

1. Title: Non-Critical Reusable Medical Equipment Maintenance Cleaning Program (NCRMEMP)

2. Purpose: The Michael E. DeBakey Veteran Affairs Medical Center (MEDVAMC) hereby issues the following Sources Sought to Request Information (RFI). This RFI is to seek contractors with the capability to provide Houston MEDVAMC with all labor, tools, material, parts, equipment, cleaning supplies, license, certification, transportation, management, and personnel required for a Non-Critical Reusable Medical Equipment Maintenance Cleaning Program.

3. Objective: To find qualified and certified contractors with the capability to provide Non-Critical Reusable Medical Equipment Maintenance Cleaning Program.

4. Place of Performance: Equipment located at VA Medical Center, 2002 Holcombe BLVD, Houston, TX 77030.

5. Responses Requested: The MEDVAMC requires the following questions answered in this RFI: Questions that are not provided shall be considered non-responsive to the Request for Information.

a. Does the contractor possess the capability to plan, develop and implement an Equipment Management Program tailored to Michael E. DeBakey VA Medical Center Policy?

b. Does the contractor possess the capability conduct Project Assessment and Planning?

c. Does the contractor possess the capability to provide contractor technicians to pick up equipment and deliver to required department? Does the contractor possess the capability to develop a schedule with the Contracting Officer Representative for the pickup equipment and delivery to required department?

d. Does the contractor possess the capability to establish a tracking mechanism for equipment found to be unsuitable and returned to service that is clearly marked and put aside for further inspection?

e. Does the contractor possess the capability to establish a tracking mechanism and provide identification (ID) bands utilized to tag the equipment to be cleaned to ensure that it is returned to the right department and area of that department?

f. Does the contractor possess the capability to provide the facility with mission critical reports weekly. Various reports include: Facility Inventory, Departmental Inventory, and Equipment Maintenance History?

g. Does the contractor possess the capability to provide ATP testing on a sample of equipment to demonstrate the efficacy of the program and to demonstrate data collection of the results?

h. Contractors shall also provide their point(s) of contact name, address, telephone number, and email address; and the company's business size, and Data Universal Numbering System (DUNS) Number.

i. Is your company a small business, SDBs, HUBZone, or 8A concern? Please provide proof of qualifications.

j. Provide in your capability statement a list of active contracts for commercial, federal, state, and local governments. List Contracts shall provide communication on the government requirement illustrating the capability for comparison.

k. Is your company available under any Government Wide Agency Contract (GWAC), General Services Administration Schedules (GSA), Indefinite Delivery Indefinite Quantity (IDIQ), and/or Blanket Purchase Agreement (BPA)? If so, please list the contract number and a brief summary of the products and services provided.

l. Provide a short summary of your potential approach to this type of contract and meeting the specific requirements per the draft Statement Of Objectives and your experience managing similar contracts with similar requirements for the MEDVAMC.

6. Opportunity: The MEDVAMC , is seeking information from potential contractors on their ability to provide this service. THIS IS A REQUEST FOR INFORMATION (RFI) ONLY. Small Business Concerns are encouraged to provide responses to this RFI in order to assist the MEDVAMC in determining potential levels of competition available in the industry. Contractor shall possess the capability to provide all requirements and objectives.

7. Instructions and Response Guidelines: RFI responses are due by January 29, 2018 at 9:00 am (CST); size is limited to 8.5 x 11 inches, 12-point font, with 1-inch margins in Microsoft Word /PDF format via email to anthony.marion2.gov. **All Questions shall be submitted by January 24, 2018 2:00pm(CST) via email to anthony.marion2.gov.** Telephone requests or inquires will not be accepted.

The subject line shall read: 36C25618Q9134 Service Contract for NCRMEMP

NO SOLICITATION EXISTS AT THIS TIME. There is no page limitation on subparagraphs 5(a) - 5(l). All **Questions shall be answered** to be considered as part of the Market Research for capable contractors to meet the government requirements.

Please provide additional information you deem relevant in order to respond to the specific inquiries of the RFI. Information provided will be used solely by MEDVAMC as "market research" and will not be released outside of the MEDVAMC Purchasing and Contract Team. This RFI does not constitute a Request for Proposal (RFP), Invitation for Bid (IFB), or Request for Quotation (RFQ), and it is not to be construed as a commitment by the Government to enter into a contract, nor will the Government pay for the information submitted in response to this request. All information contained in this RFI is preliminary as well as subject to modification and is in no way binding on the Government.

In accordance with FAR 15.201(e), responses to this notice are not offers and cannot be accepted by the U.S. Government to form a binding contract. If a solicitation is released, it is will be synopsized in the Federal Business Opportunities (FedBizOpps) website or GSA. It is the responsibility of the interested parties to monitor these sites for additional information pertaining to this RFI, or future RFP.

8. Contact Information:

Contract Specialist, Anthony Marion

Email address: anthony.marion2@va.gov

Your responses to this notice are appreciated.

THIS NOTICE IS NOT A REQUEST FOR COMPETITIVE QUOTES; however, any firm that believes it can meet the requirements may give written notification prior to the response due date and time. Supporting evidence must be furnished in sufficient detail to demonstrate the ability to perform the requirements.

