DESCRIPTION: Policy Management System

USING GOVERNMENTAL UNIT: Medical University of South Carolina

SUBMIT YOUR OFFER BY: (Opening Date/Time): **August 15, 2017 @ 3:00PM (EST)**

NUMBERS OF COPIES TO BE SUMITTED: One original, eleven copies

QUESTIONS MUST BE RECEIVED BY: **July 31, 2017 @ 3:00PM (EST)** (See "Questions From Offerors" provision)

| NAME OF OFFEROR | Any award issued will be issued to, and the contract will be formed with, the entity identified as the Offeror. The entity named as the offeror must be a single and distinct legal entity. Do not use the name of a branch office or a division of a larger entity if the branch or division is not a separate legal entity, i.e., a separate corporation, partnership, sole proprietorship, etc.
| AUTHORIZED SIGNATURE | DATE SIGNED
| TITLE | STATE VENDOR NO. (Register to Obtain S.C. Vendor No. at www.procurement.sc.gov)
| PRINTED NAME | STATE OF INCORPORATION (If you are a corporation, identify the state of incorporation.)

OFFEROR'S TYPE OF ENTITY: (Check one) See "Signing Your Offer" provision.)

- ___ Sole Proprietorship
- ___ Partnership
- ___ Other_____________________________
- ___ Corporate entity (not tax-exempt)
- ___ Corporation (tax-exempt)
- ___ Government entity (federal, state, or local)
A. DEFINITIONS, CAPITALIZATION, AND HEADINGS (MODIFIED)

CLAUSE HEADINGS USED IN THIS SOLICITATION ARE FOR CONVENIENCE ONLY AND SHALL NOT BE USED TO CONSTRUE MEANING OR INTENT. EVEN IF NOT CAPITALIZED, THE FOLLOWING DEFINITIONS ARE APPLICABLE TO ALL PARTS OF THE SOLICITATION, UNLESS EXPRESSLY PROVIDED OTHERWISE.

AMENDMENT means a document issued to supplement the original solicitation document.
AUTHORITY means the State Fiscal Accountability Authority or its successor in interest.
BUSINESS means any corporation, partnership, individual, sole proprietorship, joint stock company, joint venture, or any other legal entity. [11-35-310(3)]
CONTRACTOR means the Offeror receiving an award as a result of this solicitation.
COVER PAGE means the top page of the original solicitation on which the solicitation is identified by number. Offerors are cautioned that Amendments may modify information provided on the Cover Page.
OFFER means the bid or proposal submitted in response this solicitation. The terms Bid and Proposal are used interchangeably with the term Offer.
OFFEROR means the single legal entity submitting the RFQ response. The term Bidder is used interchangeably with the term Offeror. PROCUREMENT OFFICER means the person, or his successor, identified as such on either the Cover Page, an amendment, or an award notice.
YOU and YOUR means Offeror.
SOLICITATION means this document, including all its parts, attachments, and any Amendments.
STATE means the Using Governmental Unit(s) identified on the Cover Page.
SUBCONTRACTOR means any person you contract with to perform or provide any part of the work.
US or WE means the using governmental unit.
USING GOVERNMENTAL UNIT means the unit(s) of government identified as such on the Cover Page. If the Cover Page identifies the Using Governmental Unit as "Statewide Term Contract," the phrase "Using Governmental Unit" means any South Carolina Public Procurement Unit [11-35-4610(5)] that has submitted a Purchase Order to you pursuant to the contract resulting from this solicitation. Reference the clauses titled "Purchase Orders" and "Statewide Term Contract."

UPD means University Purchasing Department
Section I: Introduction

This is a Request for Qualification (RFQ) issued under Section 11-35-1530(4) of the South Carolina Consolidated Procurement Code. Prospective Offerors are encouraged to submit the requested information, demonstrating their qualifications and ability to perform the project described herein. Qualified Offerors will receive a subsequent Request for Proposal (RFP) describing the specific requirements of the State.

