



Connecticut Health Care Coalition

Hospital Decon Assessment Request for Proposals – Due May 1, 2024

The Connecticut Health Care Coalition (CT HCC) is looking to contract with an individual or company to provide hospital decontamination program assessment for member hospitals. All interested parties are encouraged to submit a proposal by email to coordinator@cthcc.org, paul.rabeuf@hhchealth.org, and james.brown@uchc.edu no later than May 1, 2024 at 5pm ET. Questions about the proposal can be directed to coordinator@cthcc.org, paul.rabeuf@hhchealth.org, and james.brown@uchc.edu and must be submitted no later than April 26, 2024 at 5pm ET.

CT HCC is making Hospital Decon assessments available for member hospitals (up to 31 hospital sites) with the scope of work to be completed no later than June 25, 2024. Final locations and number of sites will be provided to the winning vendor. The Coalition is surveying hospitals to determine how many sites will participate. Cost proposals should be provided per individual site. Proposals should also outline a tentative schedule to achieve up to 31 assessments.

Expected Schedule: Dates subject to change.

- Release of RFP – April 22, 2024
- Questions due - April 26, 2024 at 5pm ET
- Proposal due – May, 1, 2024 at 5pm ET
- Review and Selection of Vendor – May 3, 2024
- Contract Start – May 8, 2024
- Site Visits and Assessments – May 9 – June 15, 2024
- Site Gap Assessment Report due no later than 7 days after visit and no later than June 25, 2024
- All Site Finding Report due – June 25, 2024

Scope of Work:

- Site visit at selected hospital location to meet with hospital emergency preparedness coordinator or designee to review decon equipment, setup, PPE, records, etc. Provide technical assistance while on site to provide recommendations and best practices related to hospital decontamination setup, team recruitment, program maintenance, equipment storage and purchase, etc. (expected 4-6 hours per site)
- A report of gaps and recommendations to address found gaps for each hospital site provided no later than 7 days after site visit and no later than June 25, 2024. Summary report of all sites will be provided to CT HCC no later than June 25.
- Travel costs should be included in pricing and will not be paid separately.
- Scheduling site visit will be coordinated between vendor and the hospital site.



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Proposal Submission Format:

- Section 1: Background and Experience – Provide a description of the qualifications of the firm or individual, experience providing this type of work, credentials of staff to provide the assessment.
- Section 2: Approach to the Scope of Work – Provide a description of the approach to achieve the scope of work as outlined above. Include a timeline of how the proposer plans to achieve up to 31 site visits within the timeframe of the project. Include any limitations if not able to provide the full scope.
- Section 3: Cost Proposal – Provide a cost proposal with pricing breakdown for each site and a total if all 31 sites were to be completed. Please describe any cost savings measures to be offered, if any, such as scheduling site visits back to back for travel cost savings.

Cost Proposal Format

Item	Description	Cost per Site
On-Site Decon Gap Assessment	Up to six hours of on-site decon gap assessment for one subject matter expert Travel to/from site included	\$
Other Costs		\$
Total for One Site		\$
Total for 31 Sites		\$

Vendor may add to pricing table as necessary.