Draft Statement of Objective

Non-Critical Reusable Medical Equipment Maintenance Cleaning Program

1. Purpose:

The purpose of the Statement of Objectives (SOO) is to seek contractors with the capability to establish a standardized process for the cleaning and disinfection of non-critical, reusable medical equipment utilized at the Michael E. DeBakey VA Medical Center.

NOTE: SOO is prepared by the Government where the offeror proposes the Performance Work Statement (PWS).

2. Scope:

Seeking contractor with the capability to provide the maintenance service for deep cleaning and disinfection services for the non-critical reusable medical equipment at the Michael E. DeBakey VA Medical Center to include but not limited to the following:

- **Project Assessment and Planning**

Seeking contractor with the capability to provide and analyze the facility to determine a schedule and proposed plan.

Seeking contractor with the capability to communicate with the Contracting Officer Representative (COR), to include attending meetings with Department Leaders for seamless integration of services.

- **Equipment pick-up and delivery**

Seeking contractor with the capability to provide contractor technicians to assist in equipment pick-up and delivery as needed. Seeking contractor with the capability to communicate and develop a schedule with the Contracting Officer Representative.

- **Safety / Functionality Inspection**

Seeking contractor with the capability and possess a contractor team trained on the proper methodology to handle the rolling stock equipment at the MEDVAMC.

Seeking contractor with the capability to thoroughly check and inspect equipment for proper working and movement procedures.

Seeking contractor with the capability to establish a tracking mechanism for equipment found to be unsuitable and returned to service that is clearly marked and put aside for further inspection.

- **Quality assurance check and reporting**

Seeking contractor with the capability to establish a tracking mechanism and equipment database with the capability to contain a “flagged” item checkpoint that is used in conjunction with a Safety and Functionality Inspection. Items that do not pass will be tagged and denoted in the contractors’ Equipment Database. After the project day, the daily report will include any flagged items. These items shall also be included in the final project report.

- **Disinfection**

The contractor will use a Medical Center approved disinfectants for all surfaces of the equipment. Material Safety Data Sheets for all chemicals will be available upon request.

- **Replacement Casters**

Equipment such as IV poles and Over-the-Bed Tables utilize dual wheeled plastic casters. The contractor will on an as needed basis, replace these plastic casters for brand new casters. Replaced casters are discarded at the end of the day

- **Rubber Tips**

Seeking contractor with the capability to establish a tracking mechanism and replace equipment such as foot stands, chairs and walkers utilize rubber tips. The contractor shall communicate with the Contracting Officer Representative (COR) and replaced rubber tips for brand new tips. Replaced rubber tips are discarded at the end of the day.

- **ID Bands & Markers**

Seeking contractor with the capability to establish a tracking mechanism and provide identification (ID) bands utilized to tag the equipment to be cleaned to ensure that it is returned to the right department and area of that department.

- **Identification**

Seeking contractor with the capability to establish a tracking mechanism and provide Unique barcodes that are placed on all equipment processed. Make, model, serial number and action performed are recorded. Once the equipment is processed, it also receives a sticker indicating the month of last service

- **Reports**

Seeking contractor with the capability to provide the facility with mission critical reports weekly. Reports included are: Facility Inventory, Departmental Inventory, and Equipment Maintenance History

- **ATP Reports**

Seeking contractor with the capability to provide ATP testing on a sample of equipment to demonstrate the efficacy of the program and to demonstrate data collection of the results.

3. Period and place of performance:

The place of performance for this requirement will be at the following locations:

Michael E. DeBakey VA Medical Center
2002 Holcombe Boulevard
Houston, TX 77030

Period of Performance will be May 1, 2018 – April 31, 2019 (Est.) There will be four (4) option years that could be extended at the discretion of the government.

4. Background:

In accordance with existing infection prevention and control policies, Non-Critical reusable medical equipment (NCRME) is cleaned by staff according manufacturers' instructions and local guidelines/procedures. With the anticipated growth at the Michael E. DeBakey VA Medical Center, there is an increased need to establish a standardized process for the cleaning and disinfection of non-critical, reusable medical equipment used in the Medical Center.

5. Performance objectives:

On-site Reusable Medical Equipment Cleaning Program. The contractor shall plan, develop and implement an Equipment Management Program tailored to our facility's specific needs in accordance with Michael E. DeBakey VA Medical Center Policy No.118CPO-010 (found in Section B.) Including but not limited to the following.

- Patient Care Equipment shall be cleaned and disinfected
- Equipment shall be inspected to ensure that it is functioning properly.
- Minor adjustments, such as tightening of screws, bolts and rails, will be made at time of Cleaning.
- Wheels and reinforced rubber tips for IV poles, stands and other similar equipment shall be replaced as needed.
- Equipment requiring replacement of parts or extensive repair shall be identified and separated from the group.
- ATP testing shall be completed and reported on a sample of equipment.
- A monthly detailed listing and report of the equipment serviced.

- The contractor shall provide the documentation for internal and external audits & Inspections.
- The contractor shall work the hours that are necessary with the goal of minimizing equipment down time.

6. Operating constraints:

Contractor department access and delivery.