Responses must be received at the time and place specified on the first page of this document.

The University Procurement Department (UPD) of the Medical University of South Carolina will conduct Offeror evaluation and selection in a two-step process. The first step requires Offerors to respond to this RFQ. In the second step, the selected offerors will submit responses to the Request for Proposal.

Step I: Request for Qualification (RFQ)

UPD will conduct an evaluation of all submitted Offeror qualifications by a designated evaluation team. The required information will focus on qualifications, experience, and the ability to perform the requirements of the contract. The evaluation will rank the prospective Offerors from most qualified to least qualified on the basis of the information provided. Proposal will then be solicited from at least the top two prospective offerors by means of a Request for Proposal.

UPD may elect to communicate with Offerors after statements of qualifications are opened to resolve ambiguities or other questions about either the statement of qualifications or the scope of the RFQ. If UPD has communications with any Offeror, it will afford all Offerors responding to this RFQ a like opportunity to respond, where appropriate. All such communications will be documented in writing and included with the statement of qualifications. Communications may not be used to revise the RFQ.

The UPD, at its sole discretion, may elect to conduct interviews of Offerors responding to this RFQ. If the UPD elects to interview, it will interview all Offerors responding to the RFQ.

While the intent of the statement of qualifications is to assist UPD in determining the most qualified offerors prior to soliciting proposal, offerors selected for Step II are still subject to the state’s standards of responsibility.

UPD will notify individually each Offeror responding to the RFQ whether they have been selected for the Step II RFP solicitation. Subsequently, UPD will invite these Offerors to respond to a RFP.

Step II: Request for Proposal (RFP)

Instructions regarding Step II will be published in the Request for Proposal. Conceptually, the RFP will include a thorough statement of needs as well as applicable terms and conditions. Only Qualified Offerors will receive the RFP. Participating Offerors must submit a detailed written proposal and make a formal presentation to UPD.

UPD will evaluate and rank proposals based on criteria stated in the RFP. UPD expects to conduct negotiations thereafter. Notwithstanding the foregoing, UPD reserves the right to proceed in any manner authorized by law.
SECTION II: Project Description

Current Environment

The Medical University of South Carolina (MUSC) has served the citizens of South Carolina since 1824. It has expanded from a small private college for the training of physicians to a State University with an academic medical center and full range of programs for the education of a broad range of health professionals, biomedical scientists and other health-related personnel. As the oldest medical school in the South, MUSC educates and trains more than 3,000 students and residents in six colleges (Dental Medicine, Graduate Studies, Health Professions, Medicine, Nursing and Pharmacy), and has approximately 1,500 faculty members.

Overall MUSC is comprised of three primary entities: the teaching and research entity (Medical University); hospital operations (Medical University Hospital Authority or MUHA), and the practice plan (MUSC Physicians, formerly University Medical Associates or UMA). The clinical operations at MUSC are referred to as “MUSC Health”. MUSC Health has over 700 beds consisting of multiple facilities including 2 adult hospitals, a Psychiatric Institute, a Cancer Center and a Children’s Hospital. There are over 700 attending physicians and 680 Resident and Fellow physicians. MUSC has more than 40,000 inpatient admissions and over one million clinic visits per year at its hospital facilities and more than 60 locations on and off campus. The Medical Center has approximately 7,100 employees, the University has approximately 5,400 employees, and MUSC Physicians has over 1,500 employees.

Future RFP Description/Goal

Currently, there are hundreds of policies that are entered, tracked and published in different formats across the institution, using a variety of workflows, approval processes and presentations. A system is needed to standardize and consolidate policies amongst the MUSC entities, including the intake and tracking of policies according to the ownership, integration and archival priorities of each entity. Coordinating and integrating the management and reporting of policies are what is needed and being requested at this time. Anticipated usage is estimated to include up to 100 policy creation and approval managers (full access), at least 400 approval process users (with a potential increase to 600 from multiple units, departments or entity levels), and up to 14,000 users for viewing published policies, reports or dashboards.

