

DETROIT WAYNE INTEGRATED HEALTH NETWORK

REQUEST FOR PROPOSALS FOR

DEVELOPMENT AND IMPLEMENTATION OF AI MODELS TO REDUCE HOSPITAL RECIDIVISM

CONTROL NO. 2025-002

Issue Date: August 13, 2024

Pre-Proposal Virtual Conference: Wednesday, September 4, 2024 at 10:00 a.m. EDT
Link to Register: [DWIHN Pre-Proposal Conference](#)

Pre-Proposal Question Deadline: Thursday, September 5, 2024 at 4:00 p.m. EDT

Proposal Deadline: Friday, September 27, 2024 at 4:00 p.m. EDT

Proposal Submission Format: Electronic

Purchasing Contact: Jean Mira, Procurement Administrator
Email: jmira1@dwihn.org
Purchasing Division
Email: procurement@dwihn.org

Description: The Detroit Wayne Integrated Health Network (DWIHN) is requesting proposals for development and implementation of artificial intelligence (AI) models to reduce hospital recidivism.

A copy of this bid may be obtained from the BidNet Direct website (formerly MITN.info) at <https://www.bidnetdirect.com>, until the deadline date and time noted above. Until the Bid Deadline, it is incumbent upon the Bidder to check the website for additional information and/or addenda. If you have any questions, please call (313) 344-9099. Late proposals will not be accepted – NO EXCEPTIONS.

Written questions regarding the substance of the RFP or scope of services must be submitted via BidNet Direct or via e-mail to the purchasing contact listed above no later than the Pre-Proposal Question Deadline indicated above.



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SECTION 1 - INSTRUCTIONS

- 1) **COMMUNICATIONS:** In an effort to create a more competitive and unbiased procurement process, DWIHN desires to establish a single point of contact throughout the procurement process. From the issue date of this proposal, until a Successful Proposer is selected, all requests for clarification or additional information regarding this RFP, or contacts with DWIHN personnel concerning this RFP or the evaluation process must be solely to the contact person listed on the cover page of this RFP.

A violation of this provision is cause for DWIHN to reject the Proposer's proposal. If it is later discovered that a violation has occurred, DWIHN may reject any proposal or terminate any contract awarded pursuant to this RFP. No contact regarding this document with other DWIHN employees is permitted.

- 2) **PRE-PROPOSAL INFORMATION AND QUESTIONS:** Each proposal that is timely received will be evaluated on its merit and completeness of all requested information. In preparing proposals, Proposers are advised to rely only upon the contents of this RFP and accompanying documents and any written clarifications or addenda issued by DWIHN. If a Proposer finds a discrepancy, error, or omission in the proposal package, or requires any written addendum thereto, the Proposer is requested to notify the Purchasing Contact noted on the cover of this RFP, so that written clarification may be sent to all prospective Proposers. DWIHN is not responsible for oral representations. All questions must be submitted in writing to the Purchasing Contact only before the Pre-Proposal Question Deadline indicated on the front of this document. All answers will be issued in the form of a written addendum.

- 3) **RFP MODIFICATIONS:** Clarifications, modifications, or amendments may be made to the RFP at any time prior to the Proposal Deadline at the discretion of DWIHN. It is the Proposer's responsibility to periodically check the MITN WEBSITE until the posted Proposal Deadline to obtain any issued addenda.

- 4) **VIRTUAL PRE-PROPOSAL MEETING:** The date, time, and location of the meeting, if any, is indicated on the cover page of this RFP. The Pre-Proposal virtual conference will be on Wednesday, September 4, 2024 at 10:00 a.m. EDT. The link to register for the meeting is <https://events.gcc.teams.microsoft.com/event/77fc88ff-62d4-44b6-8268-8bea687da7b3@0d3b1888-1d9c-4d5d-bb23-39ac2dbd51df>. All Proposers are strongly encouraged to attend this conference.

- 5) **PROPOSAL SUBMISSION:** To be considered, the proposal must be prepared in the manner and detail specified in this proposal.

- a) Proposals, all attachments, and any modifications or withdrawals, must be submitted electronically through the BidNetDirect (MITN) Bid System (<https://www.bidnetdirect.com>). Proposers should provide the documents in a modifiable form (e.g., Microsoft Word or Excel), but have the option to also provide copies of any documents in a non-modifiable form (e.g. PDF) with the sole exception of any pricing which must be provided in Excel format, when an Excel Pricing Sheet is provided. Proposer's failure to submit a proposal as required may result in disqualification of such proposal. The proposal and attachments must be fully uploaded and submitted prior to the due date and time identified above.
Proposals received after the deadline will not be accepted.
- b) The opening/downloading of a proposal does not constitute DWHIN's acceptance of the Proposer as a responsive and responsible Proposer.
- c) Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the RFP, specifications, and terms of the Form of Contract, and the DWHIN's Procurement Policies, and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- d) Proposals sent by facsimile, telegraph, or email will not be considered.
- e) All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of DWHIN.

