

REQUEST FOR PROPOSAL (RFP)
for Publishing Services



An Independent Agency of the Commonwealth of Pennsylvania

PROPOSAL REQUEST NUMBER: 2018-02

August 29, 2018

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PART I – GENERAL INFORMATION

I-1 Purpose

The Patient Safety Authority (“Authority” or “PSA”) seeks proposals for publishing services in connection with its periodic medical/health science journal.

I-2 Contact Information

The sole point of contact for this Proposal Request shall be Regina M. Hoffman. Questions concerning the submission of a proposal or concerning the services to be rendered under this Proposal Request should be addressed in writing and sent electronically to Ms. Hoffman. The mailing address and contact information are:

Regina M. Hoffman, Executive Director
Pennsylvania Patient Safety Authority
P.O. Box 8410
Harrisburg, PA 17105-8410
Phone: (717) 346-0469
Fax: (717) 346-1090
Email: PSA-journalpublisherRFP@pa.gov
Website: <http://patientsafety.pa.gov>

I-3 Required Services

The Authority requires the Offeror to provide publishing-related services of its quarterly medical/health science journal.

The requirements for delivery of these services are more fully described in Part IV of this document.

I-4 Incurring Costs

The Authority is not liable for nor shall be billed by the Offeror for any costs it incurs in preparation and submission of its response (“Response”) to this Proposal Request or any related pre-contract activity.

I-5 Response Date

Responses to this PROPOSAL REQUEST NUMBER 2018-02 must be received by the Authority on or before **September 12, 2018 at 12:00 noon**, Eastern Daylight Time.

I-6 Small Diverse Businesses

The Commonwealth of Pennsylvania encourages participation by small diverse businesses. A Small Diverse Business is a Department of General Services-verified minority-owned business, woman-owned business, veteran-owned business, service-disabled veteran-owned business, disability-owned business, or LGBT business enterprise. Questions regarding verification can be directed to:

Department of General Services
Bureau of Diversity, Inclusion & Small Business Opportunities
Room 611, North Office Building
Harrisburg, PA 17125
Phone: (717) 783-3119
Fax: (717) 787-7052
Email: GS-BDISBO@pa.gov
Website: www.dgs.pa.gov

I-7 Offeror’s Representations

- a. The Offeror shall be an equal opportunity employer and shall not discriminate nor permit discrimination in its operations or employment practices against any person or group of persons based on race, color, religion, national origin, or sex in any manner prohibited by law.
- b. To the best knowledge of the person signing the Response for the Offeror, the Offeror’s affiliates, subsidiaries, officers, directors, and employees are not currently under investigation by any governmental agency and have never been convicted or found liable for any act prohibited by State or Federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding or proposing on any public contract, except as the Offeror has disclosed in its Proposal.

- c. To the best knowledge of the person signing the Response for the Offeror and except as the Offeror has otherwise disclosed in its Response, the Offeror has no outstanding, delinquent obligations to the Commonwealth including, but not limited to, any state tax liability not being contested on appeal or other obligation of the Offeror that is owed to the Commonwealth.
- d. The Offeror is not currently under suspension or debarment by the Commonwealth, any other state, or the federal government, and if the Offeror cannot so certify, then it shall submit along with its Response a written explanation of why it cannot make such certification.
- e. The Offeror will avoid all conflicts of interest with PSA in all of the Offeror's research, operations, lines of business, events, publications, marketing and any other activities. All research, analysis, reports, or any other work product conducted or prepared by the Offeror under this contract is considered work-for-hire. Any subsequent attribution of said work-for-hire by the Offeror should adhere to best practices associated with copyrighted material (e.g., fair use, public domain). The Offeror must prominently provide attribution to PSA in all Offeror marketing and promotional materials that include any PSA work product and must receive PSA approval for such materials prior to publication or distribution.
- f. The Offeror, by submitting its Proposal, authorizes Commonwealth agencies to release to the Authority or its designees within the Commonwealth information concerning the Offeror's Pennsylvania taxes, unemployment compensation, and workers' compensation liabilities.

