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President, Cook County Board of Commissioners

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COOK COUNTY HEALTH (CCH)

REQUEST FOR PROPOSAL (RFP) # H19-0019

TITLE: Dental Supplies

GENERAL DESCRIPTION: Provision of Dental Supplies for the Various CCH Clinics

DATE ISSUED: August 16, 2019

VENDOR QUESTIONS DUE DATE: August 23, 2019 by 2:00 p.m. CST

RESPONSE DUE DATE: September 18, 2019 by 2:00 p.m. CST

Responses to this RFP shall be delivered after 8:00 a.m. (CST) but no later than 2:00 p.m. CST to:
Cook County Health

C/O John H. Stroger Jr., Hospital of Cook County
1969 West Ogden Ave., lower level Room # 250A
Chicago, IL 60612

Attention: Supply Chain Management Department

Please note that it takes approximately 20 minutes to pass security and walk to room 250A.

Delivery of RFP must include the **RFP Acknowledgement Form** included at the end of this document.

PREPROPOSAL CONFERENCE: NONE REQUIRED

All questions regarding this RFP should be directed to purchasing@cookcountyhhs.org.

The RFP and related Addenda will be posted at the <http://www.cookcountyhealth.org> website under the "Doing Business with CCHHS" tab.

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1. Background

The Cook County Health (“CCH”) is a unit within Cook County government. The CCH provides a full continuum of health care services through its seven operating entities, referred to as System Affiliates. System Affiliates provide a broad range of services from specialty and primary care to emergency, acute, outpatient, rehabilitation and preventative care. CCH services are offered without regard to a patient’s economic status or ability to pay.

The System operates John H. Stroger, Jr. Hospital of Cook County (JHSH), the Ambulatory and Community Health Network (a system of fifteen clinics), the Cook County Department of Public Health, Cermak Health Services of Cook County (a health facility operated within the confines of the Cook County Department of Corrections), Ruth M. Rothstein Core Center, and Oak Forest Health Center of Cook County. The System also operates CountyCare, a Medicaid health plan for low-income adults established under the Affordable Care Act.

2. Purpose

CCH seeks to identify competitive and qualified proposers to provide Dental Supplies as define in the Pricing Section of this RFP

2.1 Business Goals and Objectives

CCH intends to award one or multiple thirty-six (36) month contract(s), with two (2) 24-month extension options.

Through the provision of services identified in this RFP, the selected proposer shall assist CCH in meeting the following business goals and objectives:

- a. Identify price complete proposers that value the business relationship with CCH, a teaching institution;
- b. Identify proposers that can work within the CCH sourcing environment, a government organization, which requires prompt execution of contacts on CCH contract template/paper;
- c. Provide all required supplies without interruption to the hospital operations.

3. Schedule

CCH anticipates the following schedule.

Activity	Estimated Date
RFP posted to the website	August 16, 2019
Proposer Inquiry Deadline	August 23, 2019 by 2:00 pm CST
CCH response to Inquiries – Tentative	Week of August 26, 2019
Proposal Due Date	September 18, 2019 by 2:00 pm CST

4. Scope

In response to this RFP, only section 5 is required. DO NOT INCLUDE SCOPE IN YOUR RESPONSE.

4.1 Volumes

The following volumes represents the last twelve (12) months spend at CCH.

Quantities given in Attachment A represents dental supplies required for the various CCH clinics from January 1, 2018 to December 31, 2018 (for the year of 2018)

5. Required Proposal Content

This RFP provides potential Proposers with sufficient information to enable them to prepare and submit proposals. CCH is supplying a base of information to ensure uniformity of responses. It must be noted, however, that the guidelines should not be considered so rigid as to stifle the creativity of any Proposer responding.

This RFP also contains the instructions governing the submittal of a Proposal and the materials to be included therein, which must be met to be eligible for consideration. All Proposals must be complete as to the information requested in this RFP in order to be considered responsive and eligible for award. Proposers providing insufficient details will be deemed non-responsive.

CCH expects all responses to reflect exceptional quality, reasonable cost and overall outstanding service.

Any page of a Proposal that Proposer asserts to contain confidential proprietary information such as trade secrets shall be clearly marked "CONFIDENTIAL PROPRIETARY INFORMATION" at the top of the page. Additionally, the specific portions of the page that are asserted to contain a trade secret must be noted as such. **However, note that ONLY pages that are legitimately confidential should be marked Confidential. CCH will return proposals that mark all pages Confidential.**

Further, the Proposer is hereby warned that any part of its Proposal or any other material marked as confidential, proprietary, or trade secret, can only be protected to the extent permitted by Illinois Statutes.