- f) All prices and notations must be typed or printed in ink. No erasures are permitted. Mistakes may be crossed out and the person(s) signing the proposal must initial corrections in ink.
 - g) Proposals are subject to public disclosure after the deadline for opening in accordance with state law under the Freedom of Information Act (FOIA).
- 6) **PROPOSAL GUARANTEE:** Not Applicable.
- 7) **PROPOSAL SIGNATURES:** An authorized official must sign the proposal. Each signature represents binding commitment upon the Proposer to provide the goods and/or services offered to DWIHN if the Proposer is determined to be the most responsive and responsible Proposer.
- 8) **CONTRACT AWARD:** DWIHN reserves the right to withdraw the RFP, to award to one Proposer, to any combination of Proposers, by item, group of items, or total proposal. DWIHN may waive informalities if it is in DWIHN's interest. The Proposer to whom the award is made will be notified at the earliest possible date. Tentative acceptance of the proposal, intent to recommend award of a contract, and actual award of the contract will be provided by written notice sent to the Proposer at the address designated in the proposal. All proposals must be for a firm fixed price unless modified. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommended award, then DWIHN may recommend the next most responsive and responsible Proposer. Award of this proposal is contingent upon the availability of funds for this project, within the sole discretion of DWIHN. Acceptance of the Proposer's proposal does not constitute a binding contract. There is no contract until DWIHN's policies have been fulfilled. DWIHN is not liable for performance costs until the successful Proposer has been given a fully executed contract. Failure to accept the terms and conditions of DWIHN's Standard Contract may deem the Proposer non-responsive.
- 9) **PROPOSAL MODIFICATIONS:** Clarifications, modifications, or amendments to any proposal that has been submitted, but prior to the proposal Deadline Date, may be made only within the discretion and written approval of the Procurement Director.
- 10) **DUPLICATE PROPOSALS:** No more than one (1) proposal from any Proposer, including its subsidiaries, affiliated companies and franchisees will be considered by DWIHN. In the event multiple proposals are submitted in violation of this provision, DWIHN will have the right to determine which proposal will be considered, or at its sole option, reject all such multiple proposals.
- 11) **WITHDRAWAL:** Proposals may only be withdrawn by written notice prior to the Deadline date set for the opening of proposal. No proposal may be withdrawn after the deadline for submission.
- 12) **REJECTION:** DWIHN reserves the right to reject any or all proposals, or to accept or reject any proposal in part, and to waive any minor informality or irregularity in proposals received, if it is determined by the Procurement Director or designee that the best interest of DWIHN will be served by doing so. DWIHN may reject any proposal from any person, firm or corporation in arrears or in default to DWIHN on any contract, debt, or other obligation, or if the Proposer is debarred by DWIHN from consideration for a contract award, or if Proposer has committed a violation of the ethics or anti-kickback provisions of DWIHN's Procurement Ordinance which resulted in a termination of a contract or other material sanction within the two (2) years immediately preceding the date of issuance of this document.
- 13) **PROCUREMENT POLICY:** Procurement for DWIHN will be handled in a manner providing fair opportunity to all businesses. This will be accomplished without abrogation or sacrifice of quality and as determined to be in the best interest of DWIHN. The Chief Executive Officer has the vested authority to execute all DWIHN contracts, subject to Board of Directors' approval where required.
- 14) **COMPLIANCE WITH LAWS:** The Proposer must comply with all federal, state, and local laws and policies including, but not limited to:

- i. The provisions of DWIHN Procurement Ethics Policy, as applicable to contractors, and Contractor agrees to provide all required disclosures;
- ii. The Michigan Civil Rights Act;
- iii. The Persons With Disabilities Act;
- iv. The Age Discrimination Act;
- v. Section 504 of the Rehabilitation Act;

