

**Universal Newborn Hearing and Diagnostic Audiology Services**  
**Hearing and Speech Nova Scotia (HSNS)**  
**Request for Proposal**

**Updated Dec 14<sup>th</sup> NEW Closing Date:**

**January 5, 2024, 5 pm Atlantic Standard Time**

**Send Quotes to:**

Anne Mason Browne, CEO  
Hearing and Speech Nova Scotia  
5657 Spring Garden Road  
Suite 401, Box 120  
B3J 3R4

**Clearly mark "TENDER #2024-01" on Envelope**

**Situation Overview:**

Hearing and Speech Nova Scotia (HSNS) is governed by a volunteer board of directors and is responsible for delivering hearing and speech services to Nova Scotians on behalf of the provincial government.

There are 35 Hearing and Speech Nova Scotia sites across the province, creating a unique and comprehensive service delivery system. Most centers are in or near community hospitals making service access convenient and ideal for universal newborn hearing screening.

HSNS is seeking tenders on audiological equipment that will be compatible with our electronic medical records system and current screening and diagnostic audiological equipment, specifically auditory evoked potential units.

**Requirements:**

This request for proposal is to meet the necessary equipment needs required to provide compatible electronic data transfer from any/all audiological equipment to our new client management software:

- This tender calls for audiological equipment including:
  - **Auditory Evoked Potential units (15)**

Additionally, all tenders should include the following information:

- Equipment and all materials included
- Costs for onsite set up and training (continued on next page)

## HSNS Tender NHS

- Complete cost for set up and training for evoked potentials located at 14 sites across the province (a hybrid model of training, both in-person and virtual can be accommodated)
- On-going technical support necessary in maintaining and specific calibration of equipment including training of HSNS industrial technician to calibrate equipment
- Warranty information and Health Canada certification/approval
- Repair information including process for shipping and receiving, costing estimates and estimates of repairs
- Software upgrades and the method of upgrade (cd/usb preferred)
- Availability of online troubleshooting supports
- All equipment must be received in-house to Hearing and Speech Nova Scotia for training in Feb 2024.

### **Timeframe:**

Successful bidders will be notified the week of **January 15<sup>th</sup>, 2024**. Equipment should be received at Hearing and Speech Nova Scotia, Halifax, Nova Scotia, no later than **Feb 29<sup>th</sup>, 2024**. **Training (virtual) date can be negotiated but would be expected to take place no later than 6-8 weeks after delivery of equipment.**

All proposals should be sent to **Anne Mason-Browne directly by January 5<sup>th</sup>, 2024, 5pm Atlantic Standard Time**. Those not received by that deadline will not be considered for this cycle. HSNS reserves the right to award supply contracts to more than one proponent.

### ***RFP Contact***

For the purposes of this procurement process, the “**RFP Contact**” shall be:

Dr. Greg Noel  
Director Adult and Mi'kmaq Hearing and Speech Services  
Hearing and Speech Nova Scotia  
5657 Spring Garden Road  
Park Lane Terraces, Suite 401, Box 120  
Halifax, NS B3J 3R4  
Email: greg.noel@nshsc.nshealth.ca  
Cell number (902)-478-7896

Proponents and their representatives are not permitted to contact any employee, officer, agent, elected or appointed official or other representatives of the Province (other than the RFP Contact) concerning matters regarding this RFP. Failure to adhere to this rule may result in the disqualification of the proponent and the rejection of the proponent's proposal.

## ***1 Type of Contract for Deliverables***

The selected proponent will be required to enter into an agreement with the HSNS for the provision of the Deliverables in the form attached as Appendix A to the RFP.

Issue Date of RFP	<b>December 7, 2023</b>
Deadline for Questions	<b>December 14<sup>th</sup>, 2023, noon Atlantic Standard Time</b>
Revised Submission Deadline Date	<b>January 5<sup>th</sup>, 2024</b>
Submission Deadline Time	<b>5:00 pm Atlantic Standard Time</b>
Revised Anticipated Execution of Agreement	<b>Week of January 15<sup>th</sup>, 2024</b>

The RFP timetable is tentative only and may be changed by HSNS at any time.

**1.1 Proposals to be submitted on time**

Proposals must be submitted at the location set out above on or before the Submission Deadline. Proposals submitted after the Submission Deadline will be rejected. HSNS’s time clock will be assumed to be correct.

