
THE METROHEALTH SYSTEM BID INSTRUCTIONS

Thank you for your interest in doing business with The MetroHealth System (“MetroHealth”). As a public entity, MetroHealth is subject to public bidding requirements under Ohio law. These instructions are intended to help you navigate these requirements and the bidding process.

The purpose of a Competitive Sealed Proposal (“CSP”) is to solicit written proposals from potential business partners (each an “Proposal”) through which MetroHealth may obtain particular goods/services. These bid instructions provide a general overview of MetroHealth’s CSP process. Please refer to MetroHealth’s Supplier Portal for the specific specifications, performance expectations, and evaluation criteria associated with each CSP.

PROPOSAL COMPONENTS

Unless otherwise specified within the CSP specifications or by written communication from an authorized MetroHealth Supply Chain representative, all Proposals should be submitted via the Supplier Portal accessible at <https://www.metrohealth.org/supply-chain-management>. Your response to the CSP should contain the following components:

- Response to Bid Specifications – Please provide complete responses addressing the requirements and requested details in the bid specifications.
- Master Purchase Agreement – Unless otherwise specified within the CSP specifications, MetroHealth includes a copy of its standard master purchase agreement (“MPA”) in all CSPs. Please review and return the MPA with any requested edits so that the requested edits can be considered as part of the Proposal. Unless edits are requested at the time of your Proposal, MetroHealth will assume the terms of the MPA are acceptable.
- Proposed Pricing – Please prepare a price list or proposal to upload in the Lines tab of the Supplier Portal. The price list or proposal should be in an editable format such as Microsoft Word or Excel. Proposal pricing must remain fixed and valid for at least 180 days. You may supplement pricing by including narrative information to support pricing methodology.

All Proposals must be submitted to MetroHealth no later than the date and time identified on the CSP. MetroHealth reserves the right to extend the closing of any CSP at its sole discretion and such extension will be reflected on the CSP. If you have any technical issues with timely submission via the Supplier Portal, please contact MetroHealth for assistance as set forth below. Please note that the Response to Bid Specifications and draft MPA must be submitted in a single session on the Supplier Portal.

ASSISTANCE WITH SUPPLIER PORTAL & PROPOSAL SUBMISSIONS

MetroHealth has provided a Supplier Portal Guide and Supplier Portal Registration Instructions to help potential business partners register and submit Proposals. These resource materials are available at <https://www.metrohealth.org/supply-chain-management>.

Please direct all technical issues regarding this CSP to purchasing@metrohealth.org or 216-957-3761.

If you have substantive questions regarding the CSP requirements, please submit your questions through the Q&A Forum tab on the Event page or contact the MetroHealth Supply Chain representative identified within the Contacts tab on the Event page. MetroHealth will make every effort to respond to questions within three (3) business days. Please note that details regarding any substantive questions received outside the Supplier Portal will be added to the Q&A Forum to ensure that all potential business partners receive the fair and equal treatment with respect to all information provided regarding the CSP.

Except for addressing technical issues or substantive questions regarding the CSP requirements, MetroHealth and its employees are not permitted to discuss details regarding the CSP or subsequent operational matters until after the CSP has closed.

POST SUBMISSION PROCESS & PROPOSAL EVALUATION

All Proposals received will be kept unopened until the submission deadline has passed. At that point, a MetroHealth Supply Chain representative reviews all Proposals for format, completeness, and compliance with CSP instructions and requirements. MetroHealth may conduct discussions with potential business partners that submit Proposals or may request clarifying information to ensure that it has a full understanding of the Proposal and to determine whether Proposals have fully complied with the CSP Instructions. MetroHealth's attempts to obtain clarifying information may include requests for presentations, demonstrations, and interviews.

MetroHealth will review and evaluate all complete Proposals. MetroHealth will use the factors and criteria identified in the bid specifications to evaluate and rank Proposals. MetroHealth will award the contract to the vendor whose Proposal it deems the most advantageous to MetroHealth. In making this determination, MetroHealth may award contracts in whole or in part to one or multiple vendors. MetroHealth will notify all participating vendors once it has made an award. MetroHealth's decision is final and not subject to appeal.