- 15) NON-DISCRIMINATION:** DWIHN will not contract with any person or firm that discriminates against employees or applicants for employment because of any factor not related to job performance. The Proposer must comply with all federal, state, and local laws and policies that prohibit discrimination in employment contracts. The anti-discrimination policies of DWIHN Procurement Policy are incorporated into DWIHN contracts. The Proposer must include in its subcontracts provisions that prohibit subcontractors from discriminating in their employment practices.
- 16) NO PROPOSAL RESPONSE:** Businesses who receive this RFP but who do not submit a proposal should return a notice stating the reason(s) for not responding. Failure to return this may result in removal of the business' name from all bidder lists.
- 17) CONTRACT NEGOTIATION:** All proposals must be firm for at least 120 days from the due date of the proposal. If, for any reason, a contract is not executed with the selected Proposer within 14 days after notice of recommended award, then DWIHN may recommend the next most responsive and responsible Proposer. There is no contract until DWIHN's policies have been fulfilled.
- 18) DISQUALIFICATION OF RESPONDENTS:** Any one or more of the following causes may be considered sufficient for the disqualification of a Proposer and the rejection of the Proposal:
- a. Evidence of collusion among Proposers.
 - b. Lack of competency as revealed by either financial, experience, or equipment statements.
 - c. Lack of responsibility as shown by past work.
 - d. Uncompleted work under other contracts which, in the judgment of DWIHN, might hinder or prevent the prompt completion of additional work if awarded.
 - e. Being in arrears on existing contracts, in litigation with DWIHN, or having defaulted on previous contracts.
- 19) DISCUSSIONS:** Discussions may be conducted with responsible Proposers, in order to clarify and assure full understanding of, and conformance to, the solicitation requirements. Discussions may be conducted with Proposers who submit Proposals determined to be reasonably susceptible of being elected for award, but Responses may be accepted without such discussions.

Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussions and revisions of Proposals. Such revisions may be permitted after submission and prior to award for the purpose of obtaining best and final offers. If during discussions there is a need for any substantial clarification of or change in the RFP, the RFP shall be amended to incorporate such clarification or change. The Proposer shall reduce any substantial oral clarification of Proposals to writing.

- 20) SUBCONTRACTORS:** In an effort to promote supplier diversity, DWIHN encourages Proposers to identify and include qualified disadvantaged businesses as subcontractors when proposing to provide products and services to DWIHN.

PLEASE BE ADVISED THAT BUSINESSES CANNOT SUBMIT A PROPOSAL ON THEIR OWN BEHALF (i.e. PROPOSER) AND THEN BE A SUBCONTRACTOR ON ANOTHER BUSINESS'S

BEHALF. BUSINESSES CAN ONLY SUBMIT AS PROPOSER OR SUBCONTRACTOR, NOT BOTH. IF A BUSINESS ELECTS TO SUBMIT A BID AND IS UTILIZED AS A SUBCONTRACTOR BY ANOTHER VENDOR, THEN THE BUSINESS'S PROPOSAL WILL BE DEEMED NON-RESPONSIVE

Subcontractors (or their assignments) may not be changed without prior written approval by DWIHN. The Contract will not be assignable to any other business entity without the DWIHN's approval. Proposers are encouraged to consider a joint venture.

- 21) PROPOSER RESPONSIBILITIES:** The Proposer must be capable, either as a firm or a team, of providing all services as described under SECTION 2 – SCOPE OF WORK and to maintain those capabilities until notification of the fact that their proposal was unsuccessful. Exclusion of any service for this proposal may serve as cause for rejection. The selected Proposer must remain capable of providing all services as described under SECTION 2 – SCOPE OF WORK and must maintain those capabilities until the agreement is successfully finished. The successful Proposer will be responsible for all Services in this proposal whether they are provided or performed by the Successful Proposer or Subcontractor(s). Further, DWIHN will consider the Successful Proposer to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the cost of any contract. The Successful Proposer must identify all Subcontractors and the Services they provide. The Successful Proposer is responsible for all payments and liabilities of all Subcontractor(s).

DWIHN reserves the right to approve or reject, in writing, any proposed Subcontractor. If DWIHN rejects any proposed Subcontractor in writing, the Successful Proposer shall be responsible to assume the proposed Subcontractor's responsibilities. The Successful Proposer may propose another Subcontractor if it does not jeopardize the effectiveness or efficiency of the contract. Nothing contained in the proposal or in the contract shall create or be construed as creating any contractual relationship between any Subcontractor and DWIHN.

