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REQUEST FOR PROPOSAL

by

The University of Texas of Texas Health Science Center at San Antonio

for

Selection of a Vendor for

STUDENT AND EMPLOYEE IMMUNIZATION TRACKING SYSTEM

RFP No. 745-25-P08

Submittal Deadline:

3:00 PM – Central Prevailing Time,
Tuesday, January 7, 2025

Issued: 8:00 AM Central Prevailing Time, Friday November 22, 2024

REQUEST FOR PROPOSAL

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SECTION 1

INTRODUCTION

1.1 Description of University

The University of Texas Health Science Center at San Antonio — also called UT Health San Antonio (UTHSA) — has a mission to make lives better through excellence in education, research, health care and community engagement. As the largest academic research institution in South Texas, reflected by an annual research portfolio of approximately \$400 million, the university is designated as a Hispanic-Serving Institution by the U.S. Department of Education. UTHSA's professional schools of medicine, nursing, dentistry, health professions, graduate biomedical sciences and public health have graduated more than 42,300 alumni who are leading change, advancing their fields and renewing hope for patients and their families throughout South Texas and the world.

One of 14 UT System institutions, UTHSA has launched the newest of its six schools, the UT School of Public Health San Antonio. Now enrolling students into its Master's of Public Health program, this school's primary focus will be on preparing its graduate students for developing and enacting public health policy that serves, specifically, the communities of South Texas.

Another significant reflection of the phenomenal growth of the UT Health Science Center San Antonio will be its \$430 million, 144-bed, best-in-class UTHSA Multispecialty and Research Hospital. Opening in 2024, it will offer specialty cancer care and surgery, while being a major reason why 1,500 new jobs will be added in the next five years to the ranks of faculty and staff at the health science center.

For three years in a row, UTHSA has made the **Forbes** list of Best-in-State health services employers and its schools of medicine, nursing and health professions rank in the nation's top 50 by the U.S. News & World Report.

The university employs a diverse workforce of more than 7,900; administers an annual operating budget of \$1.23 billion; and stewards clinical practices in medicine, cancer, dentistry, nursing and other health professions that provide more than 2.6 million patient visits each year. It is a chief catalyst for the \$44.1 billion health care and biosciences sector of the San Antonio economy.

To learn about the many ways "We make lives better®," visit UTHealthSA.org.

1.2 Background and Special Circumstances

UTHSA is soliciting proposals from a qualified firm to provide an immunization tracking and health record management service. The service should facilitate the tracking and management of required vaccinations for students enrolled in health-related institutions of higher education, as well as employees working in clinical, hospital, or educational settings.

University policies support the requirements of the [Texas Administrative Code and the Center for Disease Control](#) (CDC) which is essential to maintain and track student's immunizations for the safety of patients, students, and staff, as well as to maintain professional relationships with the clinical partners with which the University collaborates. Compliance with Texas Administrative Code for Immunizations [§97.64](#) is mandatory for every student attending a Texas institution of higher learning and is part of the [University's Student Code](#). Failure to comply with the policies of the University can result in holds being placed on the student's ability to register, removal from academic programs, and could result in legal and financial risk to the University and affiliated professional training sites.

UTHSA [policy](#) states a student is not allowed to enroll at the University or register for courses if immunization requirements have not been met. Students have requested that a mechanism be put in place to manage their entire "Health Record" to be made available to the appropriate programs, training sites, or clinical sites for a holistic view of their vaccinations.

UTHSA [policy](#) states that forward facing clinical, hospital, and faculty employees must comply with pre-employment and ongoing immunization and testing requirements, or provide proof of completion, for their respective departments. This information must be managed and stored to ensure compliance.

No Guarantee of Volume. UTHSA does not solicit or guarantee any specific amount of compensation, volume, minimum, or maximum amount of Services under this RFP or any contract or agreement resulting from this RFP.

1.3 Objective of Request for Proposal

The University is soliciting proposals in response to this Request for Proposal RFP 745-25-P08, from qualified proposers to provide operational guidance services (the “**Services**”) for Student and Employee Immunization Tracking System Services are more defined in **Section 5** (Scope of Work) of this RFP.

1.4 Group Purchase Authority

Texas law authorizes institutions of higher education (defined by [§61.003, Education Code](#)) to use the group purchasing procurement method (ref. §§[51.9335](#), [73.115](#), and [74.008](#), Education Code). Additional Texas institutions of higher education may therefore elect to enter into a contract with the successful Proposer under this RFP. In particular, Proposer should note that University is part of The University of Texas System (UT System), which is comprised of fourteen institutions described at <http://www.utsystem.edu/institutions>. UT System institutions routinely evaluate whether a contract resulting from a procurement conducted by one of the institutions might be suitable for use by another, and if so, this RFP could give rise to additional purchase volumes. As a result, in submitting its proposal, Proposer should consider proposing a pricing model and other commercial terms that take into account the higher volumes and other expanded opportunities that could result from the eventual inclusion of other institutions in the purchase contemplated by this RFP. Any purchases made by other institutions based on this RFP will be the sole responsibility of those institutions.

