



# Corrections and Community Supervision

Request for Information (RFI) 2016- 12

Electrocardiogram (ECG) Services

Issued: May 23, 2016

Response Submission Deadline: June 22, 2016 by 3:00 PM

## **I. Introduction**

The New York State Department of Corrections and Community Supervision (DOCCS) is responsible for the confinement and rehabilitation of approximately 53,000 inmates under custody held at 54 state correctional facilities located throughout New York State. DOCCS is responsible for the delivery of medical care to those inmates confined to its correctional facilities.

The Contract Procurement Unit (CPU) for DOCCS is seeking information from companies that provide Electrocardiogram (ECG) Services. Services shall include ECGs, regular over-reads, STAT over-reads and ECG equipment. ECGs shall include transmission, computerized interpretation, digital archival, and retrieval when copies are needed. For the purpose of this Request for Information (RFI) ECG machines should be compact and portable (comparable to a GE MAC 800).

## **II. Purpose of This Request for Information**

The purpose of this RFI is to acquire information regarding the interest and capabilities of companies that can provide Electrocardiogram (ECG) Services.

Interested entities experienced and skilled in ECG Services, as defined in Section I, should respond to this RFI by emailing the information requested in Sections IV and V. Any information received as a result of this RFI may be used by DOCCS to assist in the preparation of a future competitive solicitation to secure Electrocardiogram (ECG) Services for all New York State correctional facilities.

This RFI is an inquiry only. No contract or agreement will be made based on the results of this RFI.

Responding to this RFI is entirely voluntary and will in no way affect the Department's consideration of any proposal submitted in response to a future solicitation.

## **III. Inquiries**

All inquiries shall be made by email to the following address: [doccscontracts@doccs.ny.gov](mailto:doccscontracts@doccs.ny.gov). Please include "RFI #2016-12" in the subject line of your email.

This is not a bid. Please do not request bid documents.

#### IV. Information Requested

This RFI has been issued for the purpose of gathering information regarding Electrocardiogram (ECG) Services. Respondents shall provide the following information:

- A. How long has your company been providing ECG Services?
  - B. Do you have experience with government clients (federal, state, and local)? If so, please list the names of your government clients.
  - C. Do you have experience with correctional facilities? If so, please list the names.
  - D. Does a Board Certified Cardiologist read all regular and STAT over-reads?
  - E. What are the turnaround times for regular and STAT over-reads?
  - F. What is your price for the following services:
    - ECGs
    - Regular Over-reads
    - STAT Over-reads
  - G. Does your company sell or lease the ECG equipment?
    - 1. If equipment is sold, what is price per unit?
    - 2. If equipment is leased, what is price per unit?
  - H. Are supplies (ECG paper and tab electrodes) included?
  - I. What is the Make & Model Number of your ECG Equipment?
  - J. Provide detailed information about your ECG equipment's technical specifications, including, but not limited to the following:
    - a. ECG Processing
    - b. Writer technology/speed/accuracy/resolution
    - c. Software
    - d. Communication information system
    - e. Internal and external storage
    - f. Display
- Note: If product literature and marketing materials are available, please also include with detailed information on equipment's technical specifications.
- K. Do you provide 24/7/365 tech support?
  - L. What is the projected life span of your ECG equipment?
  - M. Do you provide service on your equipment?
    - 1. If yes, is it included?
  - N. Do you service previously purchased equipment?
  - O. Do you provide training to your customers?
    - 1. If yes, please explain how training is provided and what is offered (For example: online, in-person, etc.).

## V. Submission of Responses

All interested entities are to respond by email with the following items included in the response:

- A. Cover letter approximately one page in length on company letterhead. The letter must include the following information:
  - Contact Name for an official that is authorized by the company to respond to solicitations
  - Title
  - Mailing Address
  - Email Address
  - Phone Number
- B. Responses to the questions contained in Section IV.

Return the above-mentioned cover letter and the responses to the questions contained in Section IV by email to [doccscontracts@doccs.ny.gov](mailto:doccscontracts@doccs.ny.gov).

**Note:** This is not an open solicitation. It is an invitation to furnish DOCCS with information regarding interest and capabilities of companies that can provide the desired services.

## VI. Response Due Date

Please submit your response electronically via email no later than 3:00 PM on Wednesday, June 22, 2016, to the Contract Procurement Unit at [doccscontracts@doccs.ny.gov](mailto:doccscontracts@doccs.ny.gov). Please include "RFI #2016-12" in the subject line of your email.

Responders to this RFI will not be precluded from responding to a future solicitation.

## VII. RFI Response Clarifications

DOCCS may seek additional information (clarifying or otherwise) regarding any of the respondents' services following the receipt of the RFI responses. Information may be sought via telephone or email communication.

### **VIII. Disclaimer**

This RFI is not a contract offer and it is not an open solicitation for any services but rather an informational inquiry by DOCCS. This RFI does not commit DOCCS to award a contract, pay any costs incurred in preparing a response, or to procure or contract for services or supplies. Qualified entities are encouraged to respond to this RFI; however, failure to submit a response will not impact a respondent's ability to submit a response to any future competitive solicitation process (if any) for projects. Respondents are advised that all costs associated with responding to this RFI will be solely at their expense. There are no representations or warranties regarding the accuracy or completeness of the information contained in this RFI. Respondents are responsible for making their own evaluation of information and data contained in this RFI and for preparing and submitting responses to this RFI.

### **IX. Procurement Law**

Since this is not a solicitation that will result in a contract, it does not fall under the procurement lobbying law; therefore, there is no restricted period.