- 22) DWIHN PARTICIPATION:** DWIHN will provide appropriate personnel support for implementation of these agreements. The Proposer's proposal should identify DWIHN FTEs required and tasks to be performed by DWIHN personnel. For the purpose of contract administration, DWIHN will designate a person to serve as DWIHN Contract Manager. DWIHN Contract Manager will serve as the primary liaison between DWIHN and the Successful Proposer and will coordinate overall management and administration of the contract for DWIHN.
- 23) DISCLOSURE OF CONTENTS:** All information provided in the proposal shall be held in confidence and shall not be revealed or discussed with competitors until after award of the contract except as provided by law or court decision. All material submitted with the proposal becomes the property of DWIHN and may be returned only at DWIHN's option.

Proposers must make no other distribution of their proposals other than authorized by this RFP. A Proposer who shares cost information contained in its proposal with other DWIHN personnel or competing Proposer personnel shall be subject to disqualification.

Proposers shall not be provided any information about other proposals or prices or where the Proposer stands in relation to others at any time during the evaluation process. Any request for such information by a Proposer, its subcontractor or an affiliated party may be viewed as a compromise to the evaluation process and the requesting Proposer may be eliminated from further consideration.

SECTION 2 - SPECIFICATIONS AND SCOPE OF WORK

- 1) INTRODUCTION:** Through this Request for Proposals (RFP), Detroit Wayne Integrated Health Network (DWIHN) hereby invites businesses who meet the qualifications and specifications set forth herein to submit proposals to develop and implement of Artificial Intelligence (AI) models aimed at reducing hospital recidivism among our mental health patient population. The selected vendor will be responsible for discovering necessary data elements, developing AI models, and recommending strategies for effective intervention.
- 2) GENERAL INFORMATION:** Detroit Wayne Integrated Health Network is compassionate and committed to the 123,000 children and adults it serves in Detroit and Wayne County. We understand the immense responsibility we have been given and we go above and beyond in supporting the people we serve and the hundreds of Providers in our System of Care. Our Provider Network supports and serves individuals with serious mental illness, children with serious emotional disturbance, people with autism, individuals with intellectual and developmental disabilities and those with substance use disorder.
- 3) MINIMUM QUALIFICATIONS:** Interested and qualified proposers that can demonstrate their ability to successfully provide the services/products outlined in the Scope of Work/Specifications section of this RFP are invited to submit proposal(s), provided they meet the following minimum qualifications. Proposers (specifically, the business that will be contractually bound under the contract with DWIHN) will be deemed non-responsible and rejected without any further evaluation if they do not meet the following mandatory qualifications:
 1. The Proposer or its subcontractor or its key personnel must have and demonstrate three (3) years' experience in the following areas:
 - a. Healthcare AI Implementation:
 - i. Developing and implementing AI models within the healthcare sector, specifically targeting mental health or similar domains.
 - ii. Track record with multiple projects successfully reducing hospital readmission rates through AI-driven interventions.
 - b. Data Science and Machine Learning:
 - i. Hands-on experience in advanced data science techniques and machine learning algorithms.
 - ii. Experience should include predictive modeling, natural language processing, and deep learning applied to patient data analysis.
 - c. Healthcare Data Management:
 - i. Experience managing and processing large volumes of healthcare data, including electronic health records (EHR), clinical notes, and other patient-related information.
 - ii. Familiarity with data integration and interoperability standards over several projects.
 - d. Regulatory Compliance:
 - i. Experience ensuring compliance with healthcare regulations and standards (e.g., HIPAA) in AI projects.
 - e. Technical Infrastructure:
 - i. Experience in recommending and implementing technical infrastructure for AI solutions, both on-premise and hosted environments.
 - ii. Proficiency with cloud computing platforms (e.g., AWS, Azure, Google Cloud) over several projects.

Failure of the Proposer to meet with the minimum qualifications will eliminate its proposal from any further consideration.

4) PREFERRED QUALIFICATIONS: Following the determination of meeting the minimum qualifications, the Proposer may be scored higher during evaluation if they meet the following preferred qualifications:

1. The Proposer or its subcontractor or its key personnel has five (5) years' experience in the following areas:
 - a. Healthcare Implementation:
 - i. Developing and implementing data strategy models within the healthcare sector, specifically targeting mental health.
 - b. Data Science and Machine Learning:
 - i. Hands-on experience in advanced data science techniques and machine learning algorithms.
 - ii. Experience should include predictive modeling, natural language processing, and deep learning applied to patient data analysis.
 - c. Healthcare Data Management:
 - i. Experience managing and processing large volumes of healthcare data, including electronic health records (EHR), clinical notes, and other patient-related information.
 - ii. Familiarity with data integration and interoperability standards over several projects.
 - d. Regulatory Compliance:
 - i. Experience ensuring compliance with healthcare regulations and standards (e.g., HIPAA) in AI projects.
 - ii. Demonstrated ability to implement robust data governance, security, and privacy measures.
 - e. Technical Infrastructure:
 - i. Experience in recommending and implementing technical infrastructure for AI solutions, both on-premise and hosted environments.
 - ii. Proficiency with cloud computing platforms (e.g., AWS, Azure, Google Cloud) over several projects.
2. The Proposer or its subcontractor or its key personnel must have worked on at least two (2) comparable projects.
3. Can provide two (2) references of similar projects and examples of successful AI implementations in the area of mental health.