1.5 Transition Plan

As a government entity, UTHSA is obligated by statute to re-solicit, or to leverage eligible Group Purchasing Organization contracts, to continue this service upon expiration or termination of this agreement. Awarded Proposer agrees that if the Signed Agreement expires or is terminated for any reason, then, at University’s option, Awarded Proposer will continue to perform the Student And Employee Immunization Tracking System in accordance with the terms and conditions of the Signed Agreement until University contracts with a new qualified and experienced contractor(s) to perform the Student And Employee Immunization Tracking System or is able to perform the Student And Employee Immunization Tracking System in-house; provided, that, Awarded Proposer will not be required to continue performing the Student And Employee Immunization Tracking System for more than four (4) months after expiration or termination of the Signed Agreement.

Awarded Proposer agrees to cooperate with, and assist, University’s efforts to transition to another contractor(s) or to perform the Student And Employee Immunization Tracking System in-house.

1.6 Public Information

All information, documentation, and other materials submitted in response to this solicitation are considered non-confidential and/or non-proprietary and are subject to public disclosure under the Texas Public Information Act (Texas Government Code, Chapter [552.001](#), et seq.) after the solicitation is completed.

SECTION 2
NOTICE TO PROPOSER

2.1 Submittal Deadline

University will accept proposals submitted in response to this RFP until **3:00 PM Central Prevailing Time, Tuesday – January 7, 2025**

2.1.1 When submitting your proposal – follow the directions in Bonfire.

1. Each document that is required **must** be submitted individually, completed, and signed (if applicable). **DO NOT UPLOAD ALL FILES TOGETHER**

2.1.2 If during your submission, you encounter any technical issues – you must contact Bonfire at Support@GoBonfire.com directly for assistance.

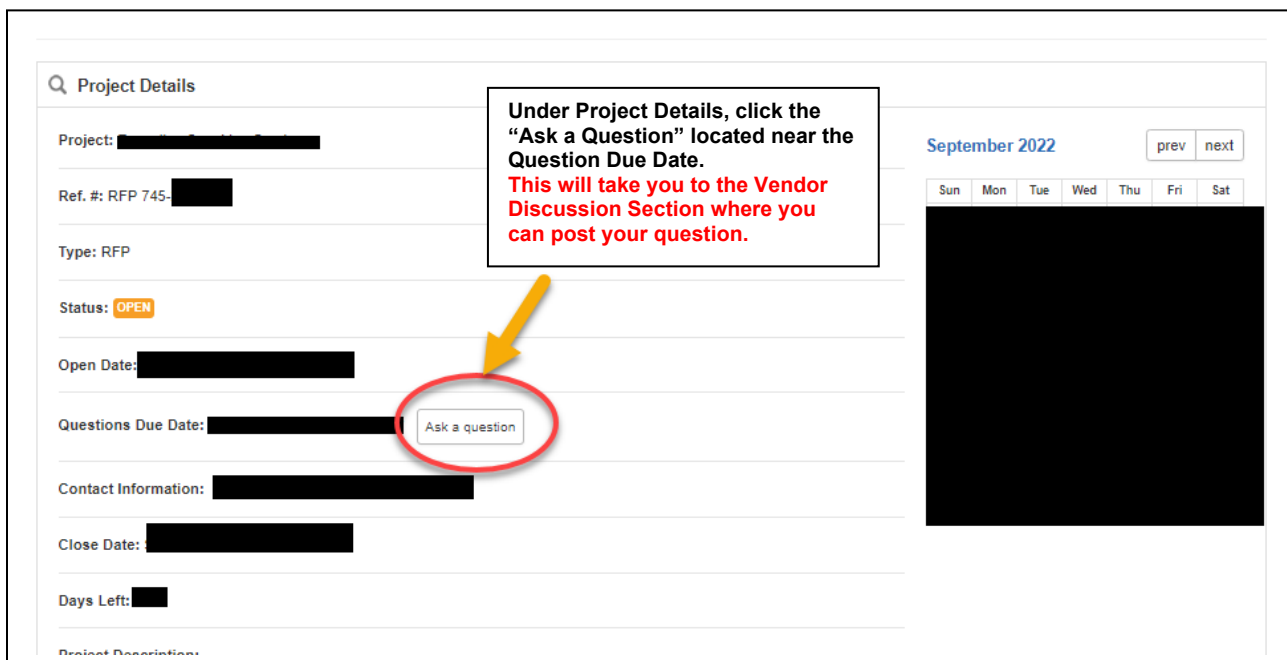
1. After contacting Bonfire, inform the Strategic Sourcing Specialist that you have reached out to Bonfire due to technical issues.

2.1.3 Bonfire offers a Help Forum <https://bonfirehub.Zendesk.com/hc>

2.2 RFP Contact Information and Questions

2.2.1 Interested parties MUST direct questions **ALL QUESTIONS MUST GO THROUGH BONFIRE** about this RFP through **Bonfire Opportunity Q&A**.