Proposals shall not contain claims or statements to which the Proposer is not prepared to commit contractually. The information contained in the Proposal shall be organized as described in this section.

5.1 Executive Summary/Cover Letter

Please limit this section to one-two pages or less, including:

- a. Brief description of the proposal and commitment to competitive pricing;
- b. Principal contact person, and a backup contact person who can serve as escalation point. Contact information for both shall include full name, email, phone, cell phone for both the RFP process and the Contract, if different;
- c. Signature by authorized representative.

5.2 Pricing Proposal

Proposers are required to submit one (1) paper pricing file and one (1) electronic pricing file (*in excel* and emailed to the email addresses specified on the cover page). **The required excel file format is attached to the RFP-PDF file.**

The pricing proposal must include any supplemental options or schedules offered by the proposer. All pricing information must be submitted in the required **MS Excel form** to facilitate analysis and **must include all assumptions**. Proposers should include elements or references to the pricing proposal **only in this section and separate the pricing proposal according to the Instructions above.**

CCH makes no guarantee that the services or products identified in this RFP will be required. The proposer must provide sufficient pricing details to permit CCH to understand the basis for the proposal.

CCH is neither obligated to purchase the full quantities proposed by the proposer, nor to enter into an agreement with any one proposer.

Pricing must be fully itemized, do not bundled.

5.3 Other Requirements

Proposer must address each requirement on the table below.

Requirement	Proposer's response and/or description of its ability to meet this requirement:
a. Distribution must be direct	
b. If selected, Proposer commits shall adhere to the CCH contracting process and will use the CCH' contract paper/template.	
c. If selected, Proposer commits to promptly review and return the contact document and to provide the system data in the required format.	

5.4 Proposer's Profile

Proposer must include a ***description*** of the organization's track record as follows:

Company Profile (Prime only)	
a. Legal Name	
b. Assumed Names if any	
c. Legal Structure (e.g. sole proprietor, partnership, corporation, joint venture)	
d. If a subsidiary, provide the same information about the Parent Company as required in this table format.	
e. Date and State where formed.	
f. Proposer's principals/officers including President, Chairman, Vice Presidents, Secretary, Chief Operating Officer, Chief Financial Officer, and related contact information.	
g. Proposer Business background and description of current operations	
h. Number of employees	
i. Number of years in business	
j. Is Proposer a licensed business to provide the supplies in scope? If so, please specify relevant certifications.	
k. Proposer's Federal Employee Identification Number (or Social Security Number, if a sole proprietorship)	

l. Is proposer authorized to conduct business in Illinois? Please provide Registration Number issued by the Illinois Secretary of State, and attach Cook County Assumed Business Name Certificate, if applicable. Also, provide a <i>copy of the Certificate of Good Standing</i> . If not authorized, please explain.	
m. Describe any merger or acquisition discussions in which the proposer is involved.	

5.6 Subcontracting or teaming and MBE/WBE Participation

The proposer may be comprised of one or more firms as to assure the overall success of the project. The proposer must present a team chart that clearly identifies each team member and specify each person's role in the project (this should be more detailed than the information provided in the executive summary). For each subcontractor, provide the name of the firm(s), brief company background, level of participation, MBE or WBE if applicable, the type of services each resource, from each firm, will provide.

The [Economic Disclosure Statement](#) Forms (EDS) should be submitted **in a separate envelop along with the Pricing proposal**.

Consistent with Cook County, Illinois Code of Ordinances (Article IV, Division 8, Section 34-267), CCH has established a goal that MBE/WBE firms retained as subcontractors receive a **25% MBE and 10% WBE Participation of this procurement**.

The proposer shall make good faith efforts to utilize MBE/WBE certified firms as subcontractors. In the event that the proposer does not meet the MBE/WBE participation goal stated by CCH for this procurement, the proposer must nonetheless demonstrate that it undertook good faith efforts to satisfy the participation goal. Evidence of such efforts may include, but shall not be limited to, documentation demonstrating that the proposer made attempts to identify, contact, and solicit viable MBE/WBE firms for the services required, that certain MBE/WBE firms did not respond or declined to submit proposals for the work, or any other documentation that helps demonstrate good faith efforts. Failure by the proposer to provide the required documentation or otherwise demonstrate good faith efforts will be taken into consideration by CCH in its evaluation of the proposer's responsibility and responsiveness.

