EXECUTIVE OVERVIEW

The H. Lee Moffitt Cancer Center & Research Institute (MCC), located in Tampa, Florida, began operations in 1986. As an academic and research medical center, MCC is the only National Cancer Institute-designated oncology research institute in Florida and one of the Southeast's leading cancer centers.

Comprised of an inpatient facility, ambulatory outpatient surgery center, ambulatory clinics, a cancer screening facility and research laboratories, MCC offers a sophisticated network of services and technologies that assure the citizens of its region convenient, cost-effective, high quality health care. Moffitt’s workforce is currently comprised of approximately 5300 employees, 700 medical residents, 600 volunteers, and 1000 students and interns.

OBJECTIVE

Moffitt Cancer Center is seeking a company to develop a Research Master Space Plan (RMSP). The RMSP will develop guiding principles for building standards, infrastructure, renovations, wet and dry lab space optimization and utilization, space for common equipment, tissue culture, bio-banking and storage, as well as associated administrative, education, collaboration and meeting spaces. The RMSP will also outline short, mid, and long term implementation plans. This plan should take into consideration that the Moffitt Cancer Center research activities are highly collaborative, with an emphasis on team science, clinical trials, clinic-research integration, community outreach and engagement, and education. This plan will serve as a template for research space for the Moffitt Cancer Center for the next 25 years.

COMMUNICATION

All proposals, communications, and correspondence required during the Request for Proposal process must be directed to:

Kandra Reilly  
Lead Procurement Analyst  
rfp@Moffitt.org

Failure to adhere to this requirement may result in your organization not being considered.

TIMELINE

This Request for Proposal shall be conducted under the following time line, which is subject to change only upon prior approval by Purchasing and granted to all vendors.

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tbody>
<tr>
<td>Issuance of Bid</td>
<td>02/11/2019</td>
</tr>
<tr>
<td>Return of Intent to Bid</td>
<td>02/20/2019</td>
</tr>
<tr>
<td>Vendor Conference Call</td>
<td>02/25/2019</td>
</tr>
<tr>
<td>Bid Packages Due from Vendors</td>
<td>03/11/2019</td>
</tr>
<tr>
<td>Award of Bid</td>
<td>TBD</td>
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VENDOR PRE-SUBMISSION CONFERENCE

Moffitt Cancer Center will conduct a vendor Pre-Submission conference call to further clarify and discuss the requirements of this RFP on February 25, 2019 3:00pm-4:00pm EST: 800-206-6032 Conference ID: 7457113.
On the date indicated in the timeline section of this RFP Overview, your bid must be received via e-mail to contact listed above no later than 2:00 p.m.

**RFP CONTENTS**

The RFP package includes the following documents, which require response as part of the vendor’s proposal as indicated:

1. Cover Letter (e-mail)
2. Overview Document
3. Vendor Acknowledgement Form – requires response
4. Supplier Diversity Utilization and Subcontracting Plan – requires response
5. Statement Of Work/Need Requirements – requires response

*There is a 20 page limit (single-sided) to include everything except for the cover letter.

Your response should be provided in electronic format. All responses will be confidential.

**AWARD CRITERIA**

The award of this Request for Proposal is subject to terms and conditions contained herein and any that will be developed by Moffitt Cancer Center during the Request for Proposal process to augment purchase order conditions of purchase.

Quality of service, pricing, products, Supplier Diversity and other terms of purchase will be an integral part of the decision selection process.

If you are awarded this bid, a guideline will be developed that will quantify, monitor, and provide a plan for cure of deficiencies which shall include, but not be limited to, reimbursement of personnel and administrative costs, monetary assessment for continual deficiencies, and possible cancellation of agreement.

We reserve the right to award this agreement in whole or in part to the vendor that can best meet Moffitt’s business needs.

H. Lee Moffitt Cancer Center assumes no responsibility and bears no liability for costs incurred by a Company in the preparation and submittal of a quote proposal in response to this RFP.

