



# PROCUREMENT

*The UNIVERSITY of OKLAHOMA*

The Board of Regents of the University of Oklahoma invites interested parties to submit Bids for the Goods or Service identified below. Please read carefully. All communications, clarifications, questions, or any other matter relating to the Solicitation must be made only through the University Contact. Bids must be submitted to [OUBIDS@ouhsc.edu](mailto:OUBIDS@ouhsc.edu).

<b>Solicitation Title:</b>	<b>Low Dose Mobile Lung CT Scanner Vehicle</b>
<b>Solicitation No.:</b>	<b>R-24017-24</b>
<b>Issue Date:</b>	<b>05/12/2023</b>

Request for Proposal

Invitation to Bid

## Solicitation Schedule of Events (all times Central)

<b>Pre-Bid Conference</b>	N/A
<b>Site Visit (Locations, Date, Time) Check if Mandatory <input type="checkbox"/></b>	N/A
<b>Pre-Bid Question Deadline</b>	May 26 <sup>th</sup> 2023 Deadline 2:00 pm
<b>Answers Available</b>	June 2 <sup>nd</sup> 2023
<b>Bid Deadline</b>	June 9 <sup>th</sup> 2023 Deadline 2:00 pm
<b>Interview/Demonstration</b>	TBD
<b>Tentative Award Date</b>	06/09/2023

Bid must be emailed to [OUBIDS@ouhsc.edu](mailto:OUBIDS@ouhsc.edu)

## University Information

<b>University Contact:</b>	Brandi Wolff
<b>Address (Street, City, Zip):</b>	840 Research Parkway Suite 170
	Oklahoma City, OK 73104
<b>Contact Email:</b>	Brandi-wolff-1@ouhsc.edu

**THIS SOLICITATION CONSISTS OF THIS SOLICITATION PACKET, THE INSTRUCTIONS, GENERAL TERMS, DEFINITIONS, AND INSURANCE REQUIREMENTS AS SET FORTH BELOW. BIDDERS SHOULD CAREFULLY READ EACH DOCUMENT.**



# PROCUREMENT

*The* UNIVERSITY *of* OKLAHOMA

## SCOPE OF WORK

### 1. Overview, Purpose, and Summary

The Board of Regents of The University of Oklahoma (University) invites interested suppliers to submit Proposals to supply the University with a Low Dose CT vehicle for Lung Cancer Screening.

The overall objective is to increase the delivery and uptake of LCS through a comprehensive, statewide program of mobile LCS outreach that will enable Oklahomans to be screened in their home communities. For those whose LCS tests positive, Oklahoma LUNG SCAN will connect directly to state-of-the-art services for diagnostic follow-up testing and, if needed, cancer treatment.

Tasks for the Building Phase that begins July 1, 2023, include building the first Oklahoma LUNG SCAN mobile unit equipped with an LDCT scanner and designed to meet patients where they live. The delivery window for the unit is 12 months.

Tasks for the Full Implementation Phase, funded through Stephenson Cancer Center efforts, include: (a) fully deploying the mobile unit, focusing 70% of LCS efforts on at-risk, rural communities and scanning 20 to 25 patients per day, three days each week, for a total of 60 to 75 scans per week, which translates to an estimated capacity of 2,640 to 3,300 screenings per year with the mobile unit operating at 44 weeks per year.

Goals: Connecting patients with positive LCS to state-of-the-art services for diagnostic follow-up testing and, if needed, cancer treatment; (e) linking participants who smoke to tobacco cessation services, including the Oklahoma Tobacco Helpline and the TSET Health Promotion Research Center Tobacco Treatment Research Program; (f) administering surveys to persons who have and have not been screened to assess barriers and facilitators to LCS and clinical trials participation; (g) monitoring participation in Oklahoma LUNG SCAN.

### 2. Project Schedule

Must be delivered before June 30<sup>th</sup> 2024.

**3. Expected Budget.** (Based on the University's understanding, expectations, background, and knowledge of scope, the Expected Budget is neither a minimum nor maximum amount for this Solicitation.)

N/A

Please review the **SOLICITATION SPECIFICATIONS** for additional criteria, requirements, and information.



# PROCUREMENT

## *The* UNIVERSITY *of* OKLAHOMA

### SOLICITATION INSTRUCTIONS

BIDDERS MUST COMPLY WITH THE SOLICITATION INSTRUCTIONS. The Solicitation Instructions (“Instructions”) govern the bidding and selection process for the University’s acquisition of Goods and Services through a competitive process. Compliance with the Instructions is material to determining whether a Bid is responsive. Bidders should read all parts of these Instructions carefully. All terms, conditions, provisions, requirements, and language may be stated or phrased differently than in previous Solicitations, irrespective of past interpretations, practices, trade usage, or customs. In no event shall the Bidder’s failure to read and understand any Solicitation, Contract, Contract Document, or other documents, part, specification, or requirement included with, referenced in, or incorporated into a Solicitation provided by the University constitute grounds for a claim during or after a Solicitation or Contract award. Please see the University’s Formal Competition policy located here ([Policies and Procedures \(ou.edu\)](#)) for more information.

**The Solicitation Instructions are available for review and download at the following link**  
[Solicitation Instructions](#)

### BID RESPONSE

Bids are required to be structured into separate, labelled, and easily identifiable sections using the Bid packet structure below. A Bid submitted using any other structure may be determined to be non-responsive as set forth in the Instructions. Any section of the Bid packet that is not applicable to the Bid shall have a page inserted to denote the section is not applicable. As way of example, if business references are not required, the Bid should contain a page after the “Business References” section heading that reads “Not Applicable”, “N/A” or some similar notation. **All forms, attachments, and other required documents referenced in the Solicitation are available for review and download at the following link [Solicitations \(ou.edu\)](#).**

**Section Two- Response to Specifications and Requirements shall be limited to 35 pages.**

- **Section One – Administrative Documents**

- A completed and executed Bid Proposal Cover Page
- All documents requested in this Solicitation Packet or the Bid Proposal Cover Page
- A brief summary of the company and marketing information and materials relevant to the Solicitation.
- Signed Amendment(s), if any, located at the same online link as the Solicitation. The Bidder shall acknowledge agreement with each Amendment, if any, by inserting the Amendment in this section, signed by or on behalf of the Bidder.

- **Section Two - Response to Specifications and Requirements**

- The Bid shall show the ability of the Bidder to meet or exceed the qualifications, specifications, and other matters set forth in the Solicitation.
- The Bid must reflect for each requirement or specification whether they can be met by an out-of-the-box solution or whether customization is required.
- If service level agreements are required, the proposed service level agreements shall be inserted in this section.
- A list of all Subcontractors included as part of a submitted Bid.

- **Section Three – Pricing**
  - Unless otherwise stated in the Scope of Work or Solicitation Specifications, the Bid shall include a firm, fixed price for the term, including optional renewal terms, Travel and Subsistence Expenses, warranties, subscriptions, ongoing maintenance and support, and other costs, fees, charges, or expenses of any kind that will be charged by the Bidder.
    - The Bidder shall guarantee unit prices are correct.
    - For hourly work, the Bidder shall provide a breakdown of hourly rates for each service or occupation.
- **Section Four – Proposed Exceptions**
- **Section Five – Additional Bidder Terms**
  - Any additional terms that the Bidder requests be applicable to the Contract shall be inserted in this section and shall be provided in Word format. THE UNIVERSITY HAS NO RESPONSIBILITY TO INDEPENDENTLY REVIEW AN ENTIRE BID FOR ADDITIONAL TERMS AND ANY SUCH TERMS NOT SUBMITTED IN THIS SECTION OF THE BID SHALL NOT BE CONSIDERED. Should a Bidder be awarded a Contract, the University shall not be required to execute additional documents not included in a Bid. For example, if a Bidder typically uses an ordering document in connection with an acquisition, the ordering document template shall be included in the Bid.
- **Section Six - Offer of Value-Added Goods or Services**
  - If a Bid includes an offer of value-added Goods or Services, such offer shall be inserted in this section and include associated pricing and any other information relevant to such value-added offer. However, the University is not obligated to purchase value-added Goods or Services.