Located in the Project Details (see below).



University instructs interested parties to restrict all contact and questions regarding this RFP to written communications delivered (i) in accordance with this Section on or before **3:00 PM Central Prevailing Time, Tuesday – December 17, 2024 (Question Deadline)**, or (ii) if questions relate to Historically Underutilized Businesses, in accordance with **Section 2.5**.

University will provide responses as soon as practicable following the Question Deadline. University intends to respond to all timely submitted questions. However, University reserves the right to decline to respond to any question.

2.3 Criteria for Selection

The successful Proposer, if any, selected by University through this RFP will be the Proposer that submits a proposal on or before the Submittal Deadline that is the most advantageous to University. **Contractor** means the successful Proposer under this RFP.

Proposer is encouraged to propose terms and conditions offering the maximum benefit to University in terms of (1) service, (2) total overall cost, and (3) project management expertise.

The evaluation of proposals and the selection of Contractor will be based on the information provided in the proposal. University may consider additional information if University determines the information is relevant.

University reserves the right to award a Contract for all or any portion of the requirements proposed by reason of this request, award multiple Contracts, or to reject any and all proposals if deemed to be in the best interest of the University and to re-solicit for proposals.

Criteria to be considered by University in evaluating proposals and selecting Contractor, will be these factors:

2.3.1 Threshold Criteria Not Scored

- A. Ability of University to comply with laws regarding Historically Underutilized Businesses; and
- B. Ability of University to comply with laws regarding purchases from persons with disabilities.

2.3.2 Scored Criteria

- A. Cost of goods and services (**30 Points**).
- B. Reputation of the Proposer and of the Proposer's goods or services (**5 Points**).
- C. Quality of the Proposer's goods or services (**20 Points**).
- D. Extent to which the goods or services meet the University's needs (**29 Points**).
- E. Proposer's past relationship with the University (**10 Points**).
- F. Proposer's exceptions to the terms and conditions set forth in **Section 4 (5 Points)**.
- G. Completed PDAA Vendor Assessment (**1 Point**).

2.4 Key Events Schedule

Date RFP Issued	<u>8:00 AM Central Prevailing Time, Friday – November 22, 2024</u>
Pre-Proposal Meeting (ref. Section 2.6)	<u>10:30 AM to 11:00 AM Central Prevailing Thursday– December 5, 2024</u>
Question Deadline (ref. Section 2.2)	<u>3:00 PM Central Prevailing Time, Tuesday – December 17, 2024</u>
Submittal Deadline (ref. Section 2.1)	<u>3:00 PM Central Prevailing Time, Tuesday – January 7, 2025</u>

2.5 Historically Underutilized Businesses

- 2.5.1 All agencies of the State of Texas are required to make a good faith effort to assist historically underutilized businesses (HUBs) in receiving contract awards. The goal of the HUB program is to promote full and equal business opportunity for all businesses in contracting with state agencies. Pursuant to the HUB program, if under the terms of any agreement or contractual arrangement resulting from this RFP, Contractor subcontracts any Work, then Contractor must make a good faith effort to utilize HUBs certified by the Procurement and Support Services Division of the Texas Comptroller of Public Accounts. Proposals that fail to comply with the requirements contained in this Section 2.5 will constitute a material failure to comply with advertised specifications and will be rejected by University as non-responsive. Additionally, compliance with good faith effort guidelines is a condition precedent to awarding any agreement or contractual arrangement resulting from this RFP. Proposer acknowledges that, if selected by University, its obligation to make a good faith effort to utilize HUBs when subcontracting any Work will continue throughout the term of all agreements and contractual arrangements resulting from this RFP. Furthermore, any subcontracting of Work by the Proposer is subject to review by University to ensure compliance with the HUB program.
- 2.5.2 University has reviewed this RFP in accordance with [34 TAC §20.285](#), and has determined that subcontracting opportunities are probable under this RFP.
- 2.5.3 A HUB Subcontracting Plan (HSP) is a required part of the proposal. The HSP will be developed and administered in accordance with University's Policy on Utilization of Historically Underutilized Businesses, attached as **APPENDIX THREE**.

Each Proposer must complete and return the HSP in accordance with the terms and conditions of this RFP, including **APPENDIX THREE**. Proposers that fail to submit the HSP will be considered non-responsive to this RFP as required by [§2161.252, Government Code](#).

Questions regarding the HSP may be directed to:

Contact: **Rebecca A. Mendez, HUB Program Manager**
Phone: **210-562-6300**
Email: HUBAdmin@uthscsa.edu

OR

Contact: **Mary Minier, HUB Specialist**
Phone: **210-562-6326**
Email: HUBAdmin@uthscsa.edu

Contractor will not be permitted to change its HSP unless: (1) Contractor completes a new HSP in accordance with the terms of **APPENDIX THREE**, setting forth all modifications requested by Contractor, (2) Contractor provides the modified HSP to University, (3) University approves the modified HSP in writing, and (4) all agreements resulting from this RFP are amended in writing to conform to the modified HSP.