**1.2 Proposals to be submitted in Prescribed Format**

Proponents should submit their proposal in a sealed package, containing **1 hard copy of their proposal and one (1) electronic copy**. If there is a conflict or inconsistency between the hard copy and the electronic copy of the proposal, the hard copy of the proposal shall prevail. Proposals should be prominently marked with the RFP title and number (see RFP cover), with the full legal name and return address of the proponent.

**1.3 Amendment of Proposals prior to Submission Deadline**

Proponents may amend their proposals prior to the Submission Deadline by submitting the amendment in a sealed package prominently marked with the RFP title and number and the full legal name and return address of the proponent to the location set out above. Any amendment should clearly indicate which part of the proposal the amendment is intended to amend or replace. Any amendment received after the Submission Deadline will not be accepted.

**1.4 Withdrawal of Proposals**

Proponents may withdraw their proposals prior to the Submission Deadline. To withdraw a proposal, a notice of withdrawal must be sent to the RFP Contact prior to the Submission Deadline and must be signed by an authorized representative of the proponent. The Province and HSNS are under no obligation to return withdrawn proposals.

**1.5 Proposals Irrevocable after Submission Deadline**

Proposals shall be irrevocable for a period of 30 days from the Submission Deadline.

## **PART 2 – TERMS AND CONDITIONS OF THE RFP PROCESS**

### ***2.1 General Information and Instructions***

#### **2.1.1 RFP Incorporated into Proposal**

All the provisions of this RFP are deemed to be accepted by each proponent and incorporated into each proponent's proposal. A proponent who submits conditions, options, variations, or contingent statements inconsistent with the terms set out in this RFP, either as part of its proposal or after receiving notice of selection, will be disqualified.

#### **2.1.2 Proponents to Follow Instructions**

Proponents should structure their proposals in accordance with the instructions in this RFP. Where information is requested in this RFP, any response made in a proposal should reference the applicable section numbers of this RFP.

#### **2.1.3 Language**

All proposals are to be in English only.

#### **2.1.4 No Incorporation by Reference**

The entire content of the proponent's proposal should be submitted in a fixed form, and the content of websites or other external documents referred to in the proponent's proposal but not attached will not be considered to form part of its proposal.

#### **2.1.5 References and Past Performance**

In the evaluation process, HSNS may include information provided by the proponent's references and may also consider the proponents' past performance or conduct on previous contracts with the Province or other Provinces, and/or Hearing and Speech Nova Scotia.

#### **2.1.6 Information in RFP Only an Estimate**

The Province and HSNS make no representation, warranty, or guarantee as to the accuracy of the information contained in this RFP or issued by way of addenda. Any

quantities shown or data contained in this RFP or provided by way of addenda are estimates only and are for the sole purpose of indicating to proponents the general scale and scope of the Deliverables. It is the proponent's responsibility to obtain all the information necessary to prepare a proposal in response to this RFP.

#### **2.1.7 Proponents to Bear Their Own Costs**

The proponent shall bear all costs associated with or incurred in the preparation and presentation of its proposal, including, if applicable, costs incurred for interviews or demonstrations.

#### **2.1.8 Proposal to be retained by the Province**

HSNS will not return the proposal or any accompanying documentation submitted by a proponent.

#### **2.1.9 No Guarantee of Volume of Work or Exclusivity of Contract**

The Province and HSNS make no guarantee of the value or volume of work to be assigned to the successful proponent. The Agreement will not be an exclusive contract for the provision of the described Deliverables. The Province will contract with others for goods and services the same as or similar to the Deliverables.

### **2.2 Communication after Issuance of RFP**

#### **2.2.1 Proponents to Review RFP**

Proponents shall promptly examine all the documents comprising this RFP, and

- (a) shall report any errors, omissions, or ambiguities; and
- (b) may direct questions or seek additional information

in writing by email to the RFP Contact on or before the Deadline for Questions **(December 14<sup>th</sup>, 2024, at noon 12 pm Atlantic Standard Time)**. All questions or comments must be submitted by proponents by email to the RFP Contact on or before the Deadline for Questions. **No such communications are to be directed to anyone other than the RFP Contact.** HSNS is under no obligation to provide additional information, and HSNS shall not be responsible for any information provided by or obtained from any source other than the RFP Contact. It is the responsibility of the proponent to seek clarification from the RFP Contact on any matter it considers to be unclear. HSNS shall not be responsible for any misunderstanding on the part of the proponent concerning this RFP or its process. **Responses to all questions will be sent to all parties by 5 pm, December 18, 2023, Atlantic Standard Time.**