PART II: INFORMATION REQUIRED FROM OFFERORS

The Offeror must submit its complete Response in the format, including heading descriptions, outlined below. The Offeror should submit its response electronically to the email address listed above. The Offeror shall make no other distribution of its Response to any other Commonwealth official or Commonwealth consultant. Each Response page must be numbered for ease of reference. An official authorized to bind the Offeror to its provisions must sign the Response. For this PROPOSAL REQUEST, the Response must remain valid for 120 calendar days or until a contract is fully executed, whichever is later. If the Authority approves the Offeror's Response, the contents of the Response will become, except to the extent the contents are changed through Best and Final Offers or negotiations, contractual obligations.

The Offeror should provide any other information thought to be relevant, but not applicable to the enumerated categories, as an appendix to the Response. *All cost data relating to this Response must be kept separate from and not included in the Technical Submittal.* Each Response shall consist of the following **two** submittals:

- a. Technical Submittal, which shall be a response to REQUEST FOR PROPOSAL Part IV, Sections 1-4
- b. Cost Submittal, in response to REQUEST FOR PROPOSAL Part IV, Section 5

PART III – CRITERIA FOR SELECTION

The Authority will give due consideration to the following criteria when making its selection:

- a. The ability of the Offeror to provide a full breadth of publishing services, including establishment and maintenance of a dedicated journal website, editorial software solution, indexing support, marketing, peer reviewer support, copyediting, design/layout, archiving, online publishing and print.
- b. The Offeror's experience in publishing medical or health science peer-reviewed journals.
- c. The Offeror's experience in assisting its published journals to be accepted in various medical journal indexes.
- d. Total cost.

PART IV –WORK STATEMENT

IV-1 Background and Required Objectives

Our Mission

Improve the quality of healthcare in Pennsylvania by collecting and analyzing patient safety information, developing solutions to patient safety issues, and sharing this information through education and collaboration.

Our Vision

Safe healthcare for all patients.

The Pennsylvania Patient Safety Authority was established under Pennsylvania Act 13 of 2002, the Medical Care Availability and Reduction of Error ("MCARE") Act, as amended, as an independent state agency. It operates under an 11-member [Board of Directors](#), six appointed by the Governor and four appointed by Senate and House leadership. The eleventh member is a physician appointed by the Governor as Board Chair. Current membership includes three physicians, two attorneys, three nurses, a pharmacist, and a non-healthcare worker.

The Authority is charged with taking steps to reduce and eliminate medical errors by identifying problems and recommending solutions that promote patient safety in hospitals, ambulatory surgical facilities, birthing centers, and certain abortion facilities. Under Act 13 of 2002, these facilities must report what the Act defines as "Serious Events" and "Incidents" to the Authority. Under Act 52 of 2007, nursing homes must report healthcare associated infections ("HAIs") to the Authority and the Department of Health. Hospitals must also submit HAIs through the Centers for Disease Control and Prevention's ("CDC") National Health Surveillance Network ("NHSN"). The Authority, Department of Health, and Pennsylvania Healthcare Cost Containment Council will receive HAIs through the CDC for their individual roles for analyzing the data.

The Authority analyzes and evaluates all reports and makes recommendations for changes in health care practices and procedures which may be instituted to reduce the number and severity of Serious Events and Incidents in Pennsylvania's healthcare institutions. The Authority's role is non-regulatory and non-punitive and is distinguished from the role of other state agencies involved in regulating and/or licensing healthcare facilities or individual providers.

The Authority operates from a dedicated Pennsylvania Treasury account called the Patient Safety Trust Fund, which is administered by the Authority and is independent of the Commonwealth General Fund. Moneys held in the Patient Safety Trust Fund generally initiate as receipts from annual surcharges collected from the licensed healthcare facilities that are required to report to the Authority. The total annual assessment for those surcharges cannot exceed a statutory maximum set by the MCARE Act and are adjusted each year using the Consumer Price Index.

Required Proposal Objectives

The Authority requires the Proposal Response to address full service publishing of its medical/health sciences journal, including journal website, editorial software solution, indexing support, marketing, peer reviewer support, copyediting, design/layout, and online publishing and print.