SECTION III: Required Qualification Information:

This is only an RFQ issued under Section 11-35-1530(4) of the South Carolina Procurement Code.

1. **Letter of interest.** A letter introducing your company, stating your interest in the project and summarizing your RFQ submittal.

2. **Corporate Overview.** Provide an overview of your company and its general experience in contracting for, developing, and implementing a Policy Management system.

3. **Product Description.** Provide a general description of your product. If the product is also offered as a suite, do not include information concerning unrelated modules. Include standard SLA’s for system performance.

4. **Support Services Offered.** Provide a description of services offered by your company. Include support offered for vendors and end users. Describe any educational, marketing or outreach services you provide.
5. **Data Security.** Describe your organization’s security and data integrity practices.

6. **Experience on Similar Projects and Prior Performance.** Must be able to provide a full-functioning Policy Management System that has been activated and used by at least 10000 employees in at least three (3) large, multi-entity sites (preferably in Academic Medical Centers locations similar in size and scope to MUSC) for at least three (3) years. For each project, include:
   
   a. Client name with a representative’s name, title, phone number and email address who may serve as a reference;
   
   b. Length of time for project implementation from the signing of the contract until going live with the solution;
   
   c. Description of Offeror’s ongoing operation, support, service, training and maintenance obligations;
   
   d. List any implementations of your system that have resulted in cancellation during the past 10 years.
   
   e. Identify Projects completed with governmental entities.
   
   f. All arbitration, mediation, or litigation that has arisen from each project, and the current stage of resolution of any of those items. For those items that have been concluded or resolved, the outcome of the arbitration, mediation, or litigation that was conducted;

7. **Financial Stability.** The following information must be provided to establish the financial stability of the company:
   
   a. Provide the Company’s most current financial statements for the last two fiscal years and information reflecting the Company’s current financial position. If the Company has audited financial statements, you must provide those statements. Reference Status of Concepts No. 5 (FASB, December, 1984).
   
   b. Include a detailed, narrative statement explaining how offeror has available the appropriate financial and personnel resources and expertise, or firm commitments to obtain them, necessary to meet all contractual requirements of this solicitation.

8. **Recent Past References.** Provide the names, titles, phone numbers, e-mail addresses for customer references for which you performed similar projects. These references must be from customers for which projects have been completed within the last five years. Please provide the number of new sites where the Policy Management System has been implemented in the past three years. What is your retention rate?

9. **Project Management.** Key personnel resumes, estimated number of employees assigned to project, and representative qualifications of the type of personnel that would be assigned to this project. Identify any subcontractors that would participate in a potential contract award, the role they will perform and resumes of their key personnel.

10. **Subcontractors.** If you intend to subcontract, at any tier level, with another business for any portion of the work and that portion either (1) exceeds 10% of your cost, or (2) otherwise involves services critical to your performance of the work (err on the side of inclusion), your offer must identify that business and the work which they are to perform. Identify potential subcontractors by providing the business name,
address, phone, taxpayer identification number, and point of contact. In determining your responsibility, the state may contact and evaluate your proposed subcontractors.

SECTION IV: Submittal Format

The Offeror will submit their RFQ to University Procurement Department and include the following information in the order specified and endeavor to limit the information to the quantity of pages indicated for each section. If the Offeror fails to provide any of the following information, UPD may, at its sole option, ask the Offeror to provide the missing information. If UPD allows any Offeror to provide missing information, it will afford all Offerors a like opportunity to provide missing information, where appropriate.

| Tab 1   | Letter of Interest       | (two pages) |
| Tab 2   | Table of Contents        | (one page)  |
| Tab 3   | Corporate Overview       | (four pages)|
| Tab 4   | Product Description      | (four pages)|
| Tab 5   | Support Services Offered | (two pages) |
| Tab 6   | Data Security            | (four pages)|
| Tab 7   | Experience on three similar projects and prior performance | (ten pages) |
| Tab 8   | Financial Stability      | (twenty pages)|
| Tab 9   | Recent Past References   | (two pages) |
| Tab 10  | Project Management       | (ten pages) |
| Tab 11  | Subcontractors           | (four pages)|
| Tab 12  | Request For Information  | (as needed) |