#### **2.2.2 All New Information to Proponents by Way of Addenda**

This RFP may be amended only by addendum in accordance with this section. If HSNS, for any reason, determines that it is necessary to provide additional information relating to this RFP, such information will be communicated by addendum on the Nova Scotia Procurement Web Portal. Each addendum forms an integral part of this RFP and may contain important information, including significant changes to this RFP. Proponents are responsible for obtaining all addenda issued by the Province. In the Submission Form

(Appendix B), proponents should confirm their acknowledgement of all addenda by setting out the number of each addendum in the space provided.

**2.2.3 Post-Deadline Addenda and Extension of Submission Deadline** If the HSNS determines that it is necessary to issue an addendum after the Deadline for Issuing Addenda, HSNS may extend the Submission Deadline for a reasonable period of time.

**2.2.4 Verify and Clarify**

When evaluating proposals, HSNS may request further information from the proponents or third parties to verify and/or clarify the information provided in the proponent's proposal. The response received by the HSNS shall, if accepted by the HSNS, form an integral part of the proponent's proposal.

**2.3 Execution of Agreement, Notification and Debriefing**

**2.3.1 Selection of Proponent and Execution of Agreement**

HSNS will notify the selected proponents in writing. The selected proponents shall execute the Agreement and satisfy any other applicable conditions of this RFP as outlined within the timeframe/period agreed upon in the RFP.

**2.3.2 Failure to Enter into Agreement**

In addition to all HSNS's other remedies, if a selected proponent fails to execute the Agreement or satisfy any other applicable conditions within the noted timeframe, HSNS may, in its sole and absolute discretion and without incurring any liability, withdraw the selection of that proponent and proceed with the selection of other proponents or cancel the RFP Process.

**2.3.3 Notification of Contract Award**

Once an Agreement is executed by HSNS with the proponents, notification of the outcome of the procurement process will be communicated in writing to the selected proponents.

**2.3.4 Debriefing**

Proponents may request a debriefing after notification of the selected proponents have been made. All requests must be in writing to the RFP Contact and must be made within sixty (60) days of posting of the outcome of the procurement process. The intent of the debriefing information session is to aid the proponent in presenting a better proposal in subsequent procurement opportunities. Any debriefing provided is not for the purpose of providing an opportunity to challenge the procurement process or its outcome.

### **2.3.5 Supplier Complaint Procedure**

If a proponent wishes to file a complaint about the RFP process, it must provide written notice to the RFP Contact within sixty (60) days of posting of the outcome of the procurement process on the Nova Scotia Procurement Web Portal, and HSNS will respond.

## **2.4 Conflict of Interest and Prohibited Conduct**

### **2.4.1 Conflict of Interest**

HSNS may disqualify a proponent for any conduct, situation, or circumstances, determined by HSNS, in its sole and absolute discretion, to constitute a Conflict of Interest. For the purposes of this Section, "Conflict of Interest" has the meaning ascribed to it in the Submission Form [\(Appendix B\)](#).

### **2.4.2 Disqualification for Prohibited Conduct**

HSNS may disqualify a proponent, or terminate an Agreement entered into if HSNS, in its sole and absolute discretion, determines that the proponent has engaged in any conduct prohibited by this RFP.

### **2.4.3 Prohibited Proponent Communications**

A proponent shall not engage in any communications that could constitute a Conflict of Interest and should take note of the Conflict of Interest declaration set out in the Submission Form [\(Appendix B\)](#).

### **2.4.4 No Lobbying**

A proponent shall not, in relation to this RFP or the evaluation and selection process, engage directly or indirectly in any form of political or other lobbying whatsoever to influence the selection of the successful proponent.

### **2.4.5 Illegal or Unethical Conduct**

Proponents shall not engage in any illegal business practices, including activities such as bid-rigging, price-fixing, bribery, fraud, coercion, or collusion. Proponents shall not engage in any unethical conduct, including lobbying, as described above, or other inappropriate communications; offering gifts to any employees, officers, agents, elected or appointed officials or other representatives of HSNS; submitting proposals containing misrepresentations or other misleading or inaccurate information; or any other conduct that compromises or may be seen to compromise the competitive process provided for in this RFP.