5.7 Financial Status

- Provide the audited financial statements for the last three fiscal years. Include the letter of opinion, balance sheet, schedules, and related auditor's notes. Summary format and links to online financials are allowed. If applicable, submit the financial report of your parent company.
- State whether the proposer or its parent company has ever filed for bankruptcy or any form of Reorganization under the Bankruptcy Code, and, if so, the date and case number of the filing.
- State whether the proposer or its parent company has ever received any sanctions or is currently under investigation by any regulatory or governmental body.

5.8 Conflict of Interest

Provide information regarding any real or potential conflict of interest. Failure to address any potential conflict of interest upfront may be cause for rejection of the proposal.

If no conflicts of interest are identified, simply state "[Company X] has no conflict of interest."

5.9 Insurance Requirements

Prior to Contract award, the selected proposer will be required to submit evidence of insurance in the appropriate amounts. However, with its Proposal, the proposer is required to provide a statement on their company letterhead stating their agreement, or objections if any, to meet all insurance requirements stated below. Proposers may also submit current certificates of insurance evidencing compliance with this insurance provision.

5.10 Contract

Sample Contract **CCH Terms & Conditions** are available in the [Doing Business with CCH](#) website.

Execution of the Contract is not required at the time the qualifications are submitted. However, if the proposer or is proposing alternate language, it shall include the language for consideration by submitting the proposed redlines on the sample Contract General Terms and Conditions document.

CCH will not consider any exceptions or proposed alternate language to the Contract General Terms and Conditions if the proposer does not include these objections or alternate language with the proposal.

CCH shall not be deemed to have accepted any requested exceptions by electing to engage a proposer in negotiations of a possible Contract.

5.11 Legal Actions

Provide a list of any pending litigation in which the proposer may experience significant financial settlement and include a brief description of the reason for legal action.

If no Legal actions are identified, simply state "[Company X] has no pending legal actions in which our firm will experience any significant impact to this Contract."

History of Legal Actions for the last 36 months:

Action	Date

5.12 Confidentiality of Information

The Selected Proposer may have access to confidential information, including Protected Health Information (PHI) to perform the functions, activities, or services for, or on behalf of, CCH as specified in this RFP. The Proposer must acknowledge that if awarded there is a high likelihood that the Selected Proposer may have access to PHI, in paper or electronic form, and thus, it shall sign a Business Associate Agreement with CCH. As a Business Associate, the Selected Proposer will agree to comply with all federal and state confidentiality and security laws and regulations, including HIPAA, HITECH, the Medicaid Confidentiality Regulations, as defined herein, and all other applicable rules and regulations. The Proposer must commit to require all staff, including drivers, Attendants, and other personnel, and Subcontractors to complete HIPAA training upon hire, and no less frequently than annually thereafter. CCH reserves the right to review and accept the training program prior to implementation, or require the Selected Proposer to use HIPAA materials or training sessions supplied by CCH.

5.13 Economic Disclosure Statement

Proposer must submit an executed Economic Disclosure Statement ("EDS") **with the pricing proposal in a separate envelope.**

The EDS form can be found at <http://www.cookcountyhhs.org/about-CCH/doing-business-with-CCH/bids-rfp/>

UPDATE: Cook County's Office of Contract Compliance keep its forms up to date in its website, thus Proposer may visit <https://www.cookcountyil.gov/service/contract-documents> to ensure that the latest EDS forms 1, 2, and 3, Affidavit of Joint Venture, and MWBE Reciprocal Certification Affidavit are the latest versions are submitted. Similarly, the Board of Ethics maintains its most up to date Vendor Familial Relationship Disclosure Provision (VFRD) Form in its website: <https://www.cookcountyil.gov/service/board-ethics-ordinances-regulations-and-guides>.

5.14 Addenda

Since all Addenda become a part of the Proposal, **all Addenda must be signed by an authorized Proposer representative and returned with the Proposal. Failure to sign and return any and all Addenda acknowledgements shall be grounds for rejection of the Proposal.**

Addenda issued prior to the Proposal due date shall be made available via CCH website:

<http://www.cookcountyhhs.org/about-CCH/doing-business-with-CCH/bids-rfp/>

6. Evaluation and Selection Process

6.1 Evaluation Process

Proposals will be evaluated by a RFP Evaluation Committee that may invite one or more proposers to make presentations and/or demonstrations.