**STATEMENT OF WORK**

**Timetable, Goals and Deliverables:**

The goal of this engagement is to achieve a fully-formed RMSP for discussion with Research Executive Committee (REX), Operations Council (Ops) and Planning, Development & Construction within 6-9 months of initiation. Representatives of the selected consultant will attend leadership presentations and meetings (Moffitt Boards and Board Committees, including the Board of Directors, Finance and Planning Committee, and Research Committee; Leadership Council; Strategic Executive Committee; MRI Faculty Forum) as needed once the completed draft plan has been internally vetted with REX, Ops and other committees as needed. The selected consultant will work with REX, Ops, and Planning, Development & Construction to develop a timetable and milestones.

**Key Elements of the RMSP:**

- **Research Scientific Direction:** The selected consultant will work with leaders and staff to understand the Research Strategic Plan and IMPACT 2028 (Moffitt institutional strategic plan).
  - What are the needs of current and future scientific plans and needs?
  - What are the needs of community outreach and engagement?
  - What are the needs of career enhancement and educational activities?
  - What are required adjacencies among these areas?
  - What are current and future recruitment plans?
  - What are large ongoing and planned initiatives?
  - What are the needs for Shared Resource support services given the growth trajectory of the Cancer Center?
  - What current technology is needed and what future technology is planned?
• **Goals and Visioning:** The selected consultant will work with leaders to establish the expected future state of research space.
  - What are best practices in designing research space to accommodate the increasing integration of various scientific and clinical disciplines within and among laboratories or research groups?
  - How should space be distributed/allocated in relation to the clinical operations, community engagement activities, and education programs, in order to foster research collaboration and team science?
  - What is the relationship of wet, dry, quantitative, education, clinical and work spaces within and across laboratories? What are the specific space needs and requirements for each of these research types?
  - What are best practice metrics that should be used to allocate wet, dry, clinical, and quantitative lab space, as well as those used to allocate space for common (e.g., ultracentrifuges) and specialized (e.g., HPLCs) equipment and for research lab support (cold rooms, freezers, tissue culture) space? How can these be appropriately tailored based on the unique needs of each investigator and to ensure maximum flexibility while efficiently using the space?
  - What are current and anticipated best practices for use of on- and off-campus spaces?
  - What are the best practices for space allocation of Shared Resources and associated specialized equipment, and for collaboration space of Shared Resource staff in relation to research laboratories and offices?
  - What models should be applied for space to house support staff in relation to research staff?
  - How can adaptability be ensured so spaces can be easily altered to meet specific needs of research programs and new scientific directions?
  - How can spaces be set up as technology-agnostic as possible?
  - How should the RMSP interface with the Clinical Space Master Plan?
  - What are best practices to proactively anticipate future scientific directions/needs?

• **Assessment of Current Research Spaces:** The selected consultant will work with leaders and staff to understand current research space in use and current condition/utility.
  - What spaces are used for research?
  - What spaces are used for administrative and facilities support, academic infrastructure, information technology, community engagement, and education?
  - What spaces are used for Shared Resources and overall research support (tissue culture, common equipment, storage and biobanking)?
  - How efficiently are spaces being used? What spaces are being used for purposes other than what they were originally designed?
  - Does current research space use match the guiding principles of the Research Strategic Plan and IMPACT 2028?
  - What is the concordance of existing research space with current space standards/metrics and principles?

• **Clinical Research Space:** The selected consultant will work with leaders and staff to identify support strategies for clinical research.
  - Where are clinical research facilities and support services located now and how are they set to scale with increasing accrual and activity?
  - What is the full range of services necessary to support trial activity (i.e., treatment spaces, laboratory, pharmacodynamics/pharmacokinetics, transportation, pharmacy, study coordination, data support, tissue collection, biomarker analysis, outreach, partnership, business office)?
  - Where are these spaces located in relation to research laboratories and clinical areas?
  - How will spaces interface with IMPACT 2028 expansion (including telemedicine)?
  - How do these needs align with the Clinical Master Space Plan?