### **2.4.6 Past Performance or Past Conduct**

HSNS may refuse to permit a supplier from participating in a procurement process based on past performance or based on inappropriate conduct in a prior procurement process with HSNS, the province of Nova Scotia or other Canadian provinces or the United States, including but not limited to the following:

- (a) Illegal or unethical conduct as described above;

- (b) The refusal of the supplier to honour its submitted pricing or other commitments; or
- (c) Any conduct, situation or circumstance determined by HSNS, in its sole and absolute discretion, to have constituted an undisclosed Conflict of Interest.

## ***2.5 Confidential Information***

### **2.5.1 Confidential Information of the Province**

All information provided by or obtained from HSNS in any form in connection with this RFP either before or after the issuance of this RFP:

- (a) Is the sole property of HSNS and must be treated as confidential;
- (b) Is not to be used for any purpose other than replying to this RFP and the performance of Agreement for the Deliverables; and
- (c) Must not be disclosed without prior written authorization from HSNS.

### **2.5.2 Confidential Information of Proponent**

A proponent should identify any information in its proposal, or any accompanying documentation supplied in confidence for which confidentiality is to be maintained by HSNS. The confidentiality of such information will be maintained by HSNS, except as otherwise required by law or by order of a court or tribunal. Proponents are advised that their proposals will, as necessary, be disclosed on a confidential basis to advisers retained by the Province or HSNS to advise or assist with the RFP process, including the evaluation of proposals.

## ***2.6 Reserved Rights, Limitation of Liability and Governing Law***

### **2.6.1 Reserved Rights of the Province**

The Province and HSNS reserves the right to

- 2.6.1.1 Make public the names of any or all proponents;
- 2.6.1.2 Request written clarification in relation to a proponent's proposal;
- 2.6.1.3 Waive minor formalities that do not constitute Mandatory Submission requirements or Mandatory Technical requirements;
- 2.6.1.4 Verify with any proponent or with a third party any information set out in a proposal;
- 2.6.1.5 Check references other than those provided by any proponent;
- 2.6.1.6 Disqualify any proponent whose proposal contains misrepresentations or any other inaccurate or misleading information;
- 2.6.1.7 Disqualify any proponent or the proposal of any proponent who has engaged in conduct prohibited by this RFP;
- 2.6.1.8 Cancel or amend this RFP process without liability at any time prior to the execution of a written agreement between the province and a proponent. These changes are issued by way of addendum in the manner set out in this RFP;
- 2.6.1.9 Cancel this RFP process without liability at any stage prior to the execution of any Agreement and may in its sole discretion issue a new RFP for the same



or similar Deliverables; or reject any or all proposals and these reserved rights are in addition to any other express rights or any other rights that may be implied in the circumstances.

### **2.6.2 Limitation of Liability**

By submitting a proposal, each proponent agrees that:

2.6.2.1 Neither the Province nor HSNS or any of its employees, officers, agents, elected or appointed officials, advisors or representatives will be liable, under any circumstances, for any claim arising out of this proposal process including but not limited to costs of preparation of the proposal, loss of profits, loss of opportunity or for any other claim; and

2.6.2.2 The proponent waives any claim for any compensation of any kind whatsoever, including claims for costs of preparation of the proposal, loss of profit or loss of opportunity by reason of the Province's or HSNS's decision to not accept the proposal submitted by the proponent, to enter into an agreement with any other proponent or to cancel this proposal process, and the proponent shall be deemed to have agreed to waive such right or claim.

### **2.6.3 Governing Law and Interpretation**

These Terms and Conditions of the RFP Process:

2.6.3.1 Are intended to be interpreted broadly and independently (with no particular provision intended to limit the scope of any other provision);

2.6.3.2 Are non-exhaustive and shall not be construed as intending to limit the pre-existing rights of the Province or HSNS; and

2.6.3.3 Are to be governed by and construed in accordance with the laws of the province of Nova Scotia and the federal laws of Canada applicable therein.

**Proponent Checklist:**

This checklist has been provided solely for the convenience of the proponent. Its use is not mandatory, and it does not have to be returned with the proposal.