The evaluation committee, at its option, may request that all or a shortlisted group of proposers engage in proactive pricing feedback, submit clarifications, schedule a site visit of their premises (as appropriate), provide additional references, respond to questions, or consider alternative approaches.

6.2 Right to Inspect

CCH reserves the right to inspect and investigate thoroughly the establishment, facilities, equipment, business reputation, and other qualification of the proposer and any proposed subcontractors and to reject any proposal regardless of price if it shall be administratively determined that in CCH's sole discretion the proposer is deficient in any of the essentials necessary to assure acceptable standards of performance. CCH reserves the right to continue this inspection procedure throughout the life of the Contract that may arise from this RFP.

6.3 Consideration for Contract

Any proposed contract including all negotiations shall be subject to review and approval of CCH management, CCH Legal and CCH's Board of System Board. Proposed Contracts are also subject to review by the Cook County Office of Contract Compliance.

Following finalization of Contract documents to the satisfaction of CCH executive management, CCH shall secure appropriate reviews and may approve the proposed Contract for execution in its sole discretion. The identity of the successful proposer shall be posted on the website.

7. Evaluation Criteria

7.1 Responsiveness of Proposal

Proposals will be reviewed for compliance with and adherence to all submittal requirements requested in this RFP. Proposals which are incomplete and missing key components necessary to fully evaluate the Proposal may, at the discretion of the CPO or designee, be rejected from further consideration due to “Non-Responsiveness” and rated Non-Responsive. However, Proposals not meeting the following requirements will be eliminated and shall not be further evaluated:

7.2 Proposal

Proposals will be reviewed and selected based on the following criteria.

- A. Ability to achieve CCH’s business goals, objectives described in this RFP.
- B. Overall reasonableness and competitiveness of pricing.

7.3 Other Qualitative Criteria

The Chief Procurement Officer (CPO) may, at his own discretion reject a proposal from further consideration due to “Non-Responsiveness,” if a proposal does not completely address the following:

- 1. Financial Status;
- 2. Conflict Interest;
- 3. Insurance Requirements;
- 4. Contract Terms and Conditions (**objections and/or suggested alternate language**);
- 5. Legal Actions;
- 6. Addenda acknowledgement (See [Addenda Section](#))

7.4 Instructions to Proposers

These instructions to proposers contain important information and should be reviewed carefully prior to submitting the Required Proposal Content. Failure to adhere to the procedures set forth in these instructions, failure to provide positive acknowledgement that the proposers will provide all services and products or failure to provide acceptable alternatives to the specified requirements may lead to disqualification of the submitted proposal.

7.5 Questions and Inquiries

Questions regarding this RFP will be submitted in writing to the contact(s) email listed on the cover page of this RFP no later than the date stated in the [Schedule](#).

Question must be submitted in the following format, **in MS Excel**, and the subject of the email should reference the RFP #, Title and Proposer’s Name.

ID	Vendor Name	RFP Section	Question
1.			
2.			
3.			
4.			

Should any proposer have questions concerning conditions and specifications, or find discrepancies in or omissions in the specifications, or be in doubt as to their meaning, they should notify the Supply Chain Management Office via the email provided on the cover sheet no later than the date stated on the [Schedule](#) and obtain clarification prior to submitting a Proposal. Such inquiries must reference the proposal due date and CCH RFP number.

7.6 Pre-proposal Conference (if Applicable)

CCH will hold a Pre-Proposal conference call on the date, time, and location indicated on the cover page. Representatives of CCH will be present to answer any questions regarding the goods or services requested or proposal procedures. If a mandatory pre-proposal conference is required, the proposer must sign the pre-proposal conference or site inspection sheet and include a copy of this sign-in sheet in the response to the RFP.

7.7 Number of Copies

Proposers are required to submit **one (1)** original hard copy, and one (1) electronic copy (emailed to the email addressed on the cover page) and no later than the time and date indicated in the RFP.

Please see the **Proposal Receipt Acknowledgement form** at the end of this file for the form required at delivery time.

DO NOT USE EXPENSIVE PAPER OR MARKETING GRAPHICS THAT MAY DISTORT ELECTRONIC PAGES. PLEASE USE STANDARD PAPER.