• **Development of Master Plan:** Based on this work, the selected consultant will assist leaders to develop a plan.
  - What is the overall space needed to efficiently meet current and future research needs?
  - What facilities must be newly built versus repurposed to meet the current and future needs?
  - How will the RMSP be phased to meet the research needs and available capital?
What short and mid-term changes can be implemented to maximize use of current research space that will allow continued growth and position us for future needs?

How would the RMSP relate to other planned clinical, community engagement, education, and administrative spaces?

How will this work be supported and maintained through allocation standards and associated data that considers the type of research work conducted within the organization?

- **Final Deliverables**
  - Assessment of current state of research space and space utilization
  - Long-term space plan and associated data metrics.
  - Interim plan to maximize growth in the short/mid-term.
  - Presentation to REX and Ops.
  - Follow up presentation to REX, Ops, Moffitt Boards and Board Committees, Strategic Executive Committee, Leadership Council, MRI Faculty Forum.
### Vendor Acknowledgement Form

#### Intent to Respond

**Submit To:**
Kandra Reilly  
rfp@Moffitt.org  
813-745-4282  
813-449-8890 (Fax)

**RFP Number:** 19-16-SSP

**RFP Title:** RESEARCH MASTER SPACE PLAN (RMSP)

**Vendor Name and Mailing Address:**

**Intent to Bid:**
- Yes ____________
- No ____________

(If unable to bid, indicate reason below)

**Telephone Number**

**Facsimile Number**

**Vendor’s Authorized Contact for RFP**

**Name**

**E-Mail**

Please let us know how you heard about this RFP:
- __ Notified by Purchasing
- __ Community or MWBE Organization
- __ Monitoring Moffitt Website
- __ Advertisement
- __ Other:

**Supplier Diversity Information**

Is your firm a certified “Minority, Women-Owned, Veteran, Service Disabled Veteran-Owned Business Enterprise” defined as a business concern engaged in commercial transactions and is at least fifty-one (51%) percent minority, woman, veteran, service-disabled veteran-owned, and whose management and daily operations are controlled by such persons?

- Yes ____________  
- No ____________

If your firm is certified as a “Minority, Woman, Veteran, or Service Disabled Veteran-Owned Business Enterprise,” you must provide a current copy of your certificate with this form, and provide the name of the certifying entity and certification dates below:

Name of Certifying Entity ______________________________

Certification Date Begins _______________  Ends _____________________________

I certify that this response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response for the same materials, supplies or equipment, and is in all respects fair and without collusion or fraud. I agree to abide by all conditions of this response and certify that I am authorized to sign this response for the vendor and that the vendor is in compliance with all requirements of the Request for Qualifications.

__________________________________________________________  ______________________________________________
Signature                                                                                                            Printed Name and Date
SUPPLIER DIVERSITY UTILIZATION AND SUBCONTRACTING PLAN

REQUIREMENT

Moffitt Cancer Center recognizes the importance of supplier diversity in all aspects of our business and procurement practices and actively encourages the development, utilization and economic growth of certified Minority, Women, Veteran and Service Disabled Veteran-owned Business Enterprises (MBE/WBE/VBE/SDVBE). Central to this initiative is the inclusion and participation of a diverse group of vendors doing business with Moffitt Cancer Center and as such, Moffitt encourages the participation of MBE/WBE/VBE/SDVBEs in its procurement process both at the prime vendor level as well as at the subcontractor level of its prime contracts. Moffitt Cancer Center is committed to a comprehensive Supplier Diversity Program that ensures maximum opportunities exist for such diverse businesses.

RFP responses should include bidder’s ability to provide fifteen percent (15%) spend with certified Minority, Women, Veteran and Service Disabled Veteran-owned Business Enterprises (MBE/WBE/VBE/SDVBE) related to the specific commodity or services identified in the proposal. Moffitt Cancer Center is an equal opportunity corporation, and, as such, strongly encourages the lawful use of certified MBE/WBE/VBE/SDVBEs in the provision of services by providing a fair and equal opportunity to compete for, or for participation in, providing services. Moffitt Cancer Center believes in equal opportunity practices which conform to both the spirit and the letter of all laws against discrimination, and is committed to non-discrimination because of race, creed, color, sex, age, national origin, or religion. To be considered for inclusion the potential bidder commits to MBE/WBE/VBE/SDVBEs Participation.

