**Invitation for Bid**

**The University of Mississippi Medical Center**

**BID NO. 7051**

# **Invitation:** Sealed bids, subject to the conditions included in this Invitation for Bid (IFB), will be received in the Office of Category Management and Procurement at the University of Mississippi Medical Center (UMMC). All bids must be received in the Office of Category Management and Procurement on or before the bid opening time and date listed herein. Delivery of bids must be during normal working hours, 8:00 a.m. to 4:30 p.m. CST, except on weekends and holidays when no delivery is possible.

**Multicell High Throughput System,** as further described in the Specifications section of **Bid No. 7051**, needed to assist UMMC in daily operations.

NOTE: Bid No. 7051 CONTAINS MANDATORY REQUIREMENTS TO WHICH NO EXCEPTION MAY BE TAKEN.

**Bid Number 7051**

**Opening Date: April 11, 2023 at 2:00 p.m. CST**

**MultiCell High Throughput System**

**RFx: 3160005764**

**Bidders shall submit their bids either electronically or in a sealed envelope. Sealed bids should include the bid number on the face of the envelope as well as the Bidder’s name and address.**

**The following address should be used for submitting your bid:**

**The University of Mississippi Medical Center**

**Office of Category Management and Procurement**

**Jackson Medical Mall, Suite 1164**

**350 West Woodrow Wilson**

**Jackson, MS 39216**

**For electronic submission, the Bidder should go to:** [**https://www.ms.gov/dfa/contract\_bid\_search**](https://www.ms.gov/dfa/contract_bid_search)

Online learning instructions on how to submit your quote electronically can be obtained by logging onto the Mississippi Management and Reporting System website at [www.mmrs.state.ms.us/vendors/index.shtml](file:///%5C%5Cntummc%5Cdatashares%5Cdept%5CFinance%5CTransfer%5CPurchasing%5CVALUE_ANALYSIS%5CStrategic%20Sourcing%5CBID%20and%20RFP%20Process%20%26%20Samples%5CBIDS%5CIFB7034_Advanced%20Birthing%20simulator%20and%20newborn%5Cwww.mmrs.state.ms.us%5Cvendors%5Cindex.shtml), next, click on “Supplier Training”, and last, select the LOG820 Supplier Self Service Course link and then “launch Course”.

If you are having problems submitting your quote electronically, please contact the MAGIC Support Center at (601) 359-1343 or email at [mash@dfa.state.ms.us](file:///%5C%5Cntummc%5Cdatashares%5Cdept%5CFinance%5CTransfer%5CPurchasing%5CVALUE_ANALYSIS%5CStrategic%20Sourcing%5CBID%20and%20RFP%20Process%20%26%20Samples%5CBIDS%5CIFB7034_Advanced%20Birthing%20simulator%20and%20newborn%5Cmash%40dfa.state.ms.us).

# **SPECIAL INSTRUCTIONS:**

##  IFB PREPARATION:

The information provided within this IFB is intended to assist Bidders in the preparation of a proper response. It is designed to provide interested Bidders with sufficient basic information to submit proposals meeting minimum requirements; it is not intended to limit a proposal’s content, or to exclude any relevant or essential information or data thereof. Bidders are permitted (and encouraged) to expand upon specifications to evidence service capability under any agreement.

The Office of Category Management and Procurement of UMMC is the issuing office for this document and all subsequent addenda relating thereto. The reference number for this transaction is **Bid No. 7051.** This number MUST be referenced on all Bids, correspondence, and documentation relating to this IFB.

**The Bidder will absorb all costs incurred in the preparation of a bid**.

Bidders are responsible for examining and following all specifications, terms, conditions, and instructions in the IFB. Failure to do so will be at the Bidder’s risk. Bidders may request in writing an interpretation or correction of any inconsistency or error within the invitation, which would be evident to any reasonably prudent Bidder. **All such questions, in order to be considered, must be sent via email to Kimberly Harris at** **krharris@umc.edu** **and Kendra Carter at** **kcarter2@umc.edu** **at least (5) business days prior to the IFB closing date. Questions should be directed in writing or by email only; phone calls will not be accepted. Any unauthorized contact shall not be used as a basis for responding to this IFB and may result in the disqualification of the Bidder’s submittal.**

Bidders are hereby informed that only the written interpretation or correction so given by the authorized UMMC representative, as noted above, shall be binding and prospective and that no other agent, or employee of UMMC is authorized to provide information concerning, or to explain or interpret the IFB, unless otherwise notified. Such interpretations or corrections, as well as any additional provisions that UMMC may decide to include, will be issued in writing as an addendum to the IFB documents and binding on all prospective Bidders. UMMC will make addenda available to all known prospective Bidders.

##  IFB RESPONSE OUTLINE

 Bids must be written, concise, and in the format prescribed by this IFB. Pertinent supplemental information should be referenced and included as attachments. All proposals must be organized and tabbed to comply with the following sections, failure of which may be cause for rejection of Bid:

### Proposal Form

The attached proposal form must be completed with Bidder’s proposed Bid and contact information, as well as any and all relevant information

### Distribution

At UMMC’s discretion, Bidders may be required, as appropriate, to provide their product(s) through UMMC’s designated partner. Contact information for the designated distribution partner will be provided as appropriate.

### Price List

The Bidder must submit a current manufacturer's published price list for all products being proposed. The term "published price list" is intended to mean that an office typed and/or copied list will not qualify.

Pricing information to be submitted shall include the following:

* Brand: the brand name of the products being proposed.
* Model No.: the model number of the product(s) being proposed.
* Description: a brief description of the product(s).
* Contract Purchase Price: the maximum price to be paid by state agencies and governing authorities during the term of the contract.
* Discount: the percentage discount or range of discounts, off of the published price list, being offered for the products listed.

### Additional Information to be Included

In addition to answering each specification within this IFB, the Bidder must include complete product and service information, including product pictorials and technical and/or descriptive literature, relative to any product and/or service offered with the Bid. Information submitted must be sufficiently detailed to substantiate that the products and/or services offered meet or exceed specifications.

Bid samples or descriptive literature should not be submitted unless expressly requested herein. Unsolicited bid samples or descriptive literature which are submitted at the Bidder's risk will not be examined or tested and will not be deemed to vary any of the provisions of the IFB.

Further, any sample submitted will be returned only at Bidder's expense. When samples are requested, it may be necessary that the sample be damaged or destroyed in the process of evaluation, in which case neither the State nor UMMC shall be responsible for reimbursement to the Bidder.

## CONFIDENTIAL AND/OR PROPRIETARY INFORMATION

Bidders should mark any and all pages of the proposal considered to be proprietary information which may remain confidential in accordance with Miss. Code Ann. §§ 25-61-9 and 79-23-1 (1972, as amended). Each page of the proposal that the Bidders considers trade secrets or confidential commercial or financial information should be on a different color paper than non-confidential pages and can be marked in the upper right hand corner with the word “CONFIDENTIAL”. Failure to clearly identify trade secrets or confidential commercial or financial information will result in that information being released subject to a public records request.

UMMC is a public agency of the State of Mississippi and is subject to the Mississippi Public Records Act, Miss. Code Ann. § 25-61-1, *et seq.* If a public records request is made for any information provided to UMMC regarding this IFB, UMMC shall promptly notify Bidders of such request. UMMC shall not be liable to Bidders for disclosures of information required by court order or required by law. UMMC also is subject to the provision of the Mississippi Accountability and Transparency Act of 2008, Miss Code Ann. § 27-104-151, *et seq*., and is required to provide public access to its financial information and expenditures through the Institutions of Higher Learning Accountability and Transparency website.

# **SCOPE OF WORK**

The University of Mississippi Medical Center is seeking one (1) vendor to provide a Multicell High Throughput System that meets the minimum requirements of this IFB. Bidders that do not meet these qualifications, in judgment of UMMC, will be disqualified.

Bidder’s proposal should include a detailed discussion addressing specifications as listed below. If the response to a specification is simply “acknowledge,” Bidder should also provide evidence or examples from previous implementations of a similar nature. Bidder’s proposal must address in each response to specifications regarding system requirements and/or functionality whether the proposed system meets the specification in existing released version or if the particular feature is under development for the proposed system.

Specifications marked “MANDATORY” are minimum requirements. Bidder may not take exception to these specifications. Failure to comply with mandatory requirements will result in invalidation of Bidder’s proposal.

The specifications listed below are not exhaustive and any additional specification of the Bidder’s product and services should be included in its proposal.

1. **SPECIFICATIONS**
2. Technical requirements
	1. Bidder's proposed products and equipment shall meet or exceed the specifications below. Bidder shall be responsible for providing appropriate documentation allowing for a proper evaluation by UMMC if proposing products and equipment that are different but equivalent to the specifications of the products and equipment below. UMMC reserves the right to determine, at its sole discretion, if proposed products and equipment are equivalent to specifications below.
	2. The successful Bidder shall provide all labor, equipment, and materials to complete the installation of the Multicell High Throughput System. **MANDATORY**
	3. The successful Bidder shall ensure Multicell High Throughput System can measure calcium and contractility simultaneously. **MANDATORY**
	4. The Bidder shall complete installation and conduct testing of equipment at the completion of the installation of the Multicell High Throughput System by the manufacturer or its representative. **MANDATORY**
	5. The Bidder shall provide technology for contractility recording in both the length of the contracting cell as well as sarcomere length at >1000 Hz sampling while simultaneously recording cellular calcium. **MANDATORY**
	6. The Bidder shall provide an analysis software that uses polynomial to fit transient data and a single exponential to fit calcium reuptake phase. **MANDATORY**

### Training

### Bidder's proposal must describe its recommended training to utilize the proposed Multicell High Throughput System. **MANDATORY**

###  Bidder's proposal must indicate if Bidder personnel or third-party personnel will provide training for the proposed system. If Bidder personnel, Bidder must provide documentation substantiating ability to provide training. If third party, Bidder must indicate who and how that will occur. **MANDATORY**

### Bidder must provide training and all training materials for the proposed Multicell High Throughput System to UMMC staff. **MANDATORY**

### Bidder's proposal must describe standard process for training end-users and UMMC trainers. **MANDATORY**

### The Bidder shall provide operation and maintenance training to appropriate UMMC staff. **MANDATORY**

1. Warranty/Maintenance
	1. Bidder's proposal must specify the warranty period for the proposed products during which time maintenance will be provided at no additional cost. UMMC desires a minimum one (1) year warranty after acceptance of the product such that if the system fails during the warranty, the Bidder will offer a workaround solution within 24 hours. If required, Bidder will send a technician at UMMC within 5 working days to investigate and initiate repairs during the warranty period. **MANDATORY**
	2. Bidder's proposal must acknowledge that warranty coverage includes provisions for enhancements, fixes, and upgrades. Bidder's response must acknowledge the inclusion of all requested warranty plans for this system. **MANDATORY**
	3. Bidder must fully describe other features offered by the proposed warranty plan, and especially note any exclusions. **MANDATORY**
	4. Bidder's proposal must identify the cost to provide ongoing maintenance of the Multicell High Throughput System after the warranty period on an annual basis, for up to five (5) years. **MANDATORY**

# **BASIS OF AWARD**

The award of the Bid will be determined based on a two-step evaluation process as follows:

STEP 1 – VALIDATION

The first step will be to determine if the Bid is responsive and Bidder is responsible. To be responsive, the proposal must properly address all specifications and information needed to facilitate proper evaluation, including completion of the proposal form. Bids that are found not to adhere to the specifications will be invalidated and rejected for evaluation.

STEP II – EVALUATION

The award of the Bid will be determined based on the lowest and best cost of the validated Bids as stipulated on the proposal from. Cost shall be determined as the total cost of the products requested at the quantity requested herein.

# **AWARD OF BID**

The IFB will be awarded to the Bidder whose Bid, based upon the evaluation criteria listed in the scope of work of this request, is determined to be the most advantageous to UMMC and has been approved by the Mississippi Department of Finance and Administration (DFA). UMMC will issue a Notice of Intent to Award once the Bids have been evaluated.

# **INSTITUTIONAL OVERVIEW**

UMMC is the state’s only academic health science center. The 164 acre campus located in Jackson, Mississippi, includes seven health science schools: Medicine, Dentistry, Health Related Professions, Population Health, Pharmacy, and Graduate Studies. The campus houses a large research center, a general acute care teaching hospital, and three specialty teaching hospitals. UMMC is the only Level I trauma center in the State of Mississippi and has a leading role in state wide emergency and disaster preparedness efforts.

UMMC conducts business in an ethical manner and in accordance with state purchasing laws. Therefore, please indicate clearly what you, as a Bidder, propose in response to this request and how it will benefit UMMC.

# **GENERAL INFORMATION**

## CONTRACTS

As an agency of the State, there are standard terms and conditions to which all Bidders must agree.

In addition, if the scope of work for this IFB involves the use of health information of UMMC patients, the Bidder must also sign and enter into a business associate agreement with UMMC, which can be found at https://www.umc.edu/Contracts/[Resources](https://www.umc.edu/Contracts/Resources-Forms.html)-Forms.html

The awarded Bidder may be asked to complete a vendor information packet. This information is necessary for the Bidder’s information to be uploaded into UMMC’s financial/business systems.

All proposals shall remain firm until the proposal has been rejected or, in the case of acceptance, until the Parties can negotiate the contract through their internal approval systems. UMMC reserves the right to reject any and all proposals submitted. A contract will be awarded to the Bidder whose proposal, based upon the evaluation criteria listed in the specifications of this request, is deemed to be in the best interest of UMMC.

UMMC is governed by the Mississippi Board of Trustees of State Institutions of Higher Learning (IHL) and is subject to its approval for particular contracts. All contractual issues MUST be successfully negotiated with UMMC within a reasonable time from the selected Bidder’s notice of award. This initial period of negotiation does not include the time necessary for obtaining approval from IHL when applicable. The contract must be based upon the proposed contract provided in and considered during the evaluation of the proposal. Failure of the Bidder to negotiate a contract within this timeframe may constitute grounds for UMMC to withdraw its award and either begin negotiations with any other ranked Bidder or pursue other options, whichever is in the best interest of UMMC as an Institution of Higher Learning of the State of Mississippi.

In submitting a proposal, each Bidder acknowledges its understanding and acceptance of the procedures, terms and conditions contained herein, as well as all attached documents including UMMC’s Standard Terms and Conditions. Any contract that is entered into as a result of this process will be based on the contents of this Invitation for Bid. Therefore the contents of this IFB and your responses to it both now and during negotiations will be considered an integral part of the final contract.

A contract is not deemed final until it has been signed by the Vice Chancellor of UMMC. All contracts are valid only if signed by the Vice Chancellor of UMMC, and Vendors will be required to sign contracts before the Vice Chancellor of UMMC. All contracts are subject to availability of funds of UMMC and are contingent upon receipt by the winning Vendor of a purchase order from UMMC.

**The initial contract shall be in effect for one year. The contract may be terminated by either party prior to the expiration of one year with or without cause.**

##  RIGHTS RESERVED BY UMMC

### Right to remove Vendor’s employees – UMMC shall have authority to require a Contractor to remove, from the site, any employee of the Contractor who shall be deemed incompetent or detrimental to the best interests of the work of UMMC.

### Right to conduct background checks/secure access – All individuals who work at any UMMC facility must have a background check in accordance with Mississippi state law. Therefore, UMMC reserves the right to require vendors whose employees will work at any UMMC facility to provide each such employee’s nine (9) digit social security number. The social security number will be used to conduct the background checks. The last four digits of the social security number will also be used to provide secure access to UMMC networks, should the scope of work to be performed by the vendor require such access.

In addition, UMMC reserves the right to require vendors, whose employees will be not be physically working at any UMMC facility but who will have access to our networks to provide the last four digits of each employee’s nine (9) digit social security number in order for UMMC to provide secure access into its network.

### Right to award in whole or in part – UMMC reserves the right to award the Bid in whole or in part, whichever is deemed to be in the best interest of UMMC as an agency of the State of Mississippi. This IFB does not commit UMMC to contract for any requirements detailed in this document.

### Right to reject any and all offers – UMMC reserves the right to reject any or all offers and to waive informalities in the proposal received. UMMC may deem proposals which meet any of the following criteria as nonresponsive and therefore disqualify the proposal/Bidder from consideration:

* Failure to follow specifications and instructions contained in the IFB;
* Failure to meet the announced requirements of UMMC in some material respect;
* Submission of a response that alters or limits terms contained in the IFB; or
* Submission of a response that UMMC deems to be unreasonable in terms, cost, etc.

### Right to disclose Proposal Form – UMMC reserves the right to disclose the Bidder’s Bid Proposal From in response to a Public Records Request.

### Right to share Award amount and successful Bidder’s name – UMMC reserves the right to disclose the winning amount and successful Bidder’s name to all responding Bidder’s.

### Right to withdraw Award – UMMC reserves the right to withdraw any Award resulting from the IFB if, in its sole discretion, it would in UMMC’s best interest.

* 1. REQUIRED TERMS AND CONDITIONS

Any contract entered into between UMMC and Bidder will include terms and conditions. Those terms and conditions will be negotiated until mutually beneficial. An example of the UMMC Standard Terms and Conditions can be found in Attachment A.

* 1. ATTACHMENTS

The attachments to this Invitation for Bid are made a part of this Invitation for Bid as of copied herein in words and figures. Attachment B must be completed and returned with the proposal.

## USE OF SUBCONTRACTORS

No subcontractor shall be used without the prior written consent of UMMC.

## REGISTRATION WITH VENDORMATE AND MAGIC

At the time the contract is awarded, the selected Bidder becomes a vendor of UMMC. All vendors are required to register with the UMMC vendor credentialing system, GHX VendorMate, which requires a fee for registration at the expense of the vendor. GHX Vendor Mate registration can be completed online at http://[vendormate](http://vendormate.com/).com/.

Vendors will be expected to register with the Department of Finance and Administration (DFA) for purchases for all State agencies. Registration can be completed online at http://[www](http://www.dfa.state.ms.us).dfa.state.ms.us.

## COMMUNICATIONS WITH THE STATE

From the issue date of this IFB until a Bidder is selected for award and such selection is announced, neither Bidders nor their representatives may communicate either orally or in writing regarding this IFB with any statewide elected official, state officer or employee member of the legislature or exception as noted herein. This directive is meant to ensure fair an unbiased selection of a Bidder. To ensure equal treatment of each responding Bidder, all questions regarding this IFB must be submitted in writing to the contact persons listed in Section A, Subsection 1, of this IFB.

By signing below, the Bidder Representative certifies that he/she has authority to bind the company, and further acknowledges on behalf of the company:

1. That he/she has thoroughly read and understands this Invitation for Bid, 7051, Multicell High Throughput System, and the attachments herein;
2. That the Bidder meets all requirements and acknowledges all certifications contained in this Invitation for Bid, 7051, and the attachments herein;
3. That the Bidder agrees to all provisions of this Invitation for Bid, 7051 and attachments herein;
4. That the Bidder has, or will secure, at its own expense, applicable personnel who shall be qualified to perform the duties required to be performed under this Invitation for Bid.

**Printed Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­**

**Signature/Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**ATTACHMENT A**





**Invitation for Bid**

**The University of Mississippi Medical Center**

**BID NO. 7051**

**ATTACHMENT B**

**BID# 7051 PROPOSAL FORM**

Date:

Proposal From:

 (Bidder)

**Office of Category Management and Procurement**

**Jackson Medical Mall, Suite 1164**

**350 West Woodrow Wilson**

**Jackson, Mississippi 39216-4505**

**RE: *University of Mississippi Medical Center***

 ***Multicell High Throughput System***

 ***IFB # 7051***

Having carefully examined the Bid Documents and all addenda, I, the undersigned, propose to furnish all products, materials, and services required by the Bid Documents in accordance with the conditions of said Bid Documents for the sums set forth below:

BASE BID: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Certification of Authority to Sell:

The Bidder is certified with Mississippi Secretary of State Office and is authorized to sell, deliver items or perform services within the state of Mississippi (yes/no answer required)

\_\_\_\_ Yes

\_\_\_\_ No

Provide Mississippi Business Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I (We) agree to hold our bid open for acceptance for one year from the date of bid opening. I (We) agree that this Proposal Form may be disclosed in full in response to a public records request. I(We) agree that if I(we) are the winning Bidder, the Base Bid above and our name shall be disclosed to all responding Bidders in the Notice of Award.

I (We) attest that I (we) are either a manufacturer or an authorized distributor/reseller of the commodities and/or equipment for which UMMC is seeking bids. If I (we) are a distributor/reseller, I (we) have included documentation with this bid proposal documenting that I (we) are an authorized distributor/reseller of said commodities/equipment.

Our Corporation is chartered under the laws of the State of , and the names, titles and business addresses of the principal officers are as follows:

Name Title

Address

Name Title

Address

Name Title

Address

(TO BE FILLED IN IF A PARTNERSHIP)

Our Partnership is composed of the following individuals:

Name Title

Address

 Name Title

Address

Name Title

Address

Please provide directions for sending notice of acceptance of the bid (mail, email, delivery, etc.).

EMAIL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

TITLE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_