7.8 Format

Hardcopies of the proposals should be submitted in one package (No loose pages), except pricing which must be submitted in a separate envelop. Material should be organized following the order of the Required Proposal Content Section 6, separated by **labeled tabs**. Expensive paper and bindings are discouraged since no materials will be returned. **Numbered titles and pages are required.**

CCH reserves the right to waive minor variances.

7.9 Time for submission

Proposals shall be submitted no later than the date and time indicated on the cover page of this RFP. **Late submittals will not be considered.**

7.10 Packaging and Labeling

The outside wrapping/envelope shall clearly indicate the RFP title, proposer's Name, proposers address, and point of contact information. All other submission requirements shall be included with the Technical Proposal.

7.11 Timely delivery of Proposals

The proposal(s) must be either delivered by hand or sent to CCH through U.S. Mail or other available courier services to the address shown on the cover sheet of this RFP. Include the RFP number on any package delivered or sent to CCH and on any correspondence related to the Proposal. If using an express delivery service, the package must be delivered to the designated building and drop box. Packages delivered by express mail services to other locations might not be re-delivered in time to be considered. CCH assumes no responsibility for any Proposal not so received.

7.12 Availability of Documents

CCH publishes competitive bid, RFP, and other procurement notices, as well as award information, at <http://www.cookcountyhealth.org> under the "Doing Business with CCH" tab. Proposers intending to respond to any posted solicitation are encouraged to visit the web site above to ensure that they have received a complete and current set of documents.

7.13 Alteration/Modification of Original Documents

The proposer certifies that no alterations or modifications have been made to the original content of this Bid/RFP or other procurement documents (either text or graphics and whether transmitted electronically or hard copy in preparing this proposal). Any alternates or exceptions (whether to products, services, terms, conditions, or other procurement document subject matter) are apparent and clearly noted in the offered proposal. Proposer understands that failure to comply with this requirement may result in the proposal being disqualified and, if determined to be a deliberate attempt to misrepresent the proposal, may be considered as sufficient basis to suspend or debar the submitting party from consideration from future competitive procurement opportunities.

7.14 Cost of Proposer Response

All costs and expenses in responding to this RFP shall be borne solely by the proposer regardless of whether the proposer's Proposal is eliminated or whether CCH selects to cancel the RFP or declines to pursue a Contract for any reason. The cost of attending any presentation or demonstration is solely the proposer's responsibility.

7.15 Proposer's Responsibility for Services Proposed

The proposer must thoroughly examine and read the entire RFP document. Failure of proposers fully to acquaint themselves with existing conditions or the amount of work involved will not be a basis for requesting extra compensation after the award of a Contract.

7.16 RFP Interpretation

Interpretation of the wording of this document shall be the responsibility of CCH and that interpretation shall be final.

7.17 Specifications and Special Conditions

The specifications in this document provide sufficient information for proposers to devise a plan and provide pricing. Minor variations from those specifications will be considered as long as proposers identify any instance in which their services specifications differ from those set forth in the proposal documents.

7.18 Errors and Omissions

The proposer is expected to comply with the true intent of this RFP taken as a whole and shall not avail itself of any errors or omission to the detriment of the services or CCH. Should the proposer suspect any error, omission, or discrepancy in the specifications or instructions, the proposer shall immediately notify CCH in writing, and CCH will issue written corrections or clarifications. The proposer is responsible for the contents of its Proposals and for satisfying the requirements set forth in the RFP. Proposer will not be allowed to benefit from errors in the document that could have been reasonably discovered by the proposer in the process of putting the proposal together.

7.19 Proposal Material

The Proposal material submitted in response to the RFP becomes the property of CCH upon delivery to the Supply Chain Management Office and may become part of a Contract.

7.20 Confidentiality and Response Cost and Ownership

All information submitted in response to this RFP shall be confidential until CCH has executed a Contract with the successful proposer or has terminated the RFP process and determined that it will not reissue the RFP in the near future. Following such actions, the contents of Proposals submitted in response to this RFP may be disclosed in response to requests made pursuant to the provisions of the Illinois Freedom of Information Act ("FOIA"). If a proposer wishes to preserve the confidentiality of specific proprietary information set forth in its Proposal, it must request that the information be withheld by specifically identifying such information as proprietary in its Proposal. CCH shall have the right to determine whether it shall withhold information upon receipt of a FOIA request, and if it does so pursuant to a proposer request, the proposer requesting confidential treatment of the information shall bear the costs of asserting that there is a proper exemption justifying the withholding of such information as proprietary in any court proceeding which may result. This notwithstanding, proposer is on notice that the CCH is subject to the FOIA and that any documents submitted to the CCH by the proposer may be released pursuant to a request under the FOIA.