Section V   Instructions to Offerors

1. Additional Provisions. The following terms, reproduced below, are part of this Request for Qualifications:

   A. AUTHORIZED AGENT

   All authority regarding this procurement is vested solely with the responsible Procurement Officer. Unless specifically delegated in writing, the Procurement Officer is the only government official authorized to bind the government with regard to this procurement or the resulting contract. [02-2A007-1]

   B. PROHIBITED COMMUNICATIONS AND DONATIONS

   Violation of these restrictions may result in disqualification of your offer, suspension or debarment, and may constitute a violation of law.

   (a) During the period between publication of the solicitation and final award, you must not communicate, directly or indirectly, with the Using Governmental Unit or its employees, agents or officials regarding any aspect of this procurement activity, unless otherwise approved in writing by the Procurement Officer. All communications must be solely with the Procurement Officer. [R. 19-445.2010]

   (b) You are advised to familiarize yourself with Regulation 19-445.2165, which restricts donations to a governmental entity with whom you have or seek to have a contract. You represent that your offer discloses any gifts made, directly or through an intermediary, by you or your named subcontractors to or for the benefit of the Using Governmental Unit during the period beginning eighteen months prior to the Opening Date. [R. 19-445.2165] [02-2A087-1]
C. CERTIFICATION REGARDING DEBARMENT AND OTHER RESPONSIBILITY MATTERS

(1) By submitting an Offer, Offeror certifies, to the best of its knowledge and belief, that-

(i) Offeror and/or any of its Principals-

(A) Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any state or federal agency;
(B) Have not, within a three-year period preceding this offer, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, state, or local) contract or subcontract; violation of Federal or state antitrust statutes relating to the submission of offers; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, or receiving stolen property; and
(C) Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity with, commission of any of the offenses enumerated in paragraph (a)(1)(i) (B) of this provision.

(ii) Offeror has not, within a three-year period preceding this offer, had one or more contracts terminated for default by any public (Federal, state, or local) entity.

(2) "Principals," for the purposes of this certification, means officers; directors; owners; partners; and, persons having primary management or supervisory responsibilities within a business entity (e.g., general manager; plant manager; head of a subsidiary, division, or business segment, and similar positions).

(b) Offeror shall provide immediate written notice to the Procurement Officer if, at any time prior to contract award, Offeror learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

(c) If Offeror is unable to certify the representations stated in paragraphs (a)(1), Offer must submit a written explanation regarding its inability to make the certification. The certification will be considered in connection with a review of the Offeror's responsibility. Failure of the Offeror to furnish additional information as requested by the Procurement Officer may render the Offeror nonresponsible.

(d) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by paragraph (a) of this provision. The knowledge and information of an Offeror is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

(e) The certification in paragraph (a) of this provision is a material representation of fact upon which reliance was placed when making award. If it is later determined that the Offeror knowingly or in bad faith rendered an erroneous certification, in addition to other remedies available to the State, the Procurement Officer may terminate the contract resulting from this solicitation for default. [02-2A035-1]

D. DISCLOSURE OF CONFLICTS OF INTEREST OR UNFAIR COMPETITIVE ADVANTAGE

You warrant and represent that your offer identifies and explains any unfair competitive advantage you may have in competing for the proposed contract and any actual or potential conflicts of interest that may arise from your participation in this competition or your receipt of an award. The two underlying principles are (a) preventing the existence of conflicting roles that might bias a contractor's judgment, and (b) preventing an unfair competitive advantage. If you have an unfair competitive advantage or a conflict of interest, the state may withhold award. Before withholding award on these grounds, an offeror will be notified of the concerns and provided a reasonable opportunity to respond. Efforts to avoid or mitigate such concerns, including restrictions on future activities, may be considered. Without limiting the foregoing, you represent that your offer identifies any services that relate to either this solicitation or the work and that has already been performed by you, a proposed subcontractor, or an affiliated business of either. [02-2A047-2]
E. ETHICS CERTIFICATE

