

# Request for Proposal AEPA #022-B HEALTH & WELLNESS

## Part B – Technical Specifications

### Table of Contents

1.	<a href="#"><u>Scope of Work</u></a> .....	1
2.	<a href="#"><u>Anticipated AEPA Member Agency Participation</u></a> .....	2
3.	<a href="#"><u>Anticipated Volume</u></a> .....	2
4.	<a href="#"><u>Voluntary Pre-Solicitation Conference Call</u></a> .....	2
5.	<a href="#"><u>Glossary of Terms and Abbreviations</u></a> .....	3
6.	<a href="#"><u>Special Terms and Conditions</u></a> .....	3
7.	<a href="#"><u>Product   Category Specific Requirements</u></a> .....	4
8.	<a href="#"><u>Pricing</u></a> – See Pricing section in Part A – General Terms & Conditions for details .....	6
9.	<a href="#"><u>Evaluation</u></a> .....	6

#### 1. Scope of Work

AEPA is seeking qualified, experienced contractor(s) who possess the necessary resources and capabilities to acquire, deliver and perform the required supplies, materials equipment and labor to all participating member states (up to 29) in the category of Health & Wellness.

- a. Respond to request from a number of different types of educational, non-profit, governmental and public institutions seeking health supplies and wellness services.
- b. These parts and supplies will include but are not limited to: general health supplies, disposable products, mobility products, miscellaneous equipment, specialty equipment and supplies/services.
- c. Types of services may include, but are not limited: Instructional, Technical, Telepractice, and Training.
- d. Professional Field Users of Products include but are not limited to: Health/PE Teachers/Professors, Athletic Coaches/Directors, Nurses/CNAs – City/County Hospitals, Early Childhood Centers, K-12, Colleges, Universities, Public Assisted Living/Nursing Homes/Senior Centers, First Responder Agencies EMT/Fire/Police
- e. Telepractice venues include schools, medical centers, rehabilitation hospitals, community health centers, outpatient clinics, universities, residential health care facilities, and child care centers. There are no inherent limits to where telepractice can be implemented, as long as the services comply with national, state, institutional, and professional regulations and policies.

All products offered must be considered new, unused, of the latest design and technology and from the most current and popular product lines available.

## 2. Anticipated AEPA Member Agency Participation

State	Participate? Yes/No/ Undecided	Other States Member Sells In
California	Yes	AZ, NV
Colorado	Undecided	
Connecticut	Yes	NH, NY, RI, VT
Florida	Yes	AL
Georgia	Yes	
Illinois	No	
Indiana	Yes	
Iowa	No	SD
Kansas	Yes	OK
Kentucky	Yes	AL, LA, MS, NC, TN
Massachusetts	Yes	
Michigan	Yes	
Minnesota	Yes	SD
Missouri	Yes	AR, LA, SD
Montana	Yes	ID
Nebraska	Yes	
New Jersey	Yes	
New Mexico	Yes	
North Dakota	Yes	
Ohio	Yes	
Oregon	Yes	
Pennsylvania	Yes	DE, HA, MD, NY
South Carolina	Yes	NC
Texas	Yes	
Virginia	Yes	
Washington	Yes	AK, ID
West Virginia	Yes	
Wisconsin	Yes	
Wyoming	Yes	SD,UT
<b>Total Participating States</b>	Yes	

Please note that individual AEPA Member Agencies that have indicated that they intend to participate in any contract approved under this solicitation, does not guarantee or mean that the individual AEPA Member Agency will enter into a contract with any AEPA approved Vendor Partner. Each AEPA Member Agency will make that determination after reviewing Vendor Partner responses and AEPA's recommendation for acceptance and award. The AEPA Member Agency's contracting decision shall be final.

## 3. Anticipated Volume

Health & Wellness is a new category for AEPA. The resulting award will be an Indefinite Delivery, Indefinite Quantity (IDIQ) contract(s). AEPA Member Agencies estimate approximately \$5 million in sales in the first contract term. AEPA Member Agencies anticipate that purchase volumes will increase over the course of contract years two (2) through four (4). This information is provided as an aid to Respondents in preparing responses only. It is not to be considered a guarantee of volume under this RFP. The successful Vendor Partner's discount and pricing schedule shall apply regardless of the volume of business under the contract.

## 4. Voluntary Pre-Solicitation Conference Call

AEPA will host a voluntary pre-solicitation conference call for any interested Respondents or potential Respondents. The conference call times are set in the following schedule for each of the four contiguous

United States time zones. No pre-registration will be required. Recording of the conference call will be posted on the AEPA Website.

**Voluntary Pre-Bid Conference Call Schedule (All Categories) – August 12, 2021**

Solicitation	Eastern	Central	Mountain	Pacific
022-A Furniture	11:00 AM	10:00 AM	9:00 AM	8:00 AM
022-B Health & Wellness	11:30 AM	10:30 AM	9:30 AM	8:30 AM
022-C Institutional Kitchen Equipment	12:00 PM	11:00 AM	10:00 AM	9:00 AM
022-E LED Lighting	1:00 PM	12:00 PM	11:00 AM	10:00 AM
022-F Event Seating & Staging Solutions	1:30 PM	12:30 PM	11:30 AM	10:30 AM
022-G Technology	2:00 PM	1:00 PM	12:00 PM	11:00 AM

**Conference Call Number/Online Connection:**

<https://us02web.zoom.us/j/89655631428?pwd=Qno1L1cxuDhwNjZvZzErMzZmYWtyQT09>

**Conference Call Code:** g1QWHk

**Dial In Information:**

+1 312 626 6799

**Meeting ID:** 896 5563 1428

**Passcode:** 691841

**5. Glossary of Terms and Abbreviations**

Abbreviations and Acronyms for Standards and Regulations: