REQUEST FOR PROPOSAL
RFP#  KK062520 - COVID-19 Testing Services

Issued by: Kathleen Kearney
University of Connecticut
Procurement Services
3 Discovery Drive, Unit 6076
Storrs, CT  06269-6076
Phone (860) 486-0970
Email: labgroup@uconn.edu

Date Issued:  6/26/2020  RFP Due Date/Time:  7/10/2020

1.0 Introduction

This Request for Proposal (RFP) is issued by the University with the intent to retain services for comprehensive response to the COVID-19 testing gating conditions for colleges and universities, as outlined in the Report of the Higher Education Plan to Reopen Connecticut (Report of the Higher Education Plan to Reopen Connecticut) and revised as necessary using the Interim Guidance for Testing Higher Education Residential Students and Residence Hall Directors guidelines issued June 23, 2020. The Reopening Testing Gating requirements include:

1. For residential campuses, essential to test incoming residential students as they arrive on campus.
2. UConn may include the option of arrival testing non-residential regional campus students, faculty, and student-facing staff, though not a required condition under the Recommendations to the Governor.
3. Need for surveillance testing of residential students throughout the year.
4. For residential and non-residential campuses, need to ensure that symptomatic students, faculty, and student-facing staff are tested as cases arise.
5. Testing is recommended for asymptomatic persons who are contacts of persons with confirmed or probable COVID-19.

It is the University’s preference for contract(s) awarded as a result of this RFP to be extended to the Connecticut Colleges Purchasing Group (CCPG).
**Expected Timeline for work completion:**

<table>
<thead>
<tr>
<th>Testing Timeline</th>
<th>Storrs</th>
<th>Stamford</th>
<th>Regionals (Avery Pt, Hartford, Law School, Waterbury)</th>
<th>Faculty &amp; Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>START &amp; END DATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Surveillance, Contacts, and</td>
<td>Not Needed</td>
<td>Weekly and as required during semester</td>
<td>Not Needed</td>
<td>TBD</td>
</tr>
<tr>
<td>Symptomatic Testing:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>START &amp; END DATE</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Expected Counts for testing:**

<table>
<thead>
<tr>
<th>Testing Volumes</th>
<th>Storrs</th>
<th>Stamford</th>
<th>Regionals (Avery Pt, Hartford, Law School, Waterbury)</th>
<th>Faculty &amp; Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reopening Testing #</td>
<td>8,500</td>
<td>500</td>
<td>0</td>
<td>TBD</td>
</tr>
<tr>
<td>Surveillance Testing #</td>
<td>500 per week*</td>
<td>600</td>
<td>0</td>
<td>TBD</td>
</tr>
<tr>
<td>Symptomatic/Contact Testing #</td>
<td>850*</td>
<td>50*</td>
<td>531*</td>
<td>728*</td>
</tr>
<tr>
<td>Approximate Total Testing</td>
<td>15,350*</td>
<td>1,150*</td>
<td>531*</td>
<td>TBD</td>
</tr>
<tr>
<td>(not including UCH)</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* NOTE: STORRS Surveillance & Symptomatic testing is expected to be handled in house. Estimates reflect STORRS counts if testing needs to be outsourced. Estimates for symptomatic & contact testing for Regional, and Faculty & Staff are based on 10% of population. Faculty & Staff total could run 7200-7300 if reopening testing.

The quantities indicated are estimates only, it is impossible to forecast actual testing requirements. Proposers understand and agree any contract issued shall cover only the actual quantities ordered by the University, whether more or less than estimated above.

**2.0 Minimum Requirements for COVID-19 Testing:**

The University of Connecticut has developed the following objectives for its COVID-19 testing program requirements. Contractors may submit proposals to provide testing services for all or for portions of the testing required:

**2.1 Testing Criteria:**

**2.1.1 STORRS CAMPUS STUDENTS:**

- 2.1.1.1 Provide a sample collection process that can be performed on-site.
- 2.1.1.2 Provide sample collection kits and related supplies, and assist with sample collection.
- 2.1.1.3 Results turn-around 1-3 days.
- 2.1.1.4 UCONN’s Student Health and Wellness (SHaW) will be responsible for ordering the tests, obtaining consent, managing sample collection, and providing follow-up results to students.
2.1.2 **STAMFORD CAMPUS AND REGIONAL STUDENTS:**
   2.1.2.1 Provide accessible testing locations for the Stamford campus students for arrival testing starting in mid-August. For mobile or on-site testing proposals, address whether Contractor will require coordination with UCONN, or other entities to provide facilities, personnel, supplies, etc. to complete sample collection.
   2.1.2.2 Must have an ordering provider solution, obtain consent, and method to provide follow-up results.
   2.1.2.3 Must be able to serve all locations for all testing needs except re-opening (i.e. Avery Point, Hartford, Law School, Stamford, and Waterbury).

2.1.3 **FACULTY & STAFF:**
   2.1.3.1 Provide accessible testing locations starting in mid-August. For mobile or on-site testing proposals, proposal should detail if Contractor will require coordination with UCONN, or other entities to provide facilities, personnel, supplies, etc. to complete sample collection.
   2.1.3.2 Must have an ordering provider solution, obtain consent, and method to provide follow-up results.
   2.1.3.3 Must provide a plan that serves all locations (i.e., Storrs, Avery Point, Hartford, Stamford, Law School, and Waterbury) for COVID-19 testing for all stages of testing.

3.0 **Secure and Effective Data Management of Results and Compliance:**
Contractors will provide secure electronic transfer of testing data to allow for safe and effective management for the volume of testing results.

3.1 **STORRS CAMPUS STUDENT TESTING:** Provide secure electronic transfer of data via interface with Lab Partner system and the SHaW electronic medical record (PyraMED), or another secure exchange of data method. Need to coordinate with UConn SAIT department for clearance. Secure and Effective Data Management of Results and Compliance of electronic transmission of data in order to:
   3.1.1 Electronically enter all test results into the electronic medical record as discrete data.
      3.1.1.1 Electronically enter all test results into the electronic medical record as discrete data.
      3.1.1.2 Use technologies for integrations such as HL7 medical data transfer standard or file export and import as flat file formats such as .csv or .txt
      3.1.1.3 If any physical testing equipment requires network capability it must align with IT Security standards of UConn including password restrictions, network security, and use of single sign on. All wireless devices should be WPA2-Enterprise compatible. Security standards of UConn including authentication, authorization, network including wired and wireless standards and data file migrations and integrations. [https://policy.uconn.edu/information-technology](https://policy.uconn.edu/information-technology)
   3.1.2 Allow for the creation of flags/alerts for positive test results.
   3.1.3 Allow for automatic messaging to students for negative results.
   3.1.4 Track non-compliance with testing requirements.
   3.1.5 Allow for the creation of automatic electronic reminder messaging for non-compliant students to get tested.
3.2 **REGIONAL STUDENTS:** Contractor providing testing services for regional students will need to have secure method for electronic data management that:
   3.2.1 Provides electronic clearance to return to campus.
   3.2.2 Tracks non-compliance with testing requirements.
   3.2.3 Provides automatic electronic reminder messaging for non-compliant students to get tested.

3.3 **FACULTY & STAFF:** Contractor needs to have secure method for electronic data management that:
   3.3.1 Provides clearance to return to campus.
   3.3.2 Tracks non-compliance with testing requirements.
   3.3.3 Provides automatic electronic reminder messaging for non-compliant faculty/staff to get tested.

3.4 **Secure Data Transmission:** Proposals should detail method(s) of secure transmission. UCONN medical records system is PyraMed.
   3.4.1 Use up-to-date secure methods of data transmission such as SFTP or HTTPS using a private/public keypair.

3.5 **HIPPA / FERPA Compliance:** Proposals should outline compliance with HIPAA / FERPA regulations

4.0 **Vendor Qualifications:**
   Please provide the following background information for your firm

   4.1 Company Profile: complete the Company Profile Form (APPENDIX C) for your company, and any company you are partnering with to provide the testing services proposed.
   4.2 Detail COVID-19 testing experience.
   4.3 Proposer to confirm they are CLIA certified.
   4.4 References for other Universities you are providing or have provided the same or similar services, via APPENDIX E.

Bidders must be prepared to provide any evidence of experience, performance and/or financial surety that the University deems necessary, to fully establish the performance capabilities represented in the vendor’s bid.

5.0 **Vendor Information:**
Proposal should include details describing the manner in which COVID-19 testing services will be provided if awarded all or part of the testing services contracted. Proposals should address:

   5.1 Testing services to be provided
      5.1.1 Method for providing testing services including role of your company and any companies you will partner or outsource with for services. Include information regarding where tests are actually performed.
      5.1.2 Method for scheduling students, faculty, staff for testing
      5.1.3 Detail any staff, facilities/supplies/services UCONN will need to provide in order to successfully complete testing services proposed.
      5.1.4 Test Turnaround Time: confirm average turn around for reopening testing, measured
5.2 Staffing Plan: Identify staff expected to provide services under this proposal using APPENDIX G
   5.2.1 Identify specific staff assigned to account management role(s) for UCONN.
   5.2.2 Identify person(s) in charge of the COVID testing process, and his/her years of experience in this position.
   5.2.3 Provide number of full-time personnel expected to process COVID-19 tests for the UCONN samples

