

**REQUEST FOR PROPOSALS FOR  
MEDICAL EQUIPMENT PLANNING, CONSULTATION, & IMPLEMENTATION**

**Master Campus Plan  
Cooper University Health Care – Camden, New Jersey**

**ADDENDUM No. 2  
18 March 2024**

Clarifications and responses are provided below related to all Medical Equipment Consulting firms developing their proposals. Proposals remain due by 3pm EDT, 22 March 2024.

General Note: The awarded Team must be able to participate, in person with the Design Development meetings commencing on 1 April at 1:00P through Friday, 5 April to 3:00P at Cooper in Camden.

Requests for Information and responses as follows;

1. On page 10 of the RFP under Equipment classes listed (item #7): IT/ Computers & Peripherals (e.g. End User Desktops, Laptops, Printers, Copiers, etc.) – Please confirm that you want the End User Devices to be included within the Medical Equipment Planning List.

Response: Yes, confirmation of placement on equipment drawings and schedules, location of brackets and keyboard trays, verification of systems requirements and infrastructure to support those devices and coordination. Purchasing and installation by Cooper IT Strategy Consultant.

2. Under item C. – Scope of Services (page 5 of the RFP): It states MEQ Consultant will be responsible for organize training with Cooper’s clinical team and the equipment vendors. Please confirm consultant’s level of responsibility with the training. Is the consultant mainly responsible for scheduling the training?

Response: Yes, scheduling of participants, coordinating vendors presentations, vendors deliverables & manuals to Client.

3. As it relates to this box on the fee worksheet, Exhibit E. It appears to ask for one number here. This number varies depending on each team member. Can you advise on what you are asking for?

Please indicate your raw salary rate [including all DPE] to billable rate multiplier	_____
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Response: Please provide the multiplier for each staff member in [brackets] beside their billable rate.

4. On page 8 of the RFP under MEQ Consultant responsibilities’ listed (item #L. 5): confirm that you want the MEQ to participate in the OAC meetings?

Response: Yes, in person biweekly [2x a month] meetings in Camden.

5. Please clarify expectations for roles and responsibilities for EQ Planning team as it relates to preparation and/or construction of mock up spaces?

Response: The MEQ will direct at least two Design Development meetings and in these meetings lead the discussion for EndUser decisions, direction, consultation, familiarity and operation of the space's equipment. The Architect will lead the design & documentation of the mockup spaces with MEQ inputs. Cooper will construct.

6. We assume that the Inventory of Towers B&C would occur in the early phases of Tower A design such that standards can be confirmed and applied to all three Towers, but please confirm if this is the intent.

Response: The Owner has a thorough understanding of the available equipment for re-use in Tower A & subsequently B&C and will offer direction. Further, Cooper has a 'standardized' approach to medical equipment but will also rely on expertise from their consultants for betterment. The development of Tower A will be a separate effort to that of Towers B&C but occurring at the same time.

7. Please state if there is a limit on the number of users that can be trained on iCooper.

Response: This Consultant should anticipate three delegated iCooper licensed users.

8. RFP states: "Coordinate IT Integration of medical equipment through the IT assessment process"; who will be responsible for the creation of the IT assessment process?

Response: Cooper IT has hired and will rely on a Strategic IT Planner for that integration.

9. RFP Phase 1 Section F: please confirm that the review of the floorplan and elevation drawings that will be provided by the architect will be shared in a format outside Revit (PDF, Bluebeam Session, etc.) or advise if EQ planning team will need to include BIM Specialists for utilization of a Revit model.

Response: Yes, most readable & manipulatable formats are available for this Consultant to design, review & markup Architect's documentation.

10. Please outline (at a high level) the expectations for EQ bidding required on this project/institution

Response: MEQ should anticipate a GPO and/ or typical healthcare vendors/ suppliers within Cooper with preparation and submission of Purchase Requisitions for Coopers Supply Chain/ Purchasing to procure. However, Cooper anticipates this consultant to provide industry wide knowledge and relations to better some existing Cooper relationships, terms, conditions, and pricing. It is the Consultant's initiative to prove alternates typical of grant funded projects. Such as a long list of vendors, minimum three vendor solicitation, and competitive leveling with recommendations to Owner.

11. Please confirm who will be specifying the furniture (Owner or Architect)

Response: Cooper.

12. Phase 2 Tower A procurement – what is the expectation of the EQ planner for the surgical instrumentation as this is not typical scope for equipment planners.

Response: MEQ is expected to coordinate Owners needs for surgical instruments with Owner and Design Team inputs.

13. What is the expectation of time on-site during installation of equipment?

Response: MEQ is expected to procure, coordinate, arrange, calibrate, and train all equipment as part of TowerA onsite experience and staff as necessary for the successful integration and first patient milestone.

## End of Addendum No. 2