2.5.4 At the same time Proposer submits its proposal (no later than the Submittal Deadline (ref. **Section 2.1**), Proposer must submit the following HUB materials (HUB Materials):

- (a) **One (1) complete electronic copy of Proposer's HSP through the Bonfire Procurement Portal [UT Health San Antonio \(bonfirehub.com\)](https://bonfirehub.com)**

2.5.5 University may offer Proposer an opportunity to seek informal review of its draft HSP by University's HUB Office before the Submittal Deadline. If University extends this offer, details will be provided at the Pre-Proposal Conference (ref. **Section 2.6**) or by other means. Informal review is designed to help address questions Proposer may have about how to complete its HSP properly. Concurrence or comment on Proposer's draft HSP by University will not constitute formal approval of the HSP and will not eliminate the need for Proposer to submit its final HSP to University as instructed by **Section 2.5**.

2.6 Pre-Proposal Meeting

University will hold a Pre-Proposal Meeting from **10:30 AM to 11:00 AM**, Central Prevailing Time on **Thursday – December 5, 2024**, via Microsoft TEAMS. The Pre-Proposal Conference will allow all Proposers an opportunity to ask University's representatives relevant questions and clarify provisions of this RFP.

Meeting ID: 211 985 947 558 Passcode: wGicM5

2.7 Vendor Presentation

University reserves the right to hold Vendor Presentation in person at the University of Texas Health Science Center at San Antonio (or virtual). **The dates and times to be determined** after the first round of evaluations. Not all vendors may be invited to participate in these presentations, all dependent on first round of evaluation scores.

SECTION 3

SUBMISSION OF PROPOSAL

3.1 Submission

Proposals must be received electronically through the University's online Procurement Portal at: [UT Health San Antonio \(bonfirehub.com\)](http://UTHealthSanAntonio.com), on or before the Submittal Deadline (ref. **Section 2.1** of this RFP). Competitive Bids will be listed on the Procurement Portal, and submissions will only be accepted through the portal. University **WILL NOT** accept proposals submitted by paper, telephone, facsimile ("**FAX**") transmission, or electronic mail (i.e., e-mail) in response to this RFP.

You can register for a free account by clicking [here](#), which will be required when you prepare a submission. As part of the registration process, you may select Commodity Codes to associate with your account. This will open you up for notifications of opportunities matching your chosen codes.

If you encounter technical issues while preparing and/or submitting your proposal – **you must contact Bonfire directly** at Support@GoBonfire.com. There is also a Help Forum located at <https://support.gobonfire.com/hc/en-us>

3.2 Proposal Validity Period

Each proposal must state that it will remain valid for University's acceptance for a minimum of **one hundred eighty (180)** days after the Submittal Deadline, to allow time for evaluation, selection, and any unforeseen delays.

3.3 Terms and Conditions

3.3.1 Proposer must comply with the requirements and specifications contained in this RFP, including the Agreement (ref. **APPENDIX TWO**), the Notice to Proposer (ref. **Section 2**), Proposal Requirements (ref. **APPENDIX ONE**) and the Specifications and Additional Questions (ref. **Section 5**). If there is a conflict among the provisions in this RFP, the provision requiring Proposer to supply the better quality or greater quantity of services will prevail, or if such conflict does not involve quality or quantity, then interpretation will be in the following order of precedence:

- A. Specifications and Additional Questions (ref. **Section 5**);
- B. Agreement (ref. **APPENDIX TWO**);
- C. Proposal Requirements (ref. **APPENDIX ONE**), and;
- D. Notice to Proposers (ref. **Section 2**).

3.4 Submittal Checklist

Proposer is instructed to complete, sign, and return the following documents as a part of its proposal. If Proposer fails to return each of the following items with its proposal, then University may reject the proposal:

- 3.4.1 Signed and Completed Execution of Offer (ref. **Section 2** of **APPENDIX ONE**).
- 3.4.2 Signed and Completed Pricing and Delivery Schedule (ref. **Section 6**).
- 3.4.3 Responses to Proposer's General Questionnaire (ref. **Section 3** of **APPENDIX ONE**).
- 3.4.4 Signed and Completed Addenda Checklist (ref. **Section 4** of **APPENDIX ONE**).
- 3.4.5 Signed and completed General Terms and Conditions (ref. **Section 4** of **APPENDIX ONE**).
- 3.4.6 Responses to questions and requests for information in the Specifications and Additional Questions Section (ref. **Section 5**).
- 3.4.7 Signed and completed originals of the HUB Subcontracting Plan or other applicable documents (ref. **Section 2.5** and **APPENDIX THREE**).
- 3.4.8 Completed Information Security Initial Security Posture Assessment (ISPA) (ref. **APPENDIX FOUR**).
- 3.4.9 Completed and Signed TX-RAMP Notice **OR** FedRamp (ref. **APPENDIX FIVE**).
- 3.4.10 Proposer's SOC 2, Type II Certification (IF APPLICABLE).
- 3.4.11 Completed Policy Driven Adoption for Accessibility (PDAA) Vendor Assessment (ref. **APPENDIX SIX**).
- 3.4.12 Completed Accessibility Conformance Report (ACR) and/or VPAT (ref. **5.2 MINIMUM REQUIREMENTS**).
- 3.4.13 Completed Bid Table (BT-17DM).

