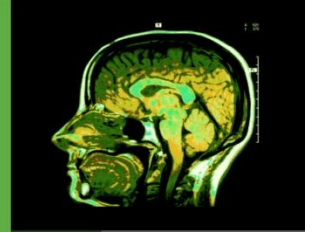


Capital Procurement Cooperative

The Procurement Process



Preliminary Phase

Readiness Assessment

Before committing to participate in a CPC procurement initiative, hospitals will be encouraged to complete a review of their readiness, including assessments of whether the necessary capital budget can be secured, whether the process is understood, and whether the hospital has considered any implications of the new equipment for its physical space.

Phase 1

Set RFP Team & Schedule

The decision-making process, required inputs, and RFP timelines are established so that all involved clearly understand their roles and responsibilities. This includes identifying who will contribute to defining the equipment specifications and evaluating the bids received.

Phase 2

RFP Document Development

Through the input of clinical, technical and procurement stakeholders, a detailed and accurate RFP that will meet the needs of all participants is developed. In addition, evaluation criteria are established. This phase requires focused, detailed information from participants to ensure accuracy and efficiency in later phases.

Phase 3

RFP Posting

The CPC will finalize the RFP for posting and prepare the vendor market for its release. The CPC will ensure that the process complies with the BPS Procurement Directive. All vendor questions and receipt of bids will be facilitated by the CPC.

Phase 4

RFP Evaluation

All bids received will be reviewed to ensure they meet mandatory and general requirements, and will then be made available to the hospital evaluation teams. Evaluation teams will be trained on the process. Evaluations will follow rigorous evaluation criteria and adhere to a fair process. Each hospital will select its own preferred vendor.

Phase 5

Negotiation

The CPC will lead negotiations with selected vendors in order to clarify site-specific needs and finalize all terms and conditions. Once negotiations are completed, the CPC will provide basic legal services to support preparation of the contract for final signing.

Phase 6

Contract Award & Signing

Once an agreement is complete and acceptable to all parties, the contract will be signed by the hospital or Shared Service Organization and a purchase order can be issued. The CPC will inform unsuccessful vendors and conduct any requested vendor debriefs as per BPS Directive requirements.