IV-2 Task Descriptions

The Offeror's response to this proposal should include:

- a. Full service publishing solutions for PSA's quarterly medical/health sciences journal
 - Journal website
 - Editorial software solution
 - Indexing support
 - Marketing
 - Peer reviewer support
 - Copyediting
 - Design/Layout
 - Archiving past issues
 - Online publishing
 - Print (1000 copies per issue)
- b. A description of the Offeror's ability to provide quarterly invoices to PSA, as directed by the Authority's Executive Director or her designee in consultation with Offeror, in order to optimize project management, tracking, and accounting accuracy consistent with Commonwealth procurement policy.

IV-3 Work Plan

Describe in narrative form your technical plan for accomplishing the work. It is recommended that the Required Objectives and Task Descriptions in **Part IV, Sections 1 and 2** of this Request for Proposal be used as a reference point.

IV-4 Personnel

Include the name and resume of the primary assigned publisher and any other key individuals who will be engaged in the work. Include job qualifications for each position. Upon execution of a final contract, the named individual(s) presented by the Offeror shall be contractually bound while remaining in the Offeror's organization to perform the work defined in the final contract. In the event a named individual leaves the Offeror's employment, the following procedures should be followed for replacing that position:

- a. The resume of the proposed replacement will be submitted in writing to the PSA Executive Director prior to making the substitution unless it is not feasible to do so. PSA will identify any potential issues within a reasonable time and discuss with the Offeror;

- b. To the extent possible, the Offeror shall ensure that the knowledge of the individual(s) leaving its employ is transferred to the new individual(s) assigned to this contract as a replacement.

IV-5 Cost Submittal

The information requested in this **Part IV, Section 5** shall constitute the Cost Submittal. The total proposed cost shall be broken down by fiscal year.

Five fiscal years are defined as follows:

PA State Fiscal Year	Calendar Start Date	Calendar End Date
FY 2018-2019	July 1, 2018	June 30, 2019
FY 2019-2020	July 1, 2019	June 30, 2020
FY 2020-2021	July 1, 2020	June 30, 2021
FY 2021-2022	July 1, 2021	June 30, 2022
FY 2022-2023	July 1, 2022	June 30, 2023

The schedule of the costs identified in this Part IV-5 shall include all costs for the proposed services. **The costs shown should be for an open access journal with no subscription fees and no author processing charges.**

PART V – CONTRACT TERMS AND CONDITIONS

V-1 Type of Contract

Upon successful negotiation, the final contract will be a fixed-fee contract invoiced quarterly on or after each quarterly publication date and payable within sixty (60) days.

V-2 Term of Contract

The term of the contract will commence on the Effective Date and will end on June 30 of a year to be determined by PSA based upon the Offeror's Proposal and subsequent negotiations, but not to exceed a total of five (5) years from the Effective Date and not to be less than three (3) years from the Effective Date. The Authority will fix the Effective Date after the contract has been fully executed by the Offeror and by the Authority. The Offeror shall not start the performance of any work prior to the Effective Date of the contract and the Authority shall not be liable to pay the Offeror for any service or work performed or expenses incurred before the Effective Date of the contract or after termination of same.

APPENDIX A: RESPONSE COVER SHEET

PATIENT SAFETY AUTHORITY
PROPOSAL REQUEST# 2018-02

Enclosed in two separate submittals is the Response of OFFEROR identified below for the above-referenced Request for INFORMATION REQUEST):

OFFEROR Information	
OFFEROR Name	
OFFEROR Mailing Address	
OFFEROR Website URL	
OFFEROR Contact Person	
Contact Person Phone Number	
Secondary Contact Number	
Contact Person Email Address	
OFFEROR Federal ID Number	

Submittals Enclosed Separately	
<input type="checkbox"/>	Technical Submittal
<input type="checkbox"/>	Cost Submittal

Signature	
Signature of an official authorized to bind the OFFEROR to the provisions contained in OFFEROR's Response	
Printed Name	
Title	
Date	

FAILURE TO COMPLETE, SIGN AND RETURN THIS FORM WITH OFFEROR'S RESPONSE MAY RESULT IN REJECTION OF THE OFFEROR'S RESPONSE