By submitting an offer, the offeror certifies that the offeror has and will comply with, and has not, and will not, induce a person to violate Title 8, Chapter 13 of the South Carolina Code of Laws, as amended (ethics act). The following statutes require special attention: Section 8-13-700, regarding use of official position for financial gain; Section 8-13-705, regarding gifts to influence action of public official; Section 8-13-720, regarding offering money for advice or assistance of public official; Sections 8-13-755 and 8-13-760, regarding restrictions on employment by former public official; Section 8-13-775, prohibiting public official with economic interests from acting on contracts; Section 8-13-790, regarding recovery of kickbacks; Section 8-13-1150, regarding statements to be filed by consultants; and Section 8-13-1342, regarding restrictions on contributions by contractor to candidate who participated in awarding of contract. The state may rescind any contract and recover all amounts expended as a result of any action taken in violation of this provision. If contractor participates, directly or indirectly, in the evaluation or award of public contracts, including without limitation, change orders or task orders regarding a public contract, contractor shall, if required by law to file such a statement, provide the statement required by Section 8-13-1150 to the procurement officer at the same time the law requires the statement to be filed. [02-2A075-2]

F. IRAN DIVESTMENT ACT – CERTIFICATION

(a) The Iran Divestment Act List is a list published by the Board pursuant to Section 11-57-310 that identifies persons engaged in investment activities in Iran. Currently, the list is available at the following URL: http://procurement.sc.gov/PS/PS-iran-divestment.phtm (. ) Section 11-57-310 requires the government to provide a person ninety days written notice before he is included on the list. The following representation, which is required by Section 11-57-330(A), is a material inducement for the State to award a contract to you. (b) By signing your Offer, you certify that, as of the date you sign, you are not on the then-current version of the Iran Divestment Act List. (c) You must notify the Procurement Officer immediately if, at any time before posting of a final statement of award, you are added to the Iran Divestment Act List. [02-2A077-1]

G. QUESTIONS FROM OFFERORS

(a) Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer no later than five (5) days prior to opening unless an earlier date is stated on the Cover Page. Label any communication regarding your questions with the name of the procurement officer, and the solicitation's title and number. Oral explanations or instructions will not be binding. [See R. 19-445.2042(B)] Any information given a prospective offeror concerning a solicitation will be furnished promptly to all other prospective offerors as an Amendment to the solicitation, if that information is necessary for submitting offers or if the lack of it would be prejudicial to other prospective offerors. See clause entitled “Duty to Inquire.” We will not identify you in our answer to your question. (b) The State seeks to permit maximum practicable competition. Offerors are urged to advise the Procurement Officer -- as soon as possible -- regarding any aspect of this procurement, including any aspect of the Solicitation that unnecessarily or inappropriately limits full and open competition. [See R. 19-445.2140] [02-2A095-2]

H. SIGNING YOUR OFFER

Every Offer must be signed by an individual with actual authority to bind the Offeror. (a) If the Offeror is an individual, the Offer must be signed by that individual. If the Offeror is an individual doing business as a firm, the Offer must be submitted in the firm name, signed by the individual, and state that the individual is doing business as a firm. (b) If the Offeror is a partnership, the Offer must be submitted in the partnership name, followed by the words by its Partner, and signed by a general partner. (c) If the Offeror is a corporation, the Offer must be submitted in the corporate name, followed by the signature and title of the person authorized to sign. (d) An Offer may be submitted by a joint venturer involving any combination of individuals, partnerships, or corporations. If the Offeror is a joint venture, the Offer must be submitted in the name of the Joint Venture and signed by every participant in the joint venture in the manner prescribed in paragraphs (a) through (c) above for each type of participant. (e) If an Offer is signed by an agent, other than as stated in subparagraphs (a) through (d) above, the Offer must state that is has been signed by an Agent. Upon request, Offeror must provide proof of the agent’s authorization to bind the principal.
I. SUBMITTING CONFIDENTIAL INFORMATION