The selection team may request one or more finalist vendors in the evaluation process to make onsite oral presentations at the Offeror's cost. If you are requested to make such an oral presentation, key members of your company should be prepared to discuss the Proposal, your capabilities, suggestions, and/or conceptual ideas. You will be given one week's notice of the date of such presentation.

MetroHealth will initially negotiate with the vendor that MetroHealth determines submitted the most advantageous Proposal. If negotiations do not reach a result that is acceptable to MetroHealth, MetroHealth may negotiate with another of the remaining vendor(s) that submitted Proposals until an acceptable Proposal is reached. MetroHealth may terminate negotiations with a prospective vendor at any time during the negotiation process if the vendor fails to provide the necessary information in a timely manner or fails to negotiate in good faith. If MetroHealth terminates negotiations with the vendor that provided the most advantageous Proposal, MetroHealth may then start negotiating with the vendor whose Proposal is ranked the next most advantageous.

A contract award under this CSP is not binding until all the following have been satisfied:

- All required CSP documents, including the MPA or other contractual document, as applicable, are fully executed by both you and MetroHealth;
- MetroHealth issues a purchase order for the goods/services covered by this CSP; and
- All other prerequisites identified in the Supplier Portal and awarded contract, if any, have been completed.

MetroHealth reserves the right to reject any Proposal if and when (1) a vendor takes exception to the terms and conditions of the CSP; (2) a vendor fails to meet the terms and conditions of the CSP, including but not limited to, the standards, specifications, and requirements detailed in this CSP; (3) a vendor submits pricing that MetroHealth considers excessive, compared to existing market conditions, or that exceeds MetroHealth's available funds for the CSP; or (4) MetroHealth determines that the Proposal would not be in its best interest.

You have the right to withdraw your Proposal at any time before the contract award is final. To withdraw your Proposal, please submit notice of your withdrawal in writing to the Supply Chain representative identified within the Contacts tab on the Event page.

GENERAL INFORMATION

Please keep in mind the following when submitting a Proposal to MetroHealth:

- Product Evolution – To the extent applicable, new or updated versions of the goods/services sought under this CSP are considered within the scope of the bid, and suppliers are encouraged to highlight any such items that they anticipate introducing to the market during the term of the MPA. If the good/service offered in the CSP is updated or replaced during the term of the MPA, MetroHealth would expect to receive the new version at the price specified in the Proposal.
- Risk Assessment – As a condition of awarding a contract, MetroHealth may request finalist vendors to complete a risk assessment. Failure to complete the requested risk assessment or achieve an approved risk assessment may prevent award of a contract.

- Business Associate Agreement – If your company will create, store, view, maintain, or transmit any Protected Health Information (PHI) as part of its obligations under the engagement, MetroHealth will require a Business Associate Agreement.
- Security Access – MetroHealth uses VendorMate[®] as its vendor tracking software. If your Proposal is selected, you will need to register with VendorMate[®] annually and maintain VendorMate[®] compliance for its categories.
- Supplier Diversity - As a public hospital system that has a diverse patient population, workforce, and group of community stakeholders, MetroHealth has a compelling interest in providing equal contracting opportunities to a diverse range of businesses and persons. Accordingly, MetroHealth will actively encourage and solicit the participation of diverse suppliers in its various contracting opportunities, including CSPs.
- Most Favored Public Entity – Because MetroHealth is a public entity, you are expected to extend MetroHealth the very best pricing within the Proposal.
- Tax Exempt Entity – As an Ohio county hospital, MetroHealth is a tax-exempt entity.
- Confidential Information – MetroHealth is subject to Ohio’s Public Records Law. Although your information will not be available for public inspection prior to any award, it may be subject to public records requests in the future. To avoid disclosure of sensitive information if MetroHealth receives a relevant public records request, please identify any information included in the Proposal that you believe constitutes a trade secret or is otherwise exempt from disclosure under Ohio Revised Code § 149.43.

MetroHealth deeply appreciates the effort required to submit a response to our public bid opportunities. Thank you in advance for your time and consideration.