- ❑ The requirements of the request for proposal have been read and understood by everyone involved in putting together the proposal
- ❑ The proposal explicitly addresses everything asked for in the Request for Proposal
- ❑ The proposal meets all the mandatory requirements for the Request for Proposal
- ❑ The proposal clearly identifies the proponent, the project, and the Request for Proposal
- ❑ The proponent's name and the Request for Proposal number appear on the proposal envelope
- ❑ The appropriate number of proposal copies has been made - **one (1) written and one (1) electronic (Proposals without the correct number of copies may be rejected)**
- ❑ Care has been taken to make sure the proposals are at the closing location in plenty of time, as late proposals will be rejected
- ❑ Personnel authorized to sign on behalf of the proponent must sign all tender documents

APENDIX A Auditory Evoked Potential Units

	# of units	Unit List Price	Discount	Proposed Cost	Total Cost
<p>The contract should include:</p> <ul style="list-style-type: none"> <li>• List of what is included with each device</li> <li>• Any/all cost reduction if order is exceeded (for example, if the agreement was for 10 devices and NSHSC orders 12 devices for that year, will there be further discounts applied on the 2 devices?)</li> <li>• All costs shall be in CDN dollars; if not explicitly stated, it is assumed CDN dollars</li> <li>• Payment schedule (i.e., net 30 days)</li> <li>• Any extras that will be supplied (cords, electrodes transducers air (both supraural and insert) and bone, for example)</li> <li>• Knowledge transfer - Statement including access to training, support and ongoing trouble shooting for HSNS staff</li> <li>• Training of HSNS technician for in-house calibration (and any/all additional associated costs)</li> <li>• Warranty Information,</li> <li>• Statement regarding the guarantee of best or latest technology</li> <li>• Repair information including process for shipping and receiving, costing estimates and estimates of repairs</li> <li>• Any statement regarding fees and/or related expenses above and beyond the device cost, and must include any extra costs for additional software add ons, for example, to add software for an additional test (eg., P300, eABR, etc).</li> <li>• Accessibility – do the unit come with a cart? Describe the device and list all associated costs.</li> </ul>					

**APPENDIX B – SUBMISSION FORM**

**1. Proponent Information**

<b>Please fill out the following form, naming one person to be the proponent’s contact for the RFP process and for any clarifications or communication that might be necessary.</b>	
<b>Full Legal Name of Proponent:</b>	
<b>Any Other Relevant Name under which Proponent Carries on Business:</b>	
<b>Street Address:</b>	
<b>City, Province/State:</b>	
<b>Postal Code:</b>	
<b>Phone Number:</b>	
<b>Fax Number:</b>	
<b>Company Website (if any):</b>	
<b>Proponent Contact Name and Title:</b>	
<b>Proponent Contact Phone:</b>	
<b>Proponent Contact Fax:</b>	
<b>Proponent Contact Email:</b>	

**2. Offer**

The proponent has carefully examined the RFP documents and has a clear and comprehensive knowledge of the Deliverables required under the RFP. By submitting a proposal, the proponent agrees and consents to the terms, conditions, and provisions of the RFP, including the Form of Agreement, and offers to provide the Deliverables in accordance therewith at the rates set out in the completed Pricing Form (Appendix C).

**3. Rates**

The proponent has submitted its rates in accordance with the instructions in the RFP and in the Pricing Form (Appendix C). The proponent confirms that it has factored in all of the provisions of Appendix A, including insurance and indemnity requirements, into its pricing assumptions and calculations.

**5. Addenda**

The proponent is deemed to have read and accepted all addenda issued by HSNS. The onus is on proponents to make any necessary amendments to their proposals based on the addenda. The proponent is requested to acknowledge that it has read all addenda by listing the addenda numbers, or if no addenda were issued by writing the word “None”

on the following line: . If this line is not completed, proponent will be deemed to have read all posted addenda.

#### **6. No Prohibited Conduct**

The proponent declares that it has not engaged in any conduct prohibited by this RFP.