(An overview is available at www.procurement.sc.gov) For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "CONFIDENTIAL" every page, or portion thereof, that Offeror contends contains information that is exempt from public disclosure because it is either (a) a trade secret as defined in Section 30-4-40(a)(1), or (b) privileged and confidential, as that phrase is used in Section 11-35-410. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the words "TRADE SECRET" every page, or portion thereof, that Offeror contends contains a trade secret as that term is defined by Section 39-8-20 of the Trade Secrets Act. For every document Offeror submits in response to or with regard to this solicitation or request, Offeror must separately mark with the word "PROTECTED" every page, or portion thereof, that Offeror contends is protected by Section 11-35-1810. All markings must be conspicuous; use color, bold, underlining, or some other method in order to conspicuously distinguish the mark from the other text. Do not mark your entire response (bid, proposal, quote, etc.) as confidential, trade secret, or protected. If your response, or any part thereof, is improperly marked as confidential or trade secret or protected, the State may, in its sole discretion, determine it nonresponsive. If only portions of a page are subject to some protection, do not mark the entire page. By submitting a response to this solicitation or request, Offeror (1) agrees to the public disclosure of every page of every document regarding this solicitation or request that was submitted at any time prior to entering into a contract (including, but not limited to, documents contained in a response, documents submitted to clarify a response, and documents submitted during negotiations), unless the page is conspicuously marked "TRADE SECRET" or "CONFIDENTIAL" or "PROTECTED", (2) agrees that any information not marked, as required by these bidding instructions, as a "Trade Secret" is not a trade secret as defined by the Trade Secrets Act, and (3) agrees that, notwithstanding any claims or markings otherwise, any prices, commissions, discounts, or other financial figures used to determine the award, as well as the final contract amount, are subject to public disclosure. In determining whether to release documents, the State will detrimentally rely on Offeror's marking of documents, as required by these bidding instructions, as being either "Confidential" or "Trade Secret" or "PROTECTED". By submitting a response, Offeror agrees to defend, indemnify and hold harmless the State of South Carolina, its agencies, officers and employees, from every claim, demand, loss, expense, cost, damage or injury, including attorney's fees, arising out of or resulting from withholding information by the State of South Carolina or any of its agencies, that Offeror marked as "confidential" or "trade secret" or "PROTECTED". (All references to S.C. Code of Laws.)

J. CODE OF LAWS AVAILABLE (JAN 2006)

The South Carolina Code of Laws, including the Consolidated Procurement Code, is available at: http://www.scstatehouse.gov/code/statmast.php

The South Carolina Regulations are available at: http://www.scstatehouse.gov/coderegs/statmast.php

K. VENDOR REGISTRATION MANDATORY (JAN 2006)

You must have a state vendor number to be eligible to submit an offer. To obtain a state vendor number, visit www.procurement.sc.gov and select New Vendor Registration. (To determine if your business is already registered, go to “Vendor Search”). Upon registration, you will be assigned a state vendor number. Vendors must keep their vendor information current. If you are already registered, you can update your information by selecting Change Vendor Registration. (Please note that vendor registration does not substitute for any obligation to register with the S.C. Secretary of State or S.C. Department of Revenue. You can register with the agencies at http://www.scbos.com/default.htm)
Section VI Request for Information

UPD asks Offerors to respond to the following questions to inform the development of the most effective RFP:

1. If selected to respond to the forthcoming RFP, has the description of the project unnecessarily restricted your ability to effectively and competitively respond to the RFP?

2. What specific information would you need in order to respond to an RFP?