

LEGAL NOTICE
PARKER COUNTY HOSPITAL DISTRICT
REQUEST FOR QUALIFICATIONS
INFORMATION TECHNOLOGY MANAGEMENT SERVICES

The Parker County Hospital District is soliciting qualifications for companies to provide Information Technology management services for the Hospital District.

Instructions for completing the Request for Qualifications for Information Technology Management Services can be obtained at the Parker County Hospital District Administration Office at 1130 Pecan Drive, Weatherford, Texas, 76086 or accessed online at the Hospital District website at www.pchdtx.org under the About Us - Public / Legal Notice tab.

One original and two copies of a statement of qualifications are requested. Qualification statements can be mailed to Randy Bacus, CEO, Parker County Hospital District, P.O. Box 98610, Weatherford, Texas 76086-9810 or can be delivered to the Parker County Hospital District Administration Office located at 1130 Pecan Drive, Weatherford, Texas 76086. Emailed submissions will be accepted and should be submitted to randy.bacus@pchdtx.org. The deadline for submission of qualifications is Noon on November 23, 2022.

The Parker County Hospital District will select and negotiate with the most highly qualified provider of Information Technology management services based on demonstrated competence and qualifications. The Hospital District reserves the right to accept or reject any or all bids and to waive any informalities or irregularities in the bid procedure or bids when such actions are deemed in the best interest of the Hospital District.

Please contact Randy Bacus, CEO, at 817-341-2520 for questions or additional information.

REQUEST FOR QUALIFICATIONS
INFORMATION TECHNOLOGY MANAGEMENT SERVICES
GENERAL INFORMATION

I. Introduction

The Parker County Hospital District (Hospital District) is soliciting requests for proposals for a company to provide information technology management services to the Hospital District.

II. Background

The selected company will be responsible for providing IT management services for the various Departments of the Hospital District. The Hospital District provides services 24/7/365. The Hospital District operates the Parker County EMS program which includes ten ambulances, 2 supervisor response squads, a dispatch center, a Community Health Paramedic Program and a Training and Education Department. The Hospital District also operates a Medicare Certified Rural Health Clinic, an Outreach program and the County Indigent Care Program.

III. Objectives

The selected company will assist the Administrative team with the management, planning, direction, guidance, coordination and oversight for all of the information technology services for the Hospital District.

IV. Minimum Qualifications

The selected company should be familiar with the healthcare industry and have expertise with the following software applications:

A+, CCNA, CCNA Voice, Security +, Network +, HIPAA Security

V. Requirements

The selected company will be required to enter into a professional services agreement with the Hospital District to provide such services. The company will be expected to be available 24/7/365 in order to provide information technology services to Hospital District personnel via telephonic or electronic communication. The company will be expected to periodically be on site in order to assist Hospital District personnel with information technology management.

VI. Scope of Work

The selected company will be required to:

1. Support the PCHD mission and core objectives by the development and implementation of policies and procedures for electronic data processing and computer operations in coordination with senior leadership and the development and implementation of a disaster recovery plan as part of an overall business continuity plan.
2. Work with the Controller to develop the annual IT operating budget and participate in annual accounting audits; plan, organize, direct, and evaluate all IT related purchasing.
3. Prepare IT related projects that outline expected tasks and activities in coordination with administration; work with administration to discuss departmental IT requirements, specifications, costs and/or timelines.
4. Direct, attend and participate in staff meetings, board meetings and other related activities.
5. Attend workshops, trainings and/or seminars to stay up to date with IT related issues, regulations, and compliance.
6. Coordinate with HIPAA Compliance Officer to ensure compliance with policies and procedures, use of proper equipment, protection of physical property and all pertinent local/state laws are followed in an effort to preserve the quality of PCHD's mission and organizational plan.

VII. Essential Functions

1. Plan, organize and direct the operations of information and electronic data processing systems; deletions and major modifications to supporting IT infrastructure, companywide; upgrade efforts for telephone system.
2. Plan, organize and direct hardware and software installation, deployment, upgrades, patches, and disposal.
3. Provide and maintain current and accurate inventory of technology hardware, software, and other resources, which includes documentation and asset tagging.
4. Plan, organize and direct PCHD's IT systems including but not limited to: system backup, archives and disaster recovery support; help desk activities, with resolutions provided to IT issues; provide and revoke local and remote network access user accounts, information system accounts and passwords to employees as required; network security; security access controls of

all systems and physical facilities and; security vulnerability scanning and penetration testing done both internally and with contracted third party IT security auditors.

5. Provide orientation and training to employees in the use of new/existing technology.

6. Plan, organize and direct the research of current and potential IT technologies, resources, and services; communicate relevant information to administration and employees.

7. Interview and hire potential personnel, contractors, vendors and service providers in the design, development, implementation, operation and administration of computer/telecommunications software, hardware, network, and information systems;

VIII. Restrictions on Lobbying Activity

Respondents are prohibited from directly or indirectly communicating with Hospital District Board Members regarding their qualifications or any other matter related to the eventual award of a contract for the services requested under this Request for Qualifications. Applicants are prohibited from contacting Hospital District employees regarding their qualifications or the award of a contract, unless in response to an inquiry from a staff member. Any violation will result in immediate disqualification from the selection process. Upon issuance of the Request for Qualifications, all communications and requests for clarification or objections shall be directed in writing to the Hospital District CEO for response, determination, and dissemination to all interested parties. Any communication by individuals or their representatives toward other Board members or employees regarding this Request for Qualifications or the award of a contract are prohibited and will constitute grounds for disqualification. A proponent or any of their agents may not do any act or refrain from any act for the express purpose and intent of placing any Hospital District Board Member under personal obligation to the proponent.