SECTION 4

GENERAL TERMS AND CONDITIONS

See Attached in Bonfire

SECTION 5

SPECIFICATIONS AND ADDITIONAL QUESTIONS

5.1 General

Minimum requirements and specifications for Work, as well as certain requests for information to be provided by Proposer as part of its proposal, are set forth below. As indicated in **Section 2.3**, Contractor means the successful Proposer.

5.2 Minimum Requirements

Each Proposal must include information that clearly indicates that Proposer meets each of the following minimum qualification requirements:

5.2.1 Vendor must have:

- A. Minimum of five (5) years of experience providing an immunization tracking and health record management service at comparable volume as outlined in the Scope of Work.
- B. Must provide details on ratio of properly trained and experienced Administrators that will ensure satisfactory performance under this agreement.

5.2.2 Pursuant to [1 TAC §213.38](#) (b), UT Health requires documentation providing credible evidence that the products to be included in this bid are accessible for use by persons with disabilities.

1. A completed self-assessment using the Policy Driven Adoption for Accessibility (PDAA) maturity model, using the [PDAA template provided by the Texas Department of Information Resources](#).
2. Other documentation of vendor's capability or ability to produce accessible products and services, which may include:
 - a. Vendor's internal accessibility policy documents,
 - b. Contractual warranties for accessibility,
 - c. Accessibility Conformance Reports (ACRs), based on the [VPAT](#) or [OpenACR formats](#), for similar products or services previously provided by the vendor,
 - d. Accessibility testing documentation, and
 - e. Other examples of prior work results

5.2.3 Proposer must have, or obtain, a **TX-RAMP Level II certification** from DIR (Texas Department of Information Resources) prior to contract execution. Information on TX-RAMP can be found on the Texas DIR website at: <https://dir.texas.gov/texas-risk-and-authorization-management-program-tx-ramp> **Please begin TX-RAMP Certification as soon as possible if proposer is not already certified.**

5.3 Additional Questions Specific to this RFP

Proposer must submit the following information as part of Proposer's proposal:

- 5.3.1 If Proposer takes exception to any terms or conditions set forth in (**APPENDIX TWO**), Proposer must submit a list of the exceptions. The University **will not** consider any modifications to the University's Standard Terms and Conditions after submittal deadline.

Proposer may not reserve the right to further negotiate terms and conditions if selected. All exceptions to the University's Standard Terms and Conditions must be included at time of submission.

- 5.3.2 By signing the Execution of Offer (ref. Section 2 of **APPENDIX ONE**), Proposer agrees to comply with Certificate of Interested Parties laws (ref. [§2252.908, Government Code](#)) and [1 TAC §§46.1 through 46.5](#)) as implemented by the Texas Ethics Commission (TEC), including, among other things, providing TEC and University with information required on the form promulgated by TEC. *Proposer may learn more about these disclosure requirements, including applicable exceptions and use of the TEC electronic filing system, by reviewing [§2252.908, Government Code](#), and information on the TEC website at https://www.ethics.state.tx.us/resources/FAQs/FAQ_Form1295.php.* **The Certificate of Interested Parties must only be submitted by Contractor upon delivery to University of a signed Agreement.**

- 5.3.3 [UTS165](#) defines "Information Resources" as any and all computer printouts, online display devices, mass storage media, and all computer-related activities involving any device capable of receiving email, browsing Web sites, or otherwise capable of receiving, storing, managing, or transmitting Data including, but not limited to, mainframes, servers, Network Infrastructure, personal computers, notebook computers, hand-held computers, personal digital assistant (PDA), pagers, distributed processing systems, network attached and computer controlled medical and laboratory equipment (i.e. embedded technology), telecommunication resources, network environments, telephones, fax machines, printers and service bureaus. Additionally, it is the procedures, equipment, facilities, software, and Data that are designed, built, operated, and maintained to create, collect, record, process, store, retrieve, display, and transmit information.

- 5.3.4 [UTS165](#) defines "Data" as recorded data, regardless of form or media in which it may be recorded, which constitute the original data necessary to support the business of UT System or original observations and methods of a study and the analyses of such original data that are necessary to support research activities and validate research findings. Data includes, but is not limited to: printed records, observations and notes; electronic data; video and audio records, photographs and negatives.

