



## EMERGENCY STANDARD OPERATING DEPARTMENT PROCEDURE

<b>Procedure # DRAFT</b>	<b>Formal Bid Process</b>	<b>Page 1 of 3</b>
<b>Approver: Jorge Hernandez, CPO</b>		<b>Origination Date: 3/2020</b>
<b>Revision Date (s)</b>		
<b>Review Date (s)</b>		

### I. Purpose

This Policy establishes the procedures to be used by North Broward Hospital District d/b/a Broward Health (“Broward Health”) during the Formal Bid Process when extenuating and/or emergency circumstances exist which hinder Broward Health’s ability to follow its normal Formal Bid procedures.

### II. Definitions

The words and acronyms defined in this Policy shall have the meanings set forth in the Master Procurement Code regardless of whether they are capitalized, unless:

- (a) The context in which they are used clearly requires a different meaning; or
- (b) A different definition is prescribed for a particular section of this Policy.

Words not defined shall be given their common and ordinary meaning unless the context in which they are used requires otherwise.

As used in this Policy, the following words shall have the meanings associated to them:

“Quarantine” or “Quarantining” means a government-mandated or suggested quarantine of the public by any federal, state, or local governmental entity or health department or the World Health Organization.

### III. Policy

During emergency conditions—including those involving the Quarantining of employees and visitors—whereby individuals cannot or should not convene in groups, be physically present at a particular location, or the physical presence of individuals at a location is impracticable (“Emergency Conditions”), the provisions of this Standard Operating Procedure (“SOP”) shall govern Broward Health’s Formal Bid process to ensure Broward Health’s business operations and patient care are not interrupted.

### IV. Procedure

All Formal Bids conducted during non-Emergency Conditions shall follow the processes listed in Broward Health’s Supply Chain Department’s Standard Operating Department Procedures.

The following deviations to the Formal Bid process have been approved by Broward Health’s Chief Procurement Officer (“CPO”) to allow business continuity during Emergency Conditions:

#### A. Notice

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In cases where posting physical notice on the Sunshine Board in the lobby of Broward Health's Corporate Offices is impracticable, any other reasonable notice under the circumstances, such as announcements and notifications posted on Broward Health's vendor website at <https://vendor.browardhealth.org/pages/current-opportunities> ("Vendor Website"), is sufficient to notify the public and Bidders of upcoming Formal Bid-related meetings.

**B. Pre-Bid Conferences**

In the event a Formal Bid requires a pre-bid conference, Broward Health shall conduct all pre-bid conferences via conference call. Call-in numbers will be provided to the public via the Vendor Website.

**C. Bid Submissions**

During Emergency Conditions, Broward Health will only accept electronic bid responses for all Formal Bids. Detailed submission instructions will be included in the RFQ/RFP document, subsequent addendums, and/or on the Vendor Website.

**D. Public Openings**

All public openings shall be conducted only via conference call. This information will be provided to the public via the Vendor Website.

**E. Before a Quarantine**

The following procedures shall apply to all scoring meetings when there is no Quarantine in place:

1. Scoring meetings shall be conducted via WebEx and conference call. In addition, the WebEx will be broadcast at a physical location within Broward County. Call-in numbers will be provided and members of the public will be strongly encouraged to only attend via conference call for the health and safety of the general public. Participation is only *required* of Selection Committee members and Bid Team moderators. As in regular public scoring meetings, although the public is allowed to attend, public participation is limited to an initial introduction for record-keeping purposes and listening to the Selection Committee's discussion. All scoring members must email their completed scoring sheets to Supply Chain Services prior to the conclusion of the scoring meeting or within a reasonable time thereafter.
2. In cases where Oral Presentations are needed or required, these shall be conducted via WebEx, conference call, and at a physical location within Broward County. Call-in numbers will be provided to the Selection Committee and each presenting finalist. Members of the public will be strongly encouraged to only attend via conference call for the health and safety of the general public.

**F. During a Quarantine**

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The following procedures shall apply to all scoring meetings when there *is* a Quarantine in place:

1. Scoring meetings shall be conducted *only* via WebEx and conference call. Call-in numbers will be provided. Participation is *only required* of Selection Committee members and Bid Team moderators. As in regular public scoring meetings, although the public is allowed to attend (in this case via WebEx and conference call), public participation is limited to an initial introduction for record-keeping purposes and listening to the Selection Committee's discussion. All scoring members must email their completed scoring sheets to Supply Chain Services prior to the conclusion of the conference call or within a reasonable time thereafter.
2. In cases where Oral Presentations are needed, these shall be conducted *only* via WebEx and conference call. Call-in numbers will be provided to the Selection Committee and each presenting finalist.

G. WebEx Technical Difficulties

In the event there are any technical difficulties preventing the use of WebEx during any of the above-mentioned meetings, Broward Health reserves the right to not use WebEx or postpone the meeting to a future date and/or time.

**V. Related Policies and Standard Operating Procedures**

1. GA-001-150, Master Procurement Code
2. Standard Operating Department Procedure – Formal Bid Process

**VI. Interpretation and Administration**

Administration and Interpretation of this policy is the responsibility of the CPO.