IX. Submission and Organization

The Proposer must submit one (1) original and two (2) copies of the submission. Sealed submissions should be addressed to the Parker County Hospital District, Administration Office, 1130 Pecan, Weatherford, Texas 76086, and will be received until Noon on November 23, 2022. Submissions must be properly signed with a manual signature. All submissions must be packaged in a sealed envelope or package and be clearly marked on the outside with the proposer's name and address.

REQUEST FOR QUALIFICATIONS
PARKER COUNTY HOSPITAL DISTRICT
INFORMATION TECHNOLOGY MANAGEMENT SERVICES

Deadline: Noon on November 23, 2022

Proposers mailing their submissions must allow sufficient time for delivery of their submission by the time and date specified. Late submissions will not be accepted.

ORGANIZATION AND FORMAT

Documents should be submitted on 8.5 by 11-inch paper bound securely. Submissions must contain, and be organized, as shown below.

- Cover clearly displaying the title of the RFQ
- Introductory letter, to include name and contact information
- A statement of the qualifications, including:
 - o Reasons for the interest in the position
 - o Past relevant experience, including a description of previous work similar to the request and where similar services have been provided within the last five years
 - o Professional qualifications of key members of staff
- Reference Data Sheets (minimum 3) – Attached below

Public Information Notification

The Hospital District considers all materials, information, communications, and correspondence in any form from the respondents to this RFQ to be non-proprietary and non-confidential and, therefore, subject to public disclosure under the Texas Public Information Act (Texas Government Code 552.00-1 et seq.) after a contract is awarded. Respondents are informed that the Hospital District will abide by all statutes, court rulings and opinions of the Texas Attorney General concerning disclosure of RFQ information. Should any part or section be considered by the Respondents to be “proprietary” or “confidential” in nature, each page or section should be designated as “proprietary” or “confidential.” Respondents should be prepared to fully justify these exclusions to the State Attorney General’s Office should it be required.

SELECTION AND AWARD PROCESS

I. Scoring and Selection

The purpose of the RFQ response is to demonstrate the qualifications, competence, capability, and capacity to meet the Hospital District's requirements. An evaluation committee will review the submissions and rank each based on the evaluation criteria specified below. The Hospital District may require additional information after the review of the initial information received. Interviews may be conducted. The Hospital District reserves the right to reject any and all submittals and does not guarantee a contract will be awarded. All costs associated with the preparation of the submissions, site visits, presentations, and any other costs are the responsibility of the submitters. Responding to this RFQ constitutes understanding and agreement to methods of evaluation and selection.

II. Evaluation Criteria Evaluation of the submissions received may consider but shall not be limited to the following review criteria:

- Articulated interest in the position – 20%
 - o Explanation of how the Hospital District would benefit from company's expertise
- Past relevant experience – 30%
 - o Description of previous work similar to the request, within the last 3-5 years
- Professional qualifications – 30%
 - o Certifications and specialties
- Professional references – 20%
 - o Relevant and recent, minimum of three (3)

III. Right to Reject Submissions and Negotiate Contract Terms

The Hospital District reserves the right to reject any and all submissions. The Hospital District reserves the right to negotiate the terms of the contract, including the reimbursement rates, with the selected proposer prior to entering into a contract. If contract negotiations cannot be concluded successfully with the highest scoring Proposer the Hospital District may negotiate a contract with the next highest scoring Proposer and so on until an agreement is reached.

IV. Insurance

The Company will be required to maintain insurance coverage during the term of any negotiated agreement. Company shall obtain, maintain, and furnish the Certificates of Insurance acceptable to the Hospital District.

REFERENCE DATA SHEET

PROVIDE AT LEAST THREE (3) REFERENCES

REPRODUCE SHEET AS NECESSARY

PROPOSER:

Provide client name, location, contact person, telephone number and appropriate information on contracted services that are similar to this solicitation document.

Client: _____

City: _____

State: _____

Contact Person: _____

Title: _____

Phone Number: _____

Email Address: _____

Services Provided: _____

PARKER COUNTY HOSPITAL DISTRICT
CURRENT IT CONFIGURATOIN

Hosts/physical servers - 3 Dell VM Servers/ 2 HP call recorders/ 1 Dell backup server

Virtual servers - vmware VMs 10

Storage (NAS, SAN) - 4 NAS

Switches -17 meraki

Wireless Controllers - none

Wireless Access Points -16 meraki

Firewall(s) – 7 Network Box

Router(s) 7 Network Box/1 Meraki L3 switch/ 1 Cisco voice ISR

PCs/Laptops 179

Native data (for backup) Veeam image backups of all VMs daily

Offsite replicated data – daily cross site NAS replication and manual USB bank vault

* if IT supports any remote locations/users, please include a description of the location(s) and the brand/quantity of hardware at each site. –

Above list includes Admin/EMS/Outreach/Telemed/MAP/Clinic locations.

Does not include separate EMS personal internet circuits and setup at each site with network box security appliances.