#### **7. Conflict of Interest**

For the purposes of this RFP, the term "Conflict of Interest" includes, but is not limited to, any situation or circumstance where:

- (a) In relation to the RFP process, the proponent has an unfair advantage or engages in conduct, directly or indirectly, that may give it an unfair advantage, including but not limited to (i) having, or having access to, confidential information of the Province/HSNS in the preparation of its proposal that is not available to other proponents, (ii) communicating with any person with a view to influencing preferred treatment in the RFP process (including but not limited to the lobbying of decision makers involved in the RFP process), or (iii) engaging in conduct that compromises, or could be seen to compromise, the integrity of the open and competitive RFP process or render that process non-competitive or unfair; or
- (b) In relation to the performance of its contractual obligations contemplated in the contract that is the subject of this procurement, the proponent's other commitments, relationships or financial interests (i) could, or could be seen to, exercise an improper influence over the objective, unbiased and impartial exercise of its independent judgement, or (ii) could, or could be seen to, compromise, impair or be incompatible with the effective performance of its contractual obligations.

Proponents should disclose the names and all pertinent details of all individuals (employees, advisers, or individuals acting in any other capacity) who participated in the preparation of the proposal; **AND** were employees of the Province/HSNS within twelve (12) months prior to the Submission Deadline.

If the box below is left blank, the proponent will be deemed to declare that (a) there was no Conflict of Interest in preparing its proposal; and (b) there is no foreseeable Conflict of Interest in performing the contractual obligations contemplated in the RFP.

Otherwise, if the statement below applies, check the box.

- The proponent declares that there is an actual or potential Conflict of Interest relating to the preparation of its proposal, and/or the proponent foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the RFP.

If the proponent declares an actual or potential Conflict of Interest by marking the box above, the proponent must set out below details of the actual or potential Conflict of Interest:


**8. Proposal Irrevocable**

The proponent agrees that its proposal shall be irrevocable for a period of **30** days following the Submission Deadline.

**9. Disclosure of Information**

The proponent hereby agrees that any information provided in this proposal, even if it is identified as being supplied in confidence, may be disclosed where required by law or by order of a court or tribunal. The proponent hereby consents to the disclosure, on a confidential basis, of this proposal by the Province to the advisers retained by the Province to advise or assist with the RFP process, including with respect to the evaluation of this proposal.

**10. Execution of Agreement**

The proponent agrees that in the event its proposal is selected by the Province, it will finalize and execute the Agreement in the form set out in Appendix A to this RFP in accordance with the terms of this RFP.

\_\_\_\_\_  
Signature of Witness

\_\_\_\_\_  
Signature of Proponent Representative

\_\_\_\_\_  
Name of Witness

\_\_\_\_\_  
Name of Proponent Representative

\_\_\_\_\_  
Title of Proponent Representative

\_\_\_\_\_  
Date

I have the authority to bind the proponent.

**APPENDIX C – RFP PARTICULARS**

***A. THE DELIVERABLES***

The latest/newest or most current version of equipment. The company will supply the latest/most current specifications of the deliverables with the proposal.

***B. MATERIAL DISCLOSURES***

**List any extras that will be supplied (transducers, electric cords, upgrades, etc).**

**Knowledge transfer - Statement including access to training, support and trouble shooting for HSNS staff.**

**All warranty Information.**

**All calibration costs including training for calibration of units to HSNS industrial technician.**

***C. MANDATORY TECHNICAL REQUIREMENTS***

1. Copy of Health Canada Approval/certification for the deliverables
2. 2 (two) references must accompany each proposal. These references will include the name, designation, and contact information from another program
3. Auditory Evoked potential unit will include the following;

**Each unit will be capable of:**

Producing and measuring auditory evoked potentials including air and bone, for both threshold and diagnostic capabilities for all ages,  
Measuring the following responses; ECoG, auditory brainstem response, middle latency response, late latency response, P300/MMN , oVEMP and cVEMP;  
upgradable to ASSR

Be capable of producing both click and tone burst (tone pip) stimuli; asset if the equipment is able to accept an external signal by usb; and has a speech stimulus for ABR; asset if device can test for eABR for cochlear implant users,  
Customizable protocols

**Each unit will meet standard technical specifications including but not limited to: Transducers (both frequency range and output level) including insert, headphone, bone conductor, probes and or speakers**

**Stimulus specifications** (including stimulus type, durations, epoch, rates, polarity, masking, maximum output, accuracy, d/a, frequency accuracy, distortion

