



**COMMONWEALTH OF PENNSYLVANIA
DEPARTMENT OF GENERAL SERVICES**

Invitation for Bid (IFB)

Medical, Incontinent, Nutritional Supplies & Medical Equipment

IFB No. 6100066636

Part IV - Specifications

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A. GENERAL INFORMATION

1. Overview

On behalf of the Commonwealth of Pennsylvania (Commonwealth) and all using agencies (Agencies), the Department of General Services (DGS) is issuing this Invitation for Bid (IFB) for **6100066636** and is seeking submission from responsible and responsive suppliers (Bidders). Suppliers must meet the criteria in the Eligible Bidders and Requirements sections and submit all required documentation by the bid due date to be considered responsible and responsive.

This solicitation will cover the Commonwealth's statewide requirements for Medical Supplies, Equipment, Nutritional Supplements, and Incontinent Supplies that are found in Hospitals, Short- and Long-Term Living Facilities, Rehabilitation Facilities, or any Health Care Setting.

This solicitation will be divided into four categories as identified further in Section A.6. (Cost Submittal – Appendix B – Cost Submittal Worksheet):

- Medical Supplies, Rapid Testing Kits and accompanying services
- Medical Equipment
- Nutritional Supplements
- Incontinent Supplies

2. Method of Award

Award shall be made to all responsive and responsible bidders for each category as identified in Section D.2.

3. Estimated Quantities

It shall be understood and agreed that any quantities listed in the bid are estimated only and may be increased or decreased in accordance with the actual requirements of the Commonwealth.

4. Contract Term

The initial term of the contract shall be for one year for the period of April 1, 2027, or the contract(s) effective date.

5. Pricing

At each quarterly review period, awarded suppliers may submit a revised price list. The list must be submitted at least 30 days prior to the end of each three-month period. Quarters are identified as:

- Quarter 1 – January thru March
- Quarter 2 – April thru June
- Quarter 3 - July thru September
- Quarter 4 - October thru December

6. Eligible Bidders

Bidders must meet the following criteria in order to be considered responsive and responsible:

Required Documentation:

a. Appendix B - Cost Submittal Worksheet

This is detailed in Section **C. BIDDING INSTRUCTIONS**

b. Appendix B.2 – Item/ Price Sheet

Price Sheet should be sortable and include at minimum the Item number, Manufacturer item number, item description, product category, Manufacturer name, unit of measure, regular price and discounted price. Excel spreadsheet is the preferred format.

c. Appendix C – Worker Protection Form and Investment Certification (BOP 21201)

Pursuant to Executive Order 2021-06, Worker Protection and Investment (October 21, 2021), the Commonwealth is responsible for ensuring that every Pennsylvania worker has a safe and healthy work environment, and the protections afforded them through labor laws. To that end, contractors and grantees of the Commonwealth must certify that they are in compliance with all applicable Pennsylvania state labor and workforce safety laws. Such certification shall be made through the Worker Protection and Investment Certification Form (BOP-2201) (Appendix C). The completed and signed Worker Protection Certification Form shall be submitted with the bid response.

d. Appendix D - Iran Free Procurement Certification Form (BOP 1701)

Prior to entering a contract worth at least \$1,000,000 or more with a Commonwealth entity, a bidder must: a) certify it is not on the current list of persons engaged in investment activities in Iran created by the Pennsylvania Department of General Services (“DGS”) pursuant to Section 3503 of the Procurement Code and is eligible to contract with the Commonwealth under Sections 3501-3506 of the Procurement Code; or b) demonstrate it has received an exception from the certification requirement for that solicitation or contract pursuant to Section 3503(e). All bidders must complete and return the Iran Free Procurement Certification form (Appendix D), which is attached hereto and made part of this IFB. The completed and signed Iran Free Procurement Certification form shall be submitted with the bid response.

e. Appendix E – Lobbying Certification Form

f. Appendix F – COSTARS Election to Participate Form

g. Appendix G - DGS Warehouse Shipping Requirements

These requirements are for the two DGS warehouse locations and may be subject to change, in which the commodity specialist assigned to this contract will communicate to the awarded vendor(s)

h. Authorization Letters

Bidders who are not a manufacturer must submit a letter from the manufacturer(s) stating that the bidder is authorized to sell the product(s) in the Commonwealth of Pennsylvania. These can be in formal or email format. These must be dated within six months of the bid issuance date.

B. ORDERING INFORMATION

1. Best Value Criteria for Using Agencies.

- a.** Best Value Determination refers to the process of selecting the quote (or quotes) which provides the greatest value to the using agency based on the evaluation and comparison of all pertinent criteria, including cost, so that the supplier(s) whose overall quote best suit(s) the using agency's needs is selected.
- b.** Best Value Criteria can include but not limited to:
 - Account Set-up and Ordering Procedures Utilized
 - Shipping and Delivery Times Available
 - Manufacturer availability
 - Cost of Product
 - Type(s) of Materials Requested.
- c.** Best Value Determination Process: Through a Request for Quote (RFQ), the agency will select the supplier(s) whose quote is determined to provide the best value based on the best value criteria set forth on each individual agency's RFQ issued to the Awarded Supplier(s). The best value process must be documented in writing and be retained in the agency file for the specific request. If there is only one supplier, Best Value Determination would not apply, the single supplier is to be awarded.