- 5.3.5 UTHSA prefers Proposers to submit a completed **Service Organization Control (SOC) 2, Type II** audit with their proposal. If Proposer does not have a completed **SOC 2, Type II**, then Proposer will be required to complete and submit **APPENDIX FOUR, Information Security Initial Security Posture Assessment (ISPA)**. The **SOC 2, Type II**, or **APPENDIX FOUR** will establish specifications, representations, warranties, and agreements related to the EIR that Proposer is offering to provide to University. Responses to **APPENDIX FOUR** will be incorporated into the Agreement and will be binding on Contractor.

5.4 Scope of Work

Contractor will provide the following services to University:

The University is looking for a web-based immunization tracking system for students and employees to be able to log into to track and manage their immunization record. The University is required to maintain immunization records sufficient for audit purposes, as it is the student's responsibility to ensure that their required vaccinations are up-to-date and to provide evidence of vaccinations within the required timeline in order to attend.

The University is comprised of six (6) schools with 60 healthcare related programs ranging from five (5) weeks to five (5) years. There are approximately 1,500 new students annually with an estimated 4,200 students at any given time.

Note: There are some dual degree programs that have a program length of greater than six (6) years.

Note: This includes an estimate of students that were enrolled as of the census date.

The immunization requirements affect all UTHSA clinical, hospital, and faculty employees, including those working in healthcare settings, with specific requirements varying based on the employee's role. This includes any employee with potential exposure to patients, infectious materials, or contaminated environments, either directly or indirectly. All immunization and testing information must be managed and stored to ensure compliance with policies referenced in **Section 1.2 Background and Special Circumstances**.

There are currently approximately 3000 employees that will require immunization tracking and testing.

Note: This is an estimate of employees as of the census date.

The system will need to provide an immunization management system designed to track and manage immunization and testing records for UTHSA's clinical, hospital, and faculty employees. The system must ensure compliance referenced in **Section 1.2 Background and Special Circumstances** covering both pre-employment and ongoing vaccination requirements. The scope includes, but not limited to; managing immunization records, TB testing records, annual health surveillance records, color blindness testing results, and respiratory fit testing results for employees, with requirements varying based on their roles and potential exposure to patients, infectious materials, or contaminated environments.

Contractor is required to track currently enrolled students, new students seeking enrollment, employment applicants, and employees in clinical, hospital and educational settings.

5.4.1 Hepatitis Vaccination Tracking Requirements for Students and Employees

- A. Individuals must undergo and submit documentation for the completion of any Hepatitis B immunization series:
 - i. Engerix-B Hepatitis B vaccine (three (3) injections over four to six (4-6) months).
 - ii. Heplisav – B Hepatitis B vaccine (two (2) injections over two (2) months).
 - iii. Expedited TWINRIX Hepatitis A & B vaccine (four (4) injections over 12 months).
 - iv. Recombivax-B Hepatitis B vaccine (three (3) injections over four to six (4-6) months).
- B. Individuals must provide documentation of a positive Hepatitis B titer in addition to documentation of immunizations.
- C. Individuals with a negative Hepatitis B titer result must complete a new Hepatitis B vaccination series followed by a titer.
- D. Individuals who complete two (2) series of Hepatitis B immunizations and still have a negative titer shall be classified as non-responders and will need to provide documentation from a health care provider.

- E. Employees have the option to decline the Hepatitis B vaccine provided that the employee has a declination form on file.
- F. Employees working in health care food service must have the following Hepatitis A vaccine:
 - i. Routine vaccination for health care food service employees must receive the Hepatitis A vaccine as part of routine immunization. The vaccine series includes two (2) doses, with the second dose providing long-term protection.
 - ii. Catch-Up vaccination for health care food service employees who have not previously received the vaccine, it is recommended to start the series as soon as possible. The second dose should be administered six (6) -18 months after the first dose.

5.4.2 Tuberculosis (TB) Tracking Requirements for Students and Employees

- A. Individuals who have never had a Tuberculosis Skin Test (TST or PPD) or a Tuberculosis Blood Test (BAMT) shall be required to receive the 2-Step TST or 1 BAMT.
- B. Students and pre-hired employees who have received a Tuberculosis Skin Test (TST or PPD) or a Tuberculosis Blood Test (BAMT) with negative results in the last 12 months shall be required to receive the 1-Step TST or 1-BAMT.
- C. Students and pre-hired employees who have received two or more Tuberculosis Skin Test (TST or PPD) or a Tuberculosis Blood Test (BAMT) with negative results and each older than 12 months shall be required to receive the 2-Step TST or 1-BMAT.
- D. Students shall complete annual TB testing before the expiration of the previous year's TB test.
- E. Students who test positive for TB must undergo a chest X-ray or provide documentation of a negative TB chest X-ray conducted within the last five (5) years.
- F. Students who have tested positive for TB must undergo an annual TB symptom free screening; this screening must be performed by a health care provider before the expiration of the previous year's TB symptom free note.
- G. Employees who test positive for TB must undergo a chest X-ray or provide documentation of a negative TB chest X-ray conducted within the last 10 years.
- H. Employees who have ever had a positive TB test result must complete the Bloodborne Pathogen Exposure TB training and self-completed questionnaire.