5) SCOPE OF SERVICES:

Develop and implement AI models aimed at reducing hospital recidivism among our mental health patient population. The selected vendor will be responsible for discovering necessary data elements, developing AI models, and recommending strategies for effective interventions.

a. Discovery Phase

- i. Data Inventory: Identify and catalog existing data sources, including electronic health records (EHR), patient admission/discharge records, and any other relevant data.
 - ii. Data Requirements: Determine additional data elements required for the AI model, including patient demographics, clinical notes, treatment history, social determinants of health, and any other pertinent information.
 - iii. Data Collection Strategy: Develop a comprehensive strategy for data collection, ensuring compliance with all relevant privacy laws and regulations (e.g., HIPAA).
- b. AI Model Development
 - i. Model Design: Design AI models tailored to predict hospital readmission risks specific to mental health patients.
 - ii. Model Training: Train AI models using historical data, ensuring accuracy and reliability in predictions.
 - iii. Model Validation: Validate AI models through rigorous testing, including cross-validation and external validation with unseen data sets.
 - iv. Model Optimization: Optimize AI models for performance, ensuring minimal false positives and negatives.
- c. Implementation Strategy
 - i. Integration: Plan and execute the integration of AI models into existing hospital systems and workflows.
 - ii. User Training: Provide comprehensive training for healthcare providers and administrative staff on using the AI tools.
 - iii. Monitoring and Maintenance: Develop a plan for ongoing monitoring, maintenance, and periodic updates of the AI models to ensure sustained accuracy and effectiveness.
- d. Technical Environment Support:
 - i. On-Premise Solution: Provide recommendations for any additional equipment required to support AI models within the current technical environment, including hardware specifications, software requirements, and network configurations.
 - ii. Hosted Solution: Offer a hosted solution alternative detailing the hosting environment, security measures, scalability options, and support services available to maintain the AI models.
- e. Intervention Strategy
 - i. Use Case Identification: Identify key use cases for intervention based on AI model predictions, such as high-risk patients for readmission.
 - ii. Intervention Recommendations: Recommend evidence-based strategies and best practices for interventions, including care coordination, follow-up appointments, telehealth services, and community support.
 - iii. Pilot Programs: Design and implement pilot programs to test recommended intervention strategies, measuring their effectiveness in reducing recidivism.
- f. Deliverables
 - i. Discovery Report: A comprehensive report detailing the existing data inventory, additional data requirements, and the data collection strategy.

- ii. AI Model Blueprint: A detailed design document for the AI models, including methodologies, algorithms, and validation techniques.
- iii. Implementation Plan: A step-by-step plan for integrating AI models into the healthcare provider's systems and a training plan for staff.
- iv. Intervention Strategy Report: A report outlining recommended intervention strategies, including use case identification and pilot program design.
- v. Technical Support Report: A document detailing the recommended on-premise equipment or hosted solution, including specifications, security, and maintenance plans.
- vi. Cultural Competence Report: A detailed plan and methodology for ensuring the AI models are culturally competent, including bias identification and mitigation strategies, stakeholder engagement, and ongoing evaluation mechanisms.

6) CONTRACT TERM: The contract is for a term of three (3) years, with a two-year renewal option at the sole discretion of DWIHN and approval of the DWIHN Board of Directors. It is anticipated that this contract will commence on or around November 1, 2024.

SECTION 3 - EVALUATION CRITERIA AND SUBMITTAL REQUIREMENTS

1. **EVALUATION:** All proposals received will be evaluated by an Evaluation Committee comprising of DWIHN representatives. The following factors, listed in relative order of importance, will be considered in making the selection:

- Technical Solution 30%
- Experience and Qualifications 20%
- Workplan and Timeline 20%
- Financing/Project Cost 20%
- Cultural Competence 10%

- a) Each proposal submitted in response to this RFP shall focus on the above criteria. The Evaluation Committee also may consider past performance of the Proposer on other contracts with DWIHN or other entities. Proposals will be evaluated equally and fairly; no preference will be given to any Proposer based solely on previous experience with DWIHN or to an incumbent thereof. DWIHN reserves the right to make additional inquiries and may request the submission of additional information.