The successful bidder shall endeavor to provide fifteen percent (15%) spend with certified MBE/WBE/VBE/SDVBEs related to the specific commodity or services identified in the proposal. A certification letter from any of the following agencies will be required of any bidder and/or identified subcontractor claiming MBE/WBE/VBE/SDVBE status at the time of the RFP response.

Moffitt accepts all Local, State and Federal Government agencies MBE/WBE certifications, including the following:
- City of Tampa
- Hillsborough County
- State of Florida
- Small Business Administration (SBA) 8A Program Certification

Other MBE/WBE certifications accepted include:
- Florida State Minority Supplier Development Council (FSMSDC)
- National Minority Supplier Development Council (NMSDC) & regional affiliates
- Women’s Business Enterprise National Council (WBENC)
- National Women Business Owners Corporation (NWBOC)

Veteran & Service Disabled Veteran (VBE/SDVBE) Certification/Verification accepted:
- Department of Veterans Affairs
- State of Florida Office of Supplier Diversity

Please respond to the section below:

Supplier Diversity Utilization and Subcontracting Plan Requirement: Moffitt Cancer Center recognizes the importance of supplier diversity in all aspects of our business and procurement practices and actively encourages the development, utilization and economic growth of certified Minority, Women, Veteran and Service Disabled Veteran-owned Business Enterprises (MBE/WBE/VBE/SDVBEs). Central to this initiative is the inclusion and participation of a diverse group of vendors doing business with Moffitt Cancer Center and as such, Moffitt encourages the participation of certified MBE/WBE/VBE/SDVBEs in its procurement process both at the prime vendor level as well as at the subcontractor level of its prime contracts. Moffitt Cancer Center is committed to a comprehensive Supplier Diversity Program that ensures maximum opportunities exist for such diverse businesses.

Supplier Diversity Utilization and Subcontracting Plan - Vendors responding to this solicitation are required to submit a Supplier Diversity Utilization and Subcontracting Plan for diverse supplier opportunity and participation of certified MBE/WBE/VBE/SDVBEs with their proposal. The Supplier Diversity Utilization and Subcontracting Plan submitted must include the following:
• Provide Supplier Diversity Utilization and Subcontracting Plan and Description of your Supplier Diversity Program.
Suppler Diversity Utilization and Subcontracting Plan and Description of your Supplier Diversity Program submitted: ___Yes ___No

• What percentage of spend with certified MBE/WBE/VBE/SDVBEs is projected for the specific commodity or service outlined in this Request for Proposal (RFP): _____________________ (%).

• Outline the plan for achieving 1st tier spend with certified MBE/WBE/VBE/SDVBEs and identify the percentage of spend: _____________________ (%).

• Outline the plan for achieving 2nd tier spend with certified MBE/WBE/VBE/SDVBEs and identify the percentage of spend: _____________________ (%).

• A list of the certified MBE/WBE/VBE/SDVBEs that will be utilized as 2nd tier subcontract(s) Listing Provided: __________Yes __________No

** Note: Your RFP submittal must include your response that addresses the Supplier Diversity Utilization and Subcontracting Plan outlined above.

Reports - The successful bidder will be required to provide monthly Subcontract Expenditure Reports to Moffitt Cancer Center identifying certified MBE/WBE/VBE/SDVBE participation that lists total payments made to subcontractor(s) until 100% completion/delivery of the specific commodity or services outlined in this RFP finalized. The report shall include the names, addresses, type of service or commodity provided, dollar amount paid, payment date, FEID #, name of certification entity, business classification, and copy of vendor certification for each vendor identified in the report. All Subcontractor Expenditure reports are also required to be turned in with all pay applications/invoices and a copy sent to Desiree Hanson, Manager, Supplier Diversity Program via email Desiree.Hanson@moffitt.org.

• Vendor agrees to provide monthly Subcontract Expenditure Reports with submittal of every pay application/invoice: __________YES __________NO