

**REQUEST FOR PROPOSAL**  
**PROJECT NO. RFP 18-13**  
**Human Patient Simulator**

**QUESTIONS AND ANSWERS NO. 1**

Date: February 09, 2018  
To: Prospective Respondents  
From: Procurement Operations Department, Houston Community College  
Subject: Questions and Answers Responses

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1. If there are terms and conditions Vendor may not be able to agree to will Houston Community College ("HCC"), consider exceptions to terms and conditions?

**Response:**

Any exceptions taken to the terms of the RFP must be specific, and the respondent must indicate clearly what alternative is being offered to allow HCC a meaningful opportunity to evaluate and rank proposals and implications of the exception (if any).

Where exceptions are taken, HCC shall determine the acceptability of the proposed exceptions. HCC may accept or reject the exceptions. Where exceptions are rejected, HCC may insist that the respondent furnish the services described herein or negotiate an acceptable alternative.

All exceptions shall be referenced by utilizing the corresponding Section, paragraph and page number in this RFP. However, HCC is under no obligation to accept any exceptions. Respondent shall be deemed to have accepted all terms and conditions to which no exceptions have been taken.

2. What are your standard insurance requirements:

**Response:**

See Required Insurance attached below.

3. Specifically, if there are insurance requirements that Vendor may not be able to agree to will HCC consider exceptions to insurance terms and conditions.

**Response:**

No.

4. Would a vendor's use of self/captive insurance be deemed to satisfy the insurance requirements of the resulting contract, if any?

**Response:**

Self/Captive insurance may be used to meet the solicitation requirements. A determination of the acceptability of self/captive insurance can only be made following a review by HCC of the specific details regarding the self/captive insurance arrangement proposed by the vendor.

5. Can HCC provide the most recent awarded bid tabulation for the products in the bid? If no bid tabulation exists, can you please provide your current sell price and UOM for the products in the bid?

**Response:**

HCC has no bid tabulation for the products and there are no current sell price. The unit of measure is each as stated in Section 2-Price proposal.

6. Is the 5% small business participation goal a requirement of this bid/resulting contract?

**Response:**

There are five available points associated with the SBE goal. In order to receive the points, respondents must comply with the requirements. Reference to Item No. 14 on page 15.

7. The item numbers 1-3 on page 5 of the proposal has 3 Make and Model Numbers. Are those the only 3 human patient simulators needed for this proposal?

**Response:**

Respondents may offer equivalent items as stated on page 5 for Item numbers 1-3. Bidder must include detailed product description, specification cut sheets, warranty and maintenance and table comparing features for any equivalent equipment proposed in response to this solicitation.

**ATTACHMENT NO. 8  
REQUIRED INSURANCE  
HCC PROJECT NO. RFP 18-13**

Each proposer must be able to submit an insurance certificate evidencing the following coverage:

a. **General Liability**

The vendor shall carry general public liability insurance covering all duties, services, or work to be performed under the contract.

- Products/completed operations aggregate, \$1,000,000. CSL
- Personal injury liability, \$1,000,000. CSL
- Fire, Lightning or Explosion \$500,000. CSL
- Medical Expense \$5,000 Per Person
- Policy aggregate \$2,000,000. CSL

b. **Automobile Liability:**

\$500,000 each person

- Bodily Injury \$1,000,000. CSL
- Property Damage \$1,000,000. CSL

c. **Workers' Compensation:**

- Part A – Statutory
- Part B – \$500,000 - In the aggregate  
\$500,000 - Each Person  
\$500,000 - Each person for occupational disease

d. **Endorsements**

The following endorsements and other stated information is required on the original certificate of insurance:

- 30 days' Notice of Cancellation;
- Houston College be named as Additional Insured on all policies except Worker's Compensation and
- Waiver of Subrogation on all policies.

e. **Submission of Certificate of Insurance; Copy of Policy**

The original certificate of insurance, indicating the coverage and limits stated herein, with copies of all endorsements, shall be furnished to Houston Community College within 14 business days after receipt of a written purchase order or some other duly executed contractual document. Mail the original certificate of insurance to Houston College, Procurement Operations Department, 3100 Main, 11<sup>th</sup> Floor, Houston, Texas 77002.

Upon request by HCC, the Contractor shall be required to provide copies of all policies required under the contract to HCC.