2. Item Specifications

Upon request, supplier agrees to provide item specifications for any contracted item.

3. Minimum Order

The minimum order qualifying for F.O.B. delivered price to any agency within the Commonwealth of Pennsylvania shall be \$100.00 per single delivery for each Commonwealth location. Supplier is responsible for all shipping/freight costs in association with any order that is issued to their company, providing the agency meets the minimum order dollar amount. If a facility does not meet the minimum order dollar amount, supplier may add a reasonable freight/shipping cost accordingly. Additionally, the Commonwealth will not pay any additional charges related to tariffs.

4. Emergency Orders

All shipping costs associated with an emergency order are the responsibility of the ordering agency regardless of the dollar amount or quantity purchased. This delivery charge cannot exceed the suppliers' actual cost of the product, and the facility must be made aware of this charge prior to shipment of order.

5. Confirmation of Purchase Order

The awarded Supplier is responsible for acknowledging receipt of order (Monday – Friday) within 24 hours of receipt of Purchase Order along with Estimated Time of Arrival (ETA).

Acknowledgement must be made via Fax or E-mail. The supplier must have the ability to accept orders manually, electronically, over the phone or via fax.

6. Addition/Deletion of Products

The supplier is responsible for notifying the Issuing Officer named in Section D.1. of all discontinued Manufacturers / Products in a timely manner. Replacement products may be added to the contract through mutual agreement of the Supplier and the Commonwealth. The Commonwealth will have the final determination to replace the item or bid separately.

Supplier **MAY NOT** substitute any items without the consent of the ordering agency.

7. Returns

Any items delivered in poor condition, that exceed the amount ordered, or not included in the purchase order may, at the discretion of the Commonwealth's ordering entity, be returned to the contractor at the contractor's expense within 30 business days. Credit for returned goods shall be made immediately after the contractor receives the returned item(s). There shall be no restocking fees assessed to the Commonwealth or eligible contract users. In the event the Commonwealth orders the wrong item, the item will be returned to the contractor, either to the distribution center or the nearest retail location, at the expense of the Commonwealth. Credit for returned goods shall be made immediately after the contractor receives the returned item(s).

8. Electronic Interface

The contracted supplier may be required to provide a secure website for purchasers, including a complete listing with contract pricing for all items required under this IFB. These website platforms shall not have any click through terms or hyperlink terms and conditions that attempt to bind the Commonwealth.

9. Cost Savings

The Commonwealth expects the selected suppliers to pass on any saving from any source. Any price decreases will be available immediately to the Commonwealth. Written confirmation of the price decrease must be submitted to the Contractor Officer. Acceptance of any decrease will be made through a notice and posted on the Department of General Services website within five (5) business days.

10. Delivery/Receiving

Delivery schedule must be communicated on an individual basis per facility due to various receiving hours and warehouse requirements. If the provided ETA (reference Section C-6) changes or will not be met, the supplier must advise the appropriate facility of the change. If ETA is compromised, Purchase Orders shall be permitted but not required to be cancelled and awarded to another supplier that is active on the contract due to best value determination (reference Section C-1).

11. Security (Department of Corrections Only)

The Department of Corrections website, <https://www.cor.pa.gov/Pages/default.aspx>, details information for access and information on the Clearance Certificate Requirement. All suppliers or their sub-suppliers who utilize regular delivery transportation will have to submit clearance checks through the original supplier for all drivers (regardless of whether delivery is inside or outside of the fence). Common carriers will not be required to render clearance checks, however, are subject to search and escort procedures. All carriers reporting to outside warehouses must secure their vehicle (windows closed and doors locked), sign in at warehouse and wait for further directions from Corrections staff.

C. ADDITIONAL CONTRACT REQUIREMENTS

1. Reporting

Contractor shall provide reports to Department of General Services or using agencies (preferably in an Excel format) upon request.

The reports shall include:

- Products ordered by each Commonwealth Facility
- Spend by Commonwealth Facility, to include P-Card
- On-time delivery reference Sections C, 6 and 11.
- Back-ordered products (with estimated lead-times)

At the request of DGS, the contractor may be asked to supply a monthly report showing any core items that are back-ordered along with anticipated in-stock dates. The contractor will advise any

agency of backorders from their Purchase Orders with the anticipated ship dates within 24 hours of receipt of the Purchase Order.

The Commonwealth may require the contractor to provide as required “AD-HOC” status, problem identification or other required reports.

2. Third-Party Billing

If capable, the supplier must be willing to work with and bill Medicare, Medical Assistance, and other third-party insurance companies.

The supplier must agree to direct billing for all services and procedures to residents by adhering to the following terms and order of payers for Wound Care services:

- Primary Insurance (if applicable)
- Medicare
- Supplemental Insurance (Medicare deductible/co-insurance only)
- Medical Assistance (deductible/co-insurance only)
- Commonwealth facility as payer of last resort

The supplier is required to have a provider number and bill Medicare, Medicaid, and other third-party payers that provide coverage for any resident. For services rendered to residents who are Medicare, Medicaid, or third-party insurer beneficiaries, the awarded supplier shall bill the appropriate insurer.