## **BID FORMAT**

- The font shall be 12-point Times New Roman. The top, bottom, left and right margins shall be at least one inch, excluding headers and footers. All pages must be numbered.
- Responses must be submitted on the forms provided, where applicable. Where a form is not provided, responses must be submitted in MS Word format (.doc or .docx) or Adobe PDF (.pdf).
- Each Bidder shall submit a complete proposal in clear, concise language.
- Proposals should be tabbed and organized in easily identifiable parts mirroring the organization of this RFP.
- The Bidder shall not submit any items other than those requested in the Attachments/forms. The additional information will not be considered in the evaluation.

## **GENERAL TERMS AND CONDITIONS INSURANCE REQUIREMENTS RULES OF USAGE AND DEFINITIONS**

The University’s General Terms and Conditions (“General Terms”) sets forth the terms and conditions for Contracts resulting from Solicitations issued or awarded by the University. The University’s Insurance Requirements (“Insurance Requirements”) sets forth all required Insurance types and limits (as applicable), conditions, and requirements for Solicitations issued or awarded by the University. The Rules of Usage and Definitions (“Definitions”) set forth the way all terms, conditions, provisions, requirements, specifications, and other language set forth in the Solicitation, Solicitation Packet, Instructions, General Terms, Insurance Requirement Contract, or Contract Documents are used and defined unless specifically stated otherwise therein. The General Terms, Insurance Requirements, and Definitions apply to all Solicitations issued or awarded by the University and are incorporated by reference to all Bids and resulting Contracts. They may only be amended as set forth therein or in the Instructions.

**The General Terms are available for review and download at the following link**

[Invitation to Bid](#)  
Request for Proposal

The Insurance Requirements are available for review and download at the following link  
[Insurance Requirements](#)

The Definitions are available for review and download at the following link  
[Rules of Usage and Definitions](#)

**THIS SOLICITATION CONSISTS OF THIS SOLICITATION PACKET, THE INSTRUCTION, GENERAL TERMS, DEFINITIONS, INSURANCE REQUIREMENT, AND AMENDMENTS OR ATTACHMENTS THERETO. EACH IS HEREBY INCORPORATED BY REFERENCE.**

**Bid must be emailed to [OUBIDS@ouhsc.edu](mailto:OUBIDS@ouhsc.edu).**

**Do NOT submit Bids directly to the University Contact or the Bid will be deemed non-responsive.**



# PROCUREMENT

*The* UNIVERSITY *of* OKLAHOMA

## SOLICITATION SPECIFICATIONS

In addition to the **SCOPE OF WORK**, these Solicitation Specifications set forth additional qualifications, specifications, pricing, evaluation criteria, and other information relating to the Solicitation.

---

INTENTIONALLY BLANK





# PROCUREMENT

*The* UNIVERSITY of OKLAHOMA

## 1.1 Cost Proposal Option – Hourly Rate / Project Based Pricing

Bidders shall submit the Cost Proposal in the format below. This page may be submitted as a spreadsheet, in its original and unaltered format, other than as necessary to complete the response sections of the Attachment. Alternate formats will not be accepted.

You may add additional detail and lines to the table as needed.								
The State Fiscal Year Period is July through June Annually								
STAFF CATEGORY / ITEM NAME / SERVICE	DESCRIPTION	Date of award – June 30, 2023	2024	2025	2026	2027	2028	TOTAL
<b>Total FIRM FIXED PRICE / Average</b>								