2) GENERAL SUBMITTAL REQUIREMENTS:

- a) To be considered, the proposal must be prepared in the manner and detail specified in this RFP.
- 1) Proposals, all attachments, and any modifications or withdrawals, must be submitted electronically through the BidNet Direct (MITN) Bid System (<https://www.bidnetdirect.com/>). Proposers should provide the documents in a modifiable form (e.g., Microsoft Word or Excel), but have the option to also provide copies of any documents in a non-modifiable form (e.g. PDF) with the sole exception of any pricing which must be provided in Excel format, when an Excel Pricing Sheet is provided. Proposer's failure to submit a proposal as required may result in disqualification of such proposal. The proposal and attachments must be fully uploaded and submitted prior to the due date and time identified above.

Proposals received after the deadline will not be accepted.

Do not wait until the last minute to submit the proposal, as the BidNet system requires the creation of an account and entry of certain information, in addition to uploading and submitting the materials. The BidNet system will not allow a proposal to be submitted after the due date and time identified on the cover page.

- 2) The opening/downloading of a proposal does not constitute the DWIHN's acceptance of the Proposer as a responsive and responsible Proposer.
- 3) Submission of a proposal establishes a conclusive presumption that the Proposer is thoroughly familiar with the RFP, specifications and terms of the Form of Contract, and the DWIHN's Procurement Policies, and that the Proposer understands and agrees to abide by each and all of the stipulations and requirements contained therein.
- 4) Proposals sent by facsimile, telegraph, or email will not be considered.
- 5) All costs incurred in the preparation and presentations of the proposal, as well as any resulting contract, are the Proposer's sole responsibility; no such costs will be reimbursed to any Proposer. All documentation submitted with the proposal will become the property of the DWIHN.

- b) **PROPOSAL FORMAT:** Each proposal should be prepared simply and economically. Responses shall include the requirements listed below and in the following section.

- c) **PROPOSAL CONTENT:** The Proposer must include the following items, or the proposal may be deemed non-responsive and rejected without any further evaluation (unless otherwise indicated herein):
- i) All forms contained or listed in Section 5 in this RFP, fully completed:
 - ii) Evidence showing that the Proposer meets each of the Minimum Qualifications listed in the Scope of Work of this RFP. (See next section for more detail.)
 - iii) A complete response to each of the items in the next section, which are specific to the evaluation criteria. (See next section for more detail.)

3) SUBMITTAL REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA: Submit a complete response to each of the following items. List them in the order below, following your submission to the above:

a) **Technical Solution:**

- (1) Recommendations for on-premise equipment required to support AI models, including hardware specifications, software requirements, and network configurations.
- (2) Details of the hosted solution alternative, including hosting environment, security measures, scalability options, and support services.
- (3) Comparison of on-premise and hosted solutions, highlighting pros and cons.

b) **Experience and Qualifications:**

- (1) Describe how you meet or exceed the minimum qualifications in Section 2, #3, 1, a through e, in this document,
- (2) Describe how you meet or exceed the preferred qualifications in Section 2, #4, 1, a through e, 2 and 3 in this document.
- (3) Provide at least three (3) references for similar projects, including name of establishment, address, dates of service, contact name and telephone number.
- (4) Describe the experience and qualifications of key personnel involved in project. Include detailed resumes of personnel to be involved.

c) **Workplan and Timeline:**

- (1) Executive Summary:
 - (a) Brief overview of the proposal, highlighting key points.
 - (b) Summary of the vendor's understanding of the project's goals and objectives.
- (2) Company Profile:
 - (a) Background information about the vendor, including company history, mission, and values.
 - (b) Details on the vendor's experience and qualifications in AI development, particularly in the healthcare sector.
- (3) Project Approach:
 - (a) Detailed description of the approach to be taken for each phase of the project, including methodologies and tools to be used.
 - (b) Explanation of the vendor's strategy for data discovery, AI model development, and implementation.
 - (c) Outline of the intervention strategy and pilot program design.
 - (d) Risk management plan, identifying potential risks and mitigation strategies.
- (4) Project Team:
 - (a) Information about the team members who will be involved in the project, including their roles and qualifications.
 - (b) Resumes of key personnel.
 - (c) Organizational chart showing the project team structure.

