that the above address and tender number appears on the outer wrapper or envelope used by such service.

C. Proposal Timelines

The procurement schedule of events set out herein represents the Health Services best estimate of the schedule that will be followed. If any component of this schedule is delayed, such as the closing date for receipt of proposals, dependent tasks in the rest of the schedule will be shifted by the same number of days. The present timeline for this RFP is as follows:

| Task | Key Timeline | Date |
|-------------|---|----------------------|
| 1. | Issue RFP | 5-Nov-10 |
| 2. | Closing Date For Receipt of Bid Proposals and Amendments to Bid Proposals | 3-Dec-10 |
| 3. | Proposer Presentations | December 15-20, 2010 |
| 4. | Evaluation and recommendation | 15-Jan-11 |
| 5. | Contract Approval and Execution of Contract | 31-Jan-11 |
| 6. | Service Begins | 4-Feb-11 |

EVALUATION PROCESS

A. General

All proposals will be reviewed by the Health Services Authority Management & Board.

B. Initial Review of Submitted Proposals

1. All proposals will be initially evaluated to determine if they meet the mandatory requirements.
2. The proposal must have been received on or before the specified deadline.
3. Be complete, in the required format, and comply with all the material requirements of this RFP.
4. Prospective Proposers must provide three (3) references from other agencies that they have provided the same or similar service as being requested in this RFP. Failure to meet these requirements may result in a rejected proposal. No proposal shall be rejected, however, if it contains a minor irregularity, defect, or variation, if the irregularity, defect, or variation is considered by the H.S.A to be immaterial or inconsequential. In such cases, the Proposer will be notified of the deficiency in the proposal and given an opportunity to correct the irregularity, defect, or variation, or the H.S.A may elect to waive the deficiency and accept the proposal.

C. Contract Award Process

Contract(s) will be awarded based on a competitive selection of proposals received. A selection committee will submit its analysis and recommendation, in a summarized form, to the H.S.A Board. Upon review and recommendation of the proposed contractor, the H.S.A will negotiate and prepare a professional service contract. In the event the contract negotiations are not successful, the H.S.A reserves the right to commence negotiations with the second-ranked proposer.

The Committee's review will be based on the following criteria:

| Response Weighting Formula | Percentage |
|---|-------------------|
| ADMINISTRATION/MANAGEMENT SUPPORT SERVICES | 15% |
| EXPERIENCE | 30% |
| TECHNOLOGY | 20% |
| FEE | 25% |
| MISCELLANEOUS OTHER | 10% |
| | 100% |

Cost of service is an important factor in the evaluation process, however, the H.S.A is not obligated to accept the lowest cost proposal. Ability to provide a quality service in a timely manner at a low or reasonable cost in accordance with the RFP requirements is critical to a successful proposal.