****

****

|  |
| --- |
| **RESPONSE DOCUMENT**  **Restricted Procedure**  **Expression of Interest**  **for THe Provision of a National Acute Floor Information System to the Health Service Executive**  **HSE 8054**  **This document should be read in conjunction with the**  **Expression of Interest Document and HSE Tender Competition Rules Document** |

|  |  |
| --- | --- |
| SUBMITTED FOR EVALUATION BY: | **CLICK HERE AND INSERT NAME OF COMPANY** |

*Candidates may expand reply cells as necessary.*

1. STANDARD CANDIDATE INFORMATION

## Candidate Details

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Details** | | | | | | | | |
| **Name** | | | **Address** | | | **Website Address** | | |
|  | | |  | | |  | | |
| **How long has the Candidate traded under this name?** | | | | |  | | | |
| **EOI Submission Contact** | | | | | | | | |
| **Name** | | | **Telephone** | | | **Email** | | |
|  | | |  | | |  | | |
| **VAT Number** | | | | |  | | | |
| **Withholding Tax Number** | | | | |  | | | |
| **Company Registration No.** | | | **Date of Registration** | | | **Country of Registration** | | |
|  | | |  | | |  | | |
| **Parent Company** | | | | |  | | | |
| **Other Subsidiary Companies** | | | | |  | | | |
| **Company Status** | | | | | | | | |
| **Sole Trader** |  | **Partnership** | |  | **Consortium** | |  | **If other, specify:** |
| **Private Company** |  | **Public Company** | |  | **Other** | |  |  |
| **Auditor Name & Address** | | | | |  | | | |
| **Banking Institution & Address** | | | | |  | | | |
| **Tax Reference Number** | | | | |  | | | |
| **Tax Clearance Access Number** | | | | |  | | | |

## Insurance

Please provide details of your current insurance cover. The HSE’s standard insurance requirements are set out below. HSE may alter its standard insurance requirements where appropriate to the relevant Tender requirements or Contract. Where applicable, details will be set out in the Tender Documents.

**Please state your willingness to increase insurance levels to the HSE requirements if successful:**

**Please tick as appropriate: ✓ ❑Yes ❑ No**

|  |  |  |
| --- | --- | --- |
| **Insurance Type** | **HSE Standard Requirement** | **Levels held by Candidate** |
| **Product Liability** | **€ 6.5m** | **€** |
| **Professional Liability** | **€ 6.5m** | **€** |
| **Public Liability** | **€ 6.5m** | **€** |
| **Employers Liability** | **€13.0m** | **€** |
| **Name of Insurer** |  | |

**Note:** If successful in this tender process Candidates will be required to submit Current Insurance Certificates.

## Consortium

If the Submission is from a consortium, the Submission should clearly state which entities are proposed to be members of the consortium, which are to be sub-contractors and how each firm would be jointly and severally liable to HSE for the fulfilment of the terms of the contract:

|  |  |  |
| --- | --- | --- |
| **Entity Name** | **Description of Roles of each member** | **Liability** |
|  |  |  |
|  |  |  |

**Note:** It is essential that where the capacity of an entity is relied upon to support the Submission, evidence of that support is provided in each relevant section of this Expression of Interest Response Document

## Conflicts of Interest

Candidates must declare any current or previous work undertaken, or any relationship that may be reasonably perceived to potentially conflict with the scope of the Contract and proposals for dealing with same:

|  |
| --- |
|  |

**Note:** The above statement will not automatically preclude a Candidate from signing the Candidate Declaration set out in this Expression of Interest Response Document. A Submission will not be excluded unless the above statement is deemed by HSE to be material to the Contract.

## HSE Business

Please provide full line item details of any goods and services covered by the Invitation to Provide Expression of Interest, which have been supplied by the Candidate to HSE by time, location, quantity and price over the 12 month period immediately preceding the date of this Submission.

|  |
| --- |
|  |

## Additional Information

Please provide details of significant current or pending developments affecting the Candidate, for example and without limitation, legal issues or challenges, changes in financial structure or ownership, prospective take-over bids, buy-outs and closures or other relevant financial/economic information which are currently in the public domain:

|  |
| --- |
|  |

# EXCLUSION CRITERIA

Candidates must complete and sign the **Candidate Declaration Form** confirming if any of the situations listed in Article 57 of Public Sector Directive 2014/24/EU & Regulation 57 of S.I 284 of 2016 applies to the candidate and, agrees with all of the conditions pertaining to this tender process. Candidates may be excluded from participation based on the responses made in the declaration.

(see **Appendix 2** at the end of this EOI Response Document)

# Candidates must complete and sign the Applicant’s Statement Declaration Form (Appendix 1) and the Communications Protocol (Appendix 3). Candidates may be excluded from participation based on the responses made in the declarations.

**Note:** Candidates who fail to sign the Tenderer Declaration at the end of the Tender Response Document (without amendment or qualification) will be excluded from the Tender Process.

# QUALITATIVE SELECTION CRITERIA

## Economic and Financial Standing

Candidates must provide the details specified in this section.. However where a Candidate is unable, for a valid reason, to provide the specified details, the Candidate must inform HSE of that valid reason and provide such other alternative documentation to prove, to the satisfaction of HSE, their economic and financial capacity.

### Financial Summary

# The Candidate must submit a statement confirming your turnover in each of the last three financial years, or pro-rata if more recently established, and that you will provide evidence of turnover and other financial information promptly on request at any time prior to the award decision being made.

Please provide financial details for your company and any other entity upon which the Submission is based:

|  |  |  |  |
| --- | --- | --- | --- |
| **Year** | **Yr 1** | **Yr 2** | **Yr 3** |
| **Please Specify Year** | 2017 | 2016 | 2015 |
|  | **€** | **€** | **€** |
| **Turnover – Overall Company** |  |  |  |
| **Turnover – In Relation to the Specific Services or Products Being Tendered for** |  |  |  |

**Please also provide the required financial information as detailed on Pages 10-11 of the Invitation to tender document published with this competition.**

Please note that HSE reserves the right to seek additional verification of the above information, for example, but without limitation, request the most recent audited statements.

I confirm that I will provide evidence of turnover and other financial information promptly on request at any time prior to the award decision being made.

**Please tick as appropriate: ✓ ❑Yes ❑ No**

|  |
| --- |
|  |

### Profitability

(a) Please indicate if the company was in profitability in the last year,

**Please tick as appropriate: ✓ ❑Yes ❑ No**

|  |
| --- |
|  |

**And**

(b) I confirm that I will submit details of level of profitability for the last three financial years on request at any time prior to the award decision being made

**Please tick as appropriate: ✓ ❑Yes ❑ No**

|  |
| --- |
|  |

### Professional Statement

I confirm that the company holds a bank account and that we are presently in good standing with our bank.

**Please tick as appropriate: ✓ ❑Yes ❑ No**

The Candidate must provide relevant and satisfactory independent professional opinion (i.e. Bank, Auditor or Accountant) assuring financial capacity to undertake the Contract:

|  |
| --- |
|  |

## Technical and Professional Ability

### Relevant Company Experience and Track Record (70%) - 700 Marks / Minimum Score of 420 Marks Required to be evaluated further

Please provide relevant examples of delivering an AFIS solution across multiple sites within the last 5 years, your response must detail:

* where the installation(s) took place,
* any integration / interfacing issues that arose and how they were dealt with,
* Any learning arising from the implementation.
* what training was provided and the change management process undertaken.
* Explain how your AFIS solution would support the HSE in realising the expected/planned benefits.
* Please cite examples of where your solution has previously delivered similar benefits.

***Please provide a detailed and comprehensive response that addresses the key points above for each example of a previous installation***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Client Ref #1 (incl. Name & Address)** | |  | | |
| **Referee Contact Details (incl Phone & email)** | |  | | |
| **Contract Value** | | **€** | | |
| **Start Date** |  | | **Completion Date** |  |
| ***Comprehensive Description*** | | | | |

**Repeat above table as necessary for each example of a previous installation**

### Organisational Profile: (15%)

### The Candidate must submit a statement showing details of office locations, organisational structure, current manpower levels, staff turnover level, skills base (including a breakdown of the key positions/skills). The Educational and Professional Qualifications of the Core Team, Managerial Staff and Staff responsible for delivery of the solution should be included.

**A. Organisational Structure:**

|  |
| --- |
|  |

### B. Experience, Education and Professional Qualifications

Please provide separate biographical details page for each staff member that would be involved in providing the services or products to HSE under the Contract.

Key personnel that may be involved and should be included are: Managerial, Technical, Clinical Support, Support Staff and Specialists

|  |  |
| --- | --- |
| **Name** |  |
| **Position in Company** |  |
| **Role** |  |
| **Number of Years in Industry** |  |

**Relevant Educational/Professional/Training Record**

|  |  |  |
| --- | --- | --- |
| **Description** | **Year Obtained** | **Accreditation Body** |
|  |  |  |
|  |  |  |
|  |  |  |

**Relevant Employment Record**

|  |  |  |
| --- | --- | --- |
| **Employer** | **Period** | **Position and Key Expertise** |
|  |  |  |
|  |  |  |
|  |  |  |

**Please Detail Experience Relevant to this Service Requirement**

|  |  |  |
| --- | --- | --- |
| **Client** | **Period** | **Description of Role** |
|  |  |  |
|  |  |  |
|  |  |  |

### Quality Assurance (5%)

The Candidate must describe how their organisation ensures quality of the product and service. Details are required regarding the Candidate’s quality assurance standards and methodologies in relation to software engineering and development.

|  |
| --- |
|  |

The Candidate must also detail the processes of communication with your clients to ensure delivery of a service on a continuous basis that meets their needs. You should be able to demonstrate that your organisation communicates with their clients e.g. planned reviews, ad hoc meetings, and processes for communicating actions on a pro-active basis.

|  |
| --- |
|  |

**3.2.4 Future Development: (5%)**

Provide details on how your organisation has developed the product to date and the plans for the future development in line with technology changes, industry and customer requirements

|  |
| --- |
|  |

### 3.2.5 Data Protection: (5%)

Details are required regarding the Candidate’s policies and procedures in relation to maintaining data protection and security of information held by the Candidate or within the Candidate’s company. Policies and Procedures for adhering to GDPR legislation requirements must be addressed.

|  |
| --- |
|  |

Candidates are required to confirm if they are registered with the Data Protection Commissioner?

*(Note: Not mandatory; for information purposes only)*

**Please tick as appropriate: ✓ ❑Yes ❑ No**

If yes, please submit proof of registration as an addendum to this Expression of Interest Response Document.

**Appendix 1 - Economic & Financial Standing**

**APPLICANT’S’ STATEMENT**

**TO: HBS Procurement**

**RE: Expression of Interest for the Provision of a National Acute Floor Information System to the HSE**

**Having examined the documents including the Invitation to submit an Expression of Interest Response and all other documents issued as part of this procurement process we hereby agree and declare the following:**

**1. We understand the nature and extent of the Services required to be delivered as described.**

**2. We accept all the Qualification Criteria as set out in this Expression of Interest Response.**

**3. We confirm that we have complied with all requirements as set out at Part 1 of the Expression of Interest**

**4. We acknowledge that the Expression of Interest Response does not constitute an offer to enter into a contract and neither this document nor any of the information set out therein should be regarded as a commitment or representation on the part of the Contracting Authority or any other person to enter into a contractual arrangement. No commitment of any kind, contractual or otherwise, shall exist unless and until a formal written contract has been executed by or on behalf of the Contracting Authority. The Contracting Services Authority may, at its absolute discretion, cancel this public procurement competition at any time prior to a formal written contract being executed by and on behalf of the**

**Contracting Authority.**

**5. We satisfy the Qualification Criteria as set out in the Expression of Interest and this Expression of Interest Response.**

**SIGNED:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**(Authorised Signatory, on behalf of the Bidding Enterprise/Applicant)**

**Company:**

**Print name:**

**Date:**

**Address:**

**Appendix 2: CANDIDATE DECLARATION (EXCLUSION CRITERIA)**

**Tenderers who fail to sign the declaration below (without qualification or amendment) will be excluded from the Expression of Interest/Tender Process.**

The undersigned as an officer of the stated Candidate

1. Declares that the Tenderer has not been the subject of any of the offences set out in Article 57 of Directive 2014/24/EU.

<http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32014L0024&from=EN>

1. Agrees to the HSE's Tender Competition Rules, available to download with this document.
2. Agrees to HSE National I.T. Policies and Standards, available to download at: <http://www.hse.ie/eng/services/Publications/pp/ict/> and will sign, without qualification or amendment, the Service Provider Confidentiality Agreement, available to download with this document.
3. Accepts that the HSE Standard Terms for ICT Services and Supplies, without material variation as judged by HSE, will form the basis of the contract.
4. Confirms that the Submission fully meets or exceeds those (minimum) requirements as specified by HSE.
5. Agrees that the Tender Documents and Tender will, at the option of HSE, become legally binding and an essential portion of the Contract, if awarded.
6. Declares that the Tender will take account of the obligations relating to employment protection and working conditions that are in force in the place where the works are to be carried out or the service is to be supplied.
7. Is prepared to put in place additional levels of insurance, if required and requested by HSE.
8. Agrees to the HSE’s Supplier Charter available to download on: [www.hse.ie](http://www.hse.ie)
9. Certifies that, if invited to tender, the Candidate will submit a bona fide Tender, intended to be competitive, and that the Candidate will not fix or adjust the amount of the Tender by or under or in accordance with any agreement or arrangement with any other person(s).

**Authorised By:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Signed** |  | | |
| **Print Name** |  | **Position** |  |
| **Candidate Name** |  | **Date** |  | |

***Appendix 3 - Acknowledgement and Confirmation of Communication Protocol***

|  |  |
| --- | --- |
| Tender Reference | **HSE 8054 AFIS** |
| Tender Title | Expression of Interest (Phase 1) for the HSE’s Acute Floor Information System (AFIS) |

**This form should be signed and returned by email to the HSE Contact Person for this Procurement at least 3 days in advance of the closing date for receipt of submissions.**

***4 (a) Confirmation and Acknowledgement***

We wish to acknowledge receipt of Tender documentation and acceptance of the HSE terms detailed therein.

We also wish to confirm acceptance of the Communication Protocol as outlined, in providing a submission for this procurement.

|  |  |
| --- | --- |
| **Signed:** (Authorised Officer) |  |
| **Block Capitals:** |  |
| **Position:** |  |
| **Company:** |  |
| **Registered Office:** |  |
|  |  |
| **Date:** |  |

**Please indicate if you intend to provide a submission**

Yes No

***4 (b) Tenderers contact details for all queries in relation to this mini competition submission***

|  |  |
| --- | --- |
| **Name:** |  |
| **Position:** |  |
| **Telephone Number:** |  |
| **Mobile Number:** |  |
| **E-mail Address:** |  |

***4 (c) HSE Contact Person for this Procurement***

|  |  |
| --- | --- |
| Name of HSE Contact Person for this Procurement | Paul Keating |
| Portfolio and Category Management |
| Address of HSE Contact Person | HBS Procurement |
| St Finbarr’s Hospital  Douglas Road  Cork |
|  |
| [Paul.keating@hse.ie](mailto:Paul.keating@hse.ie) |