5.4.3 Varicella Vaccination Tracking Requirements for Students and Employees

- A. Individuals shall be required to provide documentation of two (2) Varicella immunizations after their first birthday and at least 28 days apart, or
- B. Individuals shall be required to provide documentation of previously contracting either chicken pox or zoster, or
- C. Individuals shall be required to provide documentation of a positive Varicella titer.

5.4.4 Mumps, Measles (Rubeola), Rubella (MMR) Vaccination Tracking Requirements for Students and Employees

- A. Individuals shall be required to provide documentation of two (2) MMR immunizations after their first birthday and at least 28 days apart, or
- B. Individuals receiving a negative Mumps titer, or a negative Rubella titer shall be required to receive one (1) new MMR immunization.

- C. Individuals receiving a negative Measles titer shall be required to receive two (2) new MMR immunizations.
- 5.4.5 Meningitis Vaccination Tracking Requirements for Students and Microbiology Laboratory Employees
- A. Students shall be required to provide documentation of a Meningitis vaccination within the last five (5) years.
 - B. Students shall be exempt if the student is 22 years old or older on first day of the semester.
 - C. Students shall be exempt if the student is enrolled in online or other distance education courses.
 - D. Microbiology Laboratory employees shall be required to provide documentation of a Meningitis vaccination within the last five (5) years.
- 5.4.6 Diphtheria-Tetanus (Td) and DT Pertussis (Tdap) Vaccination Tracking Requirements for Students and Employees
- A. Individuals shall be required to provide documentation of a TD or Tdap vaccination within the last ten (10) years.
 - B. Individuals shall be required to provide documentation of one (1) dose of Tdap. A two-year interval since the last Td is suggested but not required.
 - C. Healthcare employees should receive a single dose of Tdap, regardless of the time since their last Td vaccine. After the initial Tdap dose, healthcare professionals should get a Td (or Tdap) booster every ten (10) years.
- 5.4.7 Influenza Vaccination Tracking Requirements for Students and Employees
- A. Individuals shall be required to provide documentation of an Influenza vaccination from the current annual season.
 - B. Individual schools shall track additional vaccination requirements independently.
 - C. Employees working in a hospital or clinical setting shall be required to receive an annual Influenza immunization.
 - i. Employees working in a clinic shall have the ability to refuse the annual Influenza immunization by completing and submitting the Influenza Refusal Form.
 - ii. Employees who have submitted an Influenza Refusal Form must wear a Level 1 surgical mask from November through March.
- 5.4.8 COVID-19: COVID-19 Vaccination Recommendations for Students and Employees
- A. UTHSA encourages all Students and Employees to follow CDC recommendations for COVID-19 vaccines.
- 5.4.9 Addition Compliance Tracking for Employees
- A. Manage employee respiratory fit testing, color blindness testing, and medical surveillance results.
 - i. Contractor will electronically receive and store the respiratory fit testing, color blindness testing, and medical surveillance result.
 - ii. Contractor will notify employees as their respiratory Fit Test or medical surveillance expiration date approaches and will continue to notify them of any expired Fit Tests until a new test is completed and the updated documentation is received and stored.

5.4.10 Student and Employee Immunization Exemptions

- A. Students requesting exemption for reasons of conscience shall submit an affidavit to Wellness360 and Environmental Health and Safety for review. Approved exemptions will be submitted to the Contractor electronically. Students must renew exemptions every two (2) years.
<https://www.dshs.texas.gov/immunizations/school/exemptions> .
- B. Employees requesting exemptions may complete the Immunization Exemption Form and electronically submit the form to the Contractor for record of compliance.

5.4.11 Non-Exempt Students

- A. Visiting students shall not be exempt from vaccination requirements required for enrollment.
- B. Online-only students shall not be exempt from vaccination requirements required for enrollment.

5.4.12 System and Security Requirements

- A. Data to be electronically stored, information input verified by the Contractor's personnel and notification made if records are modified.
- B. Students, Employees and Wellness360 staff shall be able to print completed forms and/or documented proof of submission directly from the Contractor's system.
- C. Students, Employees and Wellness360 staff shall be able to print their immunization records that were provided to the Contractor directly from the Contractor's system.
- D. Contractor's system shall maintain record of approved exemptions submitted by individuals and allow for compliance tracking.
- E. Contractor's system shall allow for flexibility of varying compliance rules depending upon program of study.
- F. Contractor's system must monitor and report students' immunization compliance or non-compliance status with [UT Health San Antonio institutional policies](#).
- G. Contractor's system must monitor, and report employees' immunization compliance or non-compliance status as stated in [HOP 8.5.8](#).
- H. Contractor shall not send detailed student or employee vaccination information or any other Protected Health Information (PHI) to anyone other than the respective student or employee.
- I. Contractor to provide student information while the student is active at UTHSA after graduation, the records must be kept for seven (7) years.
- J. Contractor shall retain the immunization documentation for all current and former employees indefinitely.
- K. Contractor to provide the Wellness360 administrators access to Contractor's system for audit purposes.
- L. Contractor's system should conform to the standards in [TAC §213.30](#), which includes conformance with WCAG 2.0 Level A and AA along with certain additional Section 508 standards.
- M. Contractor's system shall support data encryption while data at rest in database.