The supplier cannot bill the residents or their families for any cost-sharing amounts. The supplier is required to make a good faith effort to obtain reimbursement from third party insurances.

The supplier shall assist the facility in getting authorization for Third-Party Payers. The supplier shall make all corrections to rejected claims; assist with waiver appeals, and correction of billings. The supplier shall accept the insurer’s Usual, Customary, and Regular (URC) rates as the acceptable rate for the services provided. Neither the Commonwealth facility nor the resident shall be responsible to pay the difference between the UCR and the supplier’s rate for a given service. Facility shall provide the supplier with updated resident insurance information as changes occur.

All unpaid bills for cost-sharing amounts must be sent directly to the facility. The Commonwealth facility shall reimburse the vendor without limitations for all cost sharing amounts owed. Supplier to provide an itemized spreadsheet detailing the monthly invoice for all cost sharing amounts. The invoices must include contract number, residents name, description of supply and copy of Explanation of Benefits (EOB).

The supplier shall provide an itemized, monthly invoice for services based on the contract. The original invoice must be mailed to:

Commonwealth of Pennsylvania
PO Box 69180

Harrisburg, PA 17106

3. DGS Warehouse Shipping Requirements

These requirements are for the three DGS warehouse locations and may be subject to change, in which the commodity specialist assigned to this contract will communicate to the awarded vendor(s)

- Locations
 - 905 Elmerton Ave Harrisburg PA, 17110
 - 2221 Forster St. Harrisburg PA, 17125
 - 420 Salem Church Road Mechanicsburg, PA 17050
- Requirements
 - See **Appendix G** - DGS Warehouse Shipping Requirements

D. BIDDING INSTRUCTIONS

1. Question & Answer Period

All questions regarding the IFB must be submitted in writing to the email address of the Issuing Officer provided in the solicitation. Questions received within 48 hours prior to the bid due date and time will be answered at the discretion of the Commonwealth. All questions received will be answered, in writing, and such responses shall be posted to eMarketplace as an addendum to the IFB. See “Questions” in attached Terms and Conditions for additional information.

The Department of General Services (“Issuing Office”) has issued this IFB on behalf of the Commonwealth. The sole point of contract in the Commonwealth for this IFB shall be the Issuing Officer for this IFB. Please refer all inquiries to:

Jason Hildebrandt – Commodity Specialist
Arsenal Building | 1800 Herr St. | Harrisburg, PA 17103-1540
717-346-8188
jahildebra@pa.gov

2. Cost Submittal – Appendix B – Cost Submittal Worksheet

Potential bidders shall indicate what Manufacturers product(s) and percentage discount they can provide by completing Appendix B - Cost Submittal Worksheet. Bidders are not required to bid on all categories. If additional Manufacturers are available, bidders may add them to the list; however, the Commonwealth reserves the right to accept or reject the items.

Best Value Determination Responses shall not exceed the price provided on the Cost Submittal.

The Categories below are examples of items that are appropriate but are not limited to just the specific examples. This contract **does not allow** for any **Pharmaceutical Items**.

- a.** Medical Supplies:

- Patient Care Supplies
- Injection and IV Supplies
- Diagnostic and Testing Supplies
- Respiratory Supplies
- Surgical and Procedure Supplies
- Laboratory Supplies
- Rapid testing kits
- Narcan Convenience Kits (Narcan cannot be included)

b. Medical Equipment:

- Diagnostic Equipment
- Patient Monitoring Equipment
- Therapeutic and Treatment Equipment
- Surgical and Procedure Equipment
- Patient Care and Support Equipment
- Laboratory Equipment
- Emergency and Critical Care Equipment
- Rehabilitation Equipment
- Durable Medical Equipment (DME)

c. Nutritional Supplements:

- Oral Nutritional Supplements (ONS)
- Protein Supplements
- Specialized Medical Nutrition
- Enteral Nutrition Products
- Vitamin and Mineral Supplements

d. Incontinent Supplies:

- Incontinence
- Hygiene Supplies
- Feminine Products (Single and Machine packaging)

Items list must be provided for products offered. In addition to medical supplies the bidder may submit additional services that they can provide. These services may include Medicare B services, training, and any other additional services that may be provided. Items list along with any additional services must be submitted with Bid. Reference Section 6-A, v.)

3. Bid Documentation

Failure to submit the following documentation may result in the bid package being deemed non-responsive and removed from consideration. (For information on these documents, See Section 3-A, i-vi).

- a.** Appendix B - Cost Submittal Sheet
- b.** Appendix B.2 – Item/Price Sheet
- c.** Appendix C – Worker Protection Form and Investment Certification (BOP 21201)
- d.** Appendix D - Iran Free Procurement Certification Form (BOP 1701)
- g.** Appendix E – Lobbying Certification Form
- h.** Appendix F – COSTARS Election to Participate Form
- i.** Appendix G – DGS Warehouse Shipping Standards
- j.** Authorization Letters (ADL)