- (5) Timeline:
 - (a) Proposed timeline for the project, including key milestones and deliverables.
 - (b) Gantt chart or other visual representation of the project schedule.
- (6) References:
 - (a) Contact information for three references from similar projects.
 - (b) Examples of successful AI implementations in healthcare or related fields.
- (7) Cultural Competence:
 - (a) Develop methodologies for identifying and mitigating biases in the AI models to ensure they are fair and equitable across different cultural groups.
 - (b) Ensure that data used for training AI models is representative of the diverse patient population served by DWIHN and its network.
 - (c) Implement mechanisms for ongoing evaluation and monitoring of the AI models to ensure they remain culturally competent over time.
- (8) Legal and Compliance:
 - (a) Assurance of compliance with all relevant laws and regulations, including data privacy and security standards (e.g., HIPAA).
 - (b) Description of the vendor's policies and procedures for ensuring data security and patient confidentiality.

d) Financing/Compensation:

- (1) Complete the enclosed price sheet.
- (2) Detailed budget proposal, including a breakdown of costs for each phase of the project.
- (3) Justification for the proposed costs.
- (4) Information on payment terms and conditions.

e) Cultural Competence:

- (1) Describe methods for identifying and mitigating biases in AI models.
- (2) Describe inclusive data practices to ensure diverse representation.
- (3) Provide a training plan or program details for the project team on cultural competence.
- (4) Describe the mechanisms to be used for ongoing evaluation and monitoring of cultural competence.

4) EXCEPTIONS: Proposer shall clearly identify any proposed deviations from the language contained herein. Each exception must be clearly defined and referenced to the proper paragraph in this RFP. The exception shall include, at a minimum, the Proposer's proposed substitute language and opinion as to why the suggested substitution will provide equivalent or better service and performance. If no exceptions are noted in the Proposer's proposal, DWIHN will assume complete conformance with this specification and the successful Proposer will be required to perform accordingly. Proposals not meeting all requirements may be rejected.

5) SHORTLISTING: DWIHN may shortlist the Proposers based upon responses to the above items. If necessary, DWIHN will conduct interviews/demonstrations. DWIHN will notify each Proposer on the shortlist, if such presentation is required. These presentations will provide an opportunity for the Proposers to respond to questions posed by the evaluation committee and to clarify their proposals through exhibition and discussion. DWIHN will not reimburse oral presentation costs of any Proposer.

SECTION 4 –FORM OF CONTRACT

SEE APPENDIX B

TERMS AND CONDITIONS FORM

Please reference the attached Agreement/Contract or Terms & Conditions Document.

Confirmation of review of Terms & Conditions

I have reviewed the terms and conditions.

YESNO

I have thoroughly reviewed the “insurance requirements” section and can meet the requirements, if awarded the contract.

YESNO

I accept all the terms and conditions outlined.

YESNO

Company Representative’s Name_____

Company Name_____

Any exceptions to the Terms & Conditions and/or insurance requirements contained herein shall be noted in writing below or attached as a redlined (MS Word) version of the document and included with the proposal submittal.

Page Number	
Outline Number or Paragraph	
Term, Condition or Specification	
Exception	
Signature (same signature as on Proposal Affidavit Signature and Acceptance form)	

Please Note: This proposal will allow applicants to submit a contract with their terms and conditions subject to review by our legal staff. However, applicants must submit the Request for Proposal to initiate exceptions to our terms and conditions.

I have submitted a contract with alternate terms and conditions to be reviewed by DWIHN.

YESNO

SECTION 5 - REQUIRED FORMS

FORMS INCLUDED IN THIS SOLICITATION DOCUMENT:

- (1) Proposal Form
- (2) Price Sheet - Appendix A
- (3) Terms & Conditions Form
- (4) References Form

FORMS THAT MUST BE DOWNLOADED FROM THE DWIHN's WEBSITE*

Failure to complete and submit these forms with your Proposal may result in it being deemed non-responsive and rejected without further evaluation.

- (5) Business Information Questionnaire Form
- (6) Ethics in Contracting Vendor Form
- (7) First-Tier Subcontractor Form
- (8) W-9
- (9) DWIHN Vendor Form (EFT)
- (10) Debarment Form

* Unless specified, download forms at:

https://www.dwihn.org/purchasing_procurement (scroll down to "Procurement Policies and Forms").

PROPOSAL FORM

Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation.