5.3 Testing capacity: detail testing capacity including:
   5.3.1 Current daily testing capacity
   5.3.2 Projected daily testing capacity by mid-August 2020
   5.3.3 Plan for scaling up testing capacity

5.4 Supplies to be provided under your proposed testing plan (collection kits, PPE, mailers, etc.). Proposal should also reference:
   5.4.1 Relationship with suppliers and confidence for obtaining COVID-19 sampling and testing supplies.
   5.4.2 Agreements in place for supplies/services required to complete testing services proposed

5.5 Contingency plans: detail contingency plans should any issues arise affecting ability to provide services proposed.

5.6 Additional Information reported to UCONN on a continuing basis:
   5.6.1 Other reporting desired but limited to: turn-around time, % compliant/non-compliant, count of negative/positive, volume by location & date.
   5.6.2 Frequency information be provided, e.g. daily, monthly, etc.

6.0 SUBMISSION DETAILS:
Bidders must provide the following in their submission for consideration:

6.1 Proposal(s) to provide all or portions of the testing services required which details:
   6.1.1.1 Testing Criteria Plan (section 2.0)
   6.1.1.2 Data Management of Results and Compliance (section 3.0)
   6.1.1.3 Vendor Qualifications Section (section 4.0)
   6.1.1.4 Vendor Information Section (section 5.0)

6.2 Pricing proposal (see section 7.0)
6.3 References for comparable projects using APPENDIX E
6.4 Form of Proposal (see section 13.0)
6.5 APPENDIX C – Company Profile
6.6 APPENDIX G – Staffing Plan
6.7 Attachment 1 - Anti Collusion Affidavit
6.8 Attachment 2 - Ethics Memo per Gov. Rell
6.9 Attachment 3 - UCONN Goods and/or Services Agreement Template
6.10 Attachment 4 - Bidder Contract Compliance Monitoring Report
6.11 Attachment 5 - SEEC FORM 10 Acknowledgement of Receipt
6.12 Attachment 6 - CT Economic Impact Form
NOTE: appendices A, B, D, F are intentionally excluded from this RFP

7.0 PRICING:

Provide a pricing for each of the testing services proposed. Please provide approximations to the best of your ability. Pricing should be based on scope and specifications provided.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Cost (per test)</td>
<td></td>
</tr>
<tr>
<td>Sample Collection &amp; Submission materials</td>
<td></td>
</tr>
<tr>
<td>Additional Costs (detail on separate lines as possible. Ex: shipping costs if not included above, reporting/communications, facility use, permits, etc.).</td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td></td>
</tr>
</tbody>
</table>

8.0 SELECTION PROCESS

8.1 Proposals will be presented to the selection committee. It is important for prospective vendors to prepare proposals with strong written and visual information to provide committee members with a thorough understanding of the proposed services.

8.2 The selection committee will review the submitted proposals. The committee may also choose to interview a limited number of finalists and/or may request further information.

8.3 If presentations are required, they will be conducted virtually, via Webex, Zoom, etc.

8.4 Evaluation Criteria

<table>
<thead>
<tr>
<th>Evaluation Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Testing Plan (including data management, provider solution, TAT, ability to meet volume needs, etc.)</td>
<td>30 points</td>
</tr>
<tr>
<td>Cost Competitiveness of provided service</td>
<td>10 points</td>
</tr>
<tr>
<td>Service</td>
<td>15 points</td>
</tr>
<tr>
<td>Company Resources (Service Partners, Staffing Plan, Supply chain plan)</td>
<td>25 points</td>
</tr>
<tr>
<td>Experience</td>
<td>15 points</td>
</tr>
<tr>
<td>Plan Flexibility/Contingency Plan</td>
<td>5 points</td>
</tr>
<tr>
<td><strong>TOTAL POINTS AVAILABLE:</strong></td>
<td><strong>100 POINTS</strong></td>
</tr>
</tbody>
</table>
9.0 AWARD

A contract may be awarded to the proposal(s) deemed most advantageous to the University, in accordance with the criteria set forth within the RFP. Qualified Proposers shall understand there is no guarantee of work, and multiple contracts may be awarded. Proposers understand UCONN may:

- reject the proposal of any Proposer who is in default of any prior contract or is guilty of misrepresentation or any Proposer with a member of its firm in default or guilty of misrepresentation.
- correct inaccurate awards resulting from clerical or administrative errors in accordance with and pursuant to the Regulations of Connecticut State Agencies.
- make an award contingent upon the successful Proposer’s execution of an agreement and required State of Connecticut certifications and affidavits.
- award by item, groups of items or total bid; to reject any and all proposals in whole or in part, and to waive any informality or technical defects if, in its judgment, the best interests of the University will be served.
- award a contract, not based solely on the lowest cost, but based on a Proposal which in the sole opinion of the University best fulfills or exceeds the requirements of this RFP and is most advantageous to the University.