**Amplifier specifications** (including number of channels, gain, high and low pass filters, sampling rates, common mode rejection; input impedance, noise levels,

## HSNS Tender NHS

artifact rejections; filter frequency, recording window, data points per waveform;  
electrode impedance

**Power** including input voltage, frequency and fuse

**Environmental** including operating, transport and storage temperatures, humidity levels, maximum altitude, location, degree of mobility

### **Quality System and Compliance(s)**

#### **Each unit will be:**

CSA approved,

Meet Federal Government Licensing Documentation (which must be attached),

Compatible with printing to pdf or printing results and can store output data (i.e., results) in an electronic file configuration (e.g., jpeg or bit map).

### ***D. RATED CRITERIA***

The following is an overview of the categories and weighting for the rated criteria of the RFP. Proponents who do not meet a minimum threshold score for a category will not proceed to the next stage of the evaluation process.

<b>Rated Criteria Category</b>	<b>Weighting (Points)</b>	<b>Minimum Threshold</b>
D.1 Equipment Criteria	<b>20 points</b>	<b>15 points</b>
D.2 References	<b>10 points</b>	<b>8 points</b>
D.3 Sustainability, calibration, Added Value, Knowledge Transfer including calibration and repairs	<b>25 points</b>	<b>20 points</b>
D.4 Ease of Adoption; portability of equipment; ease of use, normative data included	<b>20 points</b>	<b>15 points</b>
D.5 Pricing	<b>25 points</b>	<b>15 points</b>
<b>Total Points</b>	<b>100 points</b>	<b>73 points</b>

#### **D.1 Equipment Criteria – Total Points [20 points]**

Each proponent should provide the following in its proposal:

- (a) A brief description of the equipment noting equipment supplied must be what manufacturer states as the minimum requirement for software, ease of use, data/report preparation (the ability to print/store data including the results analysis with patient demographics, clinical norms provided and portability of equipment). This will include any/all materials supplied with the units that may impact their use, storage or regular functioning and maintenance.
- (b) The roles and responsibilities of the proponent and any of its agents, employees and sub-contractors who will be involved in providing the deliverables, together with the identity of those who will be performing those roles and their relevant respective expertise.



**D.2 References– Total Points [10 points]**

Each proponent is requested to provide two (2) references from clients who have obtained goods or services like those requested in this RFP from the proponent in the last 2 years.

**D.3 Sustainability, Added Value, Knowledge Transfer [25 points]**

Sustainability (15 points) – Explain how the company will offer calibration training to our in-house industrial technician so that calibration can be conducted on-site with by our staff.

Added Value (5 points) – Describe the added value that your company offers in terms of devices, items included with devices, upgrades, warranties, and repairs. This section will also include if current devices are like other technologies already in place at Hearing and Speech Nova Scotia. Part of this will include recommendations from any HSNS committee about recommended equipment.

Knowledge transfer (5 points) – Describe how the company handles and shares knowledge to HSNS staff to ensure that staff have the latest training to deliver the best possible experience from the devices offered by the company.

**D.4 Ease of Adoption; portability of equipment; ease of use, normative data included [20 points]**

Describe/highlight the feature(s) that make the unit unique in its ability to be readily adopted within a clinical site. The ease of use and the ability to have a highly accessible unit that can be easily moved in variety of hospital/clinical settings is a priority. Include all associated normative data for infants, children and adult populations with references.

**D.5 Pricing [25 points]**

Pricing will be scored based on a relative pricing formula using the rates set out in the Pricing Form. Each proponent will receive a percentage of the total possible points allocated to price for the particular category it has bid on, which will be calculated by dividing that proponent's price for that category into the lowest bid price in that category. This will be based on the discounted unit price for one unit. For example, if a proponent bids \$120.00 for a particular category and that is the lowest bid price in that category, that proponent receives 100% of the possible points for that category ( $120/120 = 100\%$ ). A proponent who bids \$150.00 receives 80% of the possible points for that category ( $120/150 = 80\%$ ), and a proponent who bids \$240.00 receives 50% of the possible points for that category ( $120/240 = 50\%$ ).

HSNS Tender NHS

Lowest rate

----- X Total available points = Score for second-  
lowest rate Second-lowest rate

Lowest rate

----- X Total available points = Score for third-  
lowest rate Third-lowest rate

And so on.