5.4.13 Integration Requirements

- A. Contractor's system shall integrate with Oracle Cloud HCM for employee data.
- B. Contractor's system shall integrate with Oracle Cloud Recruiting for applicant data.
- C. Contractor's system shall integrate with PeopleSoft Campus Solutions.
 - i. To automatically register students into Roster File.
 - ii. To place holds on student records that do not meet immunization requirements.
- D. Immunization Holds for registration shall integrate with Campus Solutions.
- E. Contractor shall utilize Shibboleth Single Sign On (SSO) for UTHSA users to access the solution.
- F. Contractor shall extract the data from the current Contractor's systems securely and transfer it to the new vendor's environment. Encryption and secure transfer protocols should be used to protect data during transit.
- G. Contractor shall verify the completeness and accuracy of the transferred data by comparing data in the new system with the original source to ensure consistency.
- H. Contractor shall conduct thorough testing of their systems to ensure that the transferred data functions as expected. This includes testing functionality, performance, and security measures.
- I. Contractor shall not send detailed student or employee vaccination information or any other Protected Health Information (PHI) to anyone other than the respective student, employee or Wellness360 staff.
- J. Contractor shall develop a detailed plan for the transition, including timelines, responsibilities, and contingencies in case of any issues or delays.
- K. Contractor shall keep stakeholders informed throughout the transition process to manage expectations and address any concerns or questions.
- L. Contractor shall provide support to users as they adapt to the new system and address any issues or challenges that arise during the post-migration phase.
- M. Contractor shall explain system procedure to identify and manage data base of active employees that separate from or terminate employment from UTHSA into an inactivated status in the data base.
- N. Contractor shall explain system procedure to identify and manage data base of active students that are no longer enrolled at UTHSA into an inactivated status in the data base.

5.4.14 Reporting Requirements

- A. Contractor shall provide examples of deliverable reports to reflect immunization tracking and compliance.
- B. Contractor's system shall be able to produce ad-hoc queries in tabular report format and shall have the capability to export them to a format such as Text File Format(.txt) or Comma Separated Values text files (.csv).

5.4.15 Transition Deliverables and Artifacts

Contractor shall provide the following transition deliverables and artifacts related to the student's immunization compliance records in a delimited or fixed length file format (if provided in fixed length file format then the file definition of field, data type, and length must also be provided eight (8) weeks prior to the expiration or termination of the signed agreement).

- A. Student Medical records created while the student is attending the institution or submitted as part of the student application shall be retained by the Contractor.
- B. Student official immunization record copy must be retained by the Contractor for a seven (7) year retention period, which begins on the date of graduation or last attendance of the student.
- C. Employee immunization documentation for all current and former employees shall be retained by the Contractor indefinitely.
- D. Employee immunization documentation for individuals that do not become employed by UTHSA shall be retained by the Contractor for at least two (2) months following the initial collection of immunization data.

5.4.16 Brand Standards

The Awarded Proposer will be required to follow the University Identity and Brand Standards as stated in the Institutional Handbook of Operating Policies [2.8.1](#) and [2.8.2](#)

5.5 Add or Delete Services

UTHSA is continuing to grow clinical, research, and educational services, which may require that additional service locations or facilities be added during the term of this agreement. The agreement that results from this RFP may need to be modified during its term to reflect these new locations. Proposer agrees that the University has the right to add services which are available from the Proposer during the effective period of the contract. The University and the Proposer, prior to execution of services, shall mutually agree upon the scope and price, in writing, for any such additional services. In addition, the University has the right to modify, replace, upgrade, or delete services during the effective period of the contract. The University and the Proposer, prior to modification of services shall mutually agree in writing before modifying services. As well as special notice in **Section 1.2 Background and Special Circumstances**.

SECTION FOUR
TERMS AND CONDITIONS

SECTION SIX
PRICING AND DELIVERY SCHEDULE

APPENDIX ONE
SECTION 1 – GENERAL INFORMATION
SECTION 2 – EXECUTION OF OFFER
SECTION 3 – GENERAL QUESTIONNAIRE
SECTION 4 – ADDENDA CHECKLIST

APPENDIX TWO
SAMPLE AGREEMENT

APPENDIX THREE
HUB SUBCONTRACTING PLAN

APPENDIX FOUR
INFORMATION SECURITY INITIAL SECURITY POSTURE ASSESSMENT (ISPA)

APPENDIX FIVE
TX-RAMP NOTICE

APPENDIX SIX
POLICY DRIVEN ADOPTION FOR ACCESSIBILITY (PDAA)
VENDOR ASSESSMENT

See Attached in Bonfire