TO: DETROIT WAYNE INTEGRATED HEALTH NETWORK:

The Undersigned hereby offers and, if the contract is executed by DWIHN agrees to furnish the goods and/or services in compliance with all terms, scope of work, conditions, specifications, and addenda in the Request for Proposals. The Undersigned further agrees to accept, via email or other electronic means, any and all notifications and contractual documents including, but not limited to, notifications, insurance verification requests, and purchase orders.

ADDENDA:

The undersigned has read, understands and is fully cognizant of the Information to Proposers, including the Form of Contract, all Exhibits thereto, together with any written addendum issued in connection with any of the above. The undersigned hereby acknowledges receipt of the following addendum(s): _____, _____, _____, _____ (write "none" if none). In addition, the undersigned has completely and appropriately filled out all required forms.

OBLIGATION:

The undersigned, by submission of this Offer, agrees to be obligated, if recommended for award of the contract and if the contract is executed by DWIHN, to provide the stated goods and/or services to DWIHN in accordance to the terms as stated in this RFP, and to enter into a contract with DWIHN, in accordance with the conditions, scope and terms, as well as the Form of Contract, together with any written addenda as specified above.

COMPLIANCE:

The undersigned hereby accepts all administrative requirements of the RFP and will be in compliance with such requirements. By submitting this Proposal Form, the Proposer represents that: 1) the Proposer is in compliance with any applicable ethics or anti-kickback provisions of DWIHN's Procurement Ethics Policy, and 2) if awarded a contract to provide the Services required in the RFP, the Proposer will comply with the ethics and anti-kickback provisions of the DWIHN's Procurement Ethics Policy.

NONCOLLUSION:

The undersigned, by submission of this Proposal Form, hereby declares that this Proposal is made without collusion with any other business making any other Proposal, or which otherwise would make a Proposal.

PERFORMANCE GUARANTEE:

The undersigned further agrees that if awarded the Agreement, it will submit to DWIHN any required performance guarantee (i.e. irrevocable letter of credit or cash deposit).

SUBMITTAL REQUIREMENTS:

The undersigned certifies it has attached a complete response to each of the submittal requirements listed in the Evaluation Criteria and Submittal Requirements section of this RFP.

IRAN SANCTION DISCLOSURE:

The undersigned hereby states that there is no economic relationship that exists between the owner or any employee of the Bidder/Respondent and the Country of Iran (The undersigned is in compliance with the Iran Economic Sanctions Act, Act 517 of 2012).

No proposal shall be accepted which has not been manually signed in ink in the appropriate space below.

I certify, under penalty of perjury, that I have the legal authorization to bind the firm hereunder:

For clarification of this offer, contact:

Company Name:	Name:
Address:	Title:
City: State: Zip:	Phone:
*Signature of Authorized Person	Fax:
Printed Name	Email:

*Proposal Form **must** be signed by an authorized representative.

PRICE SHEET

Failure to complete this form shall result in your Proposal being deemed non-responsive and rejected without further evaluation.

See Appendix A -Excel Pricing Sheet

Complete APPENDIX A (Pricing Sheet), with the following considerations:

Tax Excluded from Price

(a) Sales Tax: Detroit Wayne Integrated Health Network and local units of government are exempt from sales tax for direct purchases. The Proposer's prices must not include sales tax.

(b) Federal Excise Tax: Detroit Wayne Integrated Health Network may be exempt from Federal Excise Tax, or the taxes may be reimbursable, if articles purchased under any resulting Contract are used for Detroit Wayne Integrated Health Network's exclusive use. Certificates showing exclusive use for the purposes of substantiating a tax-free, or tax-reimbursable sale will be sent upon request. If a sale is tax exempt or tax reimbursable under the Internal Revenue Code, the Proposer's prices must not include the Federal Excise Tax.

Price Stability Guarantee

For the first twelve months of the Agreement, the Proposer must guarantee to provide the services at the proposed rates.

Proposal Pricing

Proposal pricing must reflect Net 45 payment terms.

References that Demonstrate Minimum Qualifications

Complete the following information for a minimum of three (3) customer references, to show the three (3) years of experience for services of similar scope.

Reference 1:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced/Date of Project:	Annual Volume/Contract Amount:
Description of Project or Services:	

Reference 2:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced/Date of Project:	Annual Volume/Contract Amount:
Description of Project or Services:	

Reference 3:

Entity Name:	Contact Name and Title:
City:	State:
Phone Number:	Email Address:
Years Serviced/Date of Project:	Annual Volume/Contract Amount:
Description of Project or Services:	