7.21 Awards

CCH may, at its discretion evaluate all responsive Proposals. CCH reserves the right to make the award on an all or partial basis or split the award to multiple proposers based on the lowest responsible proposers meeting the specifications, terms and conditions. If a split award impacts the outcome of the project it must be so stated in the proposal.

7.22 CCH Rights

CCH reserves the right to reject any and all offers, to waive any informality in the offers and, unless otherwise specified by the proposer, to accept any item in the offer. CCH also reserves the right to accept or reject all or part of your Proposal, in any combination that is in the best interest of CCH.

7.23 Cancellation of RFP; Requests for New or Updated Proposals

CCH, in its sole discretion, may cancel the RFP at any time and may elect to reissue the RFP later. CCH may also issue an Addendum modifying the RFP and may request supplemental information or updated or new Proposals.

8. Definitions

The following definitions shall apply to this RFP:

"Abuse" means (i) a manner of operation that results in excessive or unreasonable costs to the Federal or State health care programs, generally used in conjunction with Fraud; or (ii) the willful infliction of injury, unreasonable confinement, intimidation, or punishment with resulting physical harm, pain or mental anguish, generally used in conjunction with Neglect

"Addendum" or "Addenda" shall refer to a one or more documents posted to the website by which modifies this Request for Proposal or provides additional information.

"Appeal" means a request for review of a decision made by Proposer with respect to an Action.

"Board" or "System Board" shall refer to the Board of Directors of the Cook County Health and Hospitals System.

"Contract" shall mean a properly executed Contract that has been negotiated between CCH and a Proposer for some or all of the Deliverables described in this RFP.

"Contractor(s)" shall mean the individuals, businesses or entities that have submitted a Proposal and have negotiated a contract that has been properly executed on behalf of the Contractor and CCH.

"County" shall mean the County of Cook, Illinois, a body politic and corporate.

"Deliverables" shall refer to the items, supplies, equipment or services that will be provided pursuant to any Contract entered into as a result of this RFP.

"Fraud" means knowing and willful deception, or a reckless disregard of the facts, with the intent to receive an unauthorized benefit.

"General Conditions" shall mean the terms and conditions posted to the CCH website.

"Proposal" shall mean the document(s) submitted by Proposer(s) in response to this RFP that constitute a Proposer's offer to enter into contract with the CCH under terms consistent with this RFP, subject to the negotiation of a contract and approval by the Board. "Proposer(s)" shall mean the individuals or business entities, if any, submitting a Proposal in response to this RFP.

"Chief Procurement Director" shall mean the System Director of Supply Chain Management who serves as chief procurement officer for the CCH.

"Request for Proposals" or "RFP" shall refer to this solicitation of Proposals by CCH, which may lead to the negotiation of a contract and the recommendation that the CCH authorize a Contract with a Proposer.

"Solution" the specific configuration of Deliverables that is submitted in a Proposal to meet the needs and goals of the CCH as articulated in this RFP.

9. Proposal Receipt Acknowledgement Form

This acknowledgement of receipt should be signed by a representative of Supply Chain Management located at Stroger Hospital, 1969 W. Ogden Avenue, lower level (LL) Room 250A, Chicago IL, 60612.

The outside wrapping shall clearly indicate the RFP Number and Title, Proposer's Name, Proposers Address, and Point of Contact information. **Prefill the first two lines prior to submission.**

Solicitation Number and Title:		
Vendor Name:		
Accepted By:		
Date:		
Time (if time machine is not available, hand write the time):	A.M	P.M

Proposals shall be submitted no later than the date and time indicated on the cover page of the RFP. **Late submittals will not be considered.**

Proposers must cut this sheet in two. SMC will time-stamp top and bottom sections. SCM will keep one section and the proposer will keep the other section.



Proposal Receipt Acknowledgement Form

This acknowledgement of receipt should be signed by a representative of Supply Chain Management located at Stroger Hospital, 1969 W. Ogden Avenue, lower level (LL) Room 250A, Chicago IL, 60612.

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Date:		
Time (if time machine is not available, hand write the time):	A.M	P.M

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Time Stamp Here

Time Stamp Here