10.0 CONTRACT:

A sample Service Agreement Contract is included via Attachment 3. The University reserves the right to modify the contract or waive any informality as it deems to be in the best interest of the University. By submitting a proposal the Bidder accepts the contract and any modifications that the University deems necessary to it without exception. Exceptions to the contract submitted by the Proposer at any time will not be considered.

11.0 RFP TIMELINE:

Following the proposed timeline. Purchasing will notify bidders if significant changes to the timeline occur.

<table>
<thead>
<tr>
<th>RFP SCHEDULE</th>
<th>DUE DATES*</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP Issue/Release</td>
<td>June 26, 2020</td>
</tr>
<tr>
<td>Questions from RFP Participants</td>
<td>By July 1, 2020 2PM EST</td>
</tr>
<tr>
<td>University Response to Questions</td>
<td>By July 6, 2020 4PM EST</td>
</tr>
<tr>
<td>Proposal Due Date &amp; Time</td>
<td>July 10, 2020 @ 2:00 PM (EST)</td>
</tr>
<tr>
<td>Anticipated Award Date</td>
<td>July 17, 2020</td>
</tr>
<tr>
<td>Contract Service Commence</td>
<td>ASAP</td>
</tr>
</tbody>
</table>

* The University reserves the right to adjust the timeline as it deems necessary.
12.0 INSTRUCTIONS TO PROPOSERS:

12.1 Any proposal received after the stated due date and time will be rejected and may be returned to the Proposer upon their request and at their expense. Facsimile, mailed, or unsealed proposals will not be accepted under any circumstances.

12.2 The University of Connecticut is exempt from Federal Excise Taxes (under registration number 06-730435K) and from Connecticut Sales & Use Taxes.

12.3 Communications: Upon formal issuance of this RFP, the University and Proposer(s) will cease all informal communications relevant to the RFP and assume a formal, in writing, communication posture until a binding contractual agreement is executed with the selected Proposer(s), all other Proposers have been notified as to their RFP status, or when the University formally rejects all proposals and cancels the RFP process. Failure to adhere to this provision may result in a Proposer being declared ineligible, proposal rejection, or RFP cancellation.

12.4 Questions/Clarifications: All questions must be submitted via email to labgroup@uconn.edu by July 1, 2020 by 2:00 PM (EST). Answers in Addendum form will be issued July 6, 2020 by 4pm EST.

12.5 Proposal Submission: to submit a proposal, Bidders will prepare their electronic files and email the proposal to: labgroup@uconn.edu by 2pm EST July 10, 2020. Bidders should notify UCONN in advance of their intent to bid. (refer to any published addenda prior to submission for changes or clarifications to the RFP and submission process). UCONN is not accepting hard copy proposals.

Rest of Page Intentionally Left Blank
13.0 Form of Bid

*Print these pages, complete & submit the FORM of BID with all other data listed under 6.0.*

1. The undersigned bidder, in response to our Invitation to Bid for COVID-19 Testing Services, having examined the bid documents and being familiar with the conditions surrounding the proposed products and services, hereby proposes to provide such products and services meeting the requirements outlined in this Request for Proposal, in accordance with the bid attached hereto.

2. Bidder acknowledges receipt of the following addenda which are a part of the bidding documents:

   Addendum #1  addendum #2  addendum #3  addendum #4

   *Item 2 may be left blank if no addenda were issued.*

3. Bidder understands that the University reserves the right to reject any and all bids, waive irregularities or technicalities in any offer, and accept any offer in whole or in part which it deems to be in its best interest.

4. Bidder agrees that this offer shall be good and may not be withdrawn for a period of 180 days after the public bid opening.

5. Bidder hereby certifies: (a) that this bid is genuine and is not made in the interest of or on behalf of any undisclosed person, firm or corporation; (b) that the bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid; (c) that the bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and (d) that the bidder has not sought by collusion to obtain any advantage over any other bidder or over the University.

6. Bidder agrees that the response to this bid is a legal and binding offer and the authority to make the offer is vested in the signer. Minor differences and informalities will be resolved by negotiation prior to acceptance of the offer.

7. Payment Terms: __________________________

8. Representative: Name: __________________________________________________________

   Title:  __________________________________________________________

   Telephone: ________________________________  Email:________________________________

   Signed this ____________ day of ________________________________, 2020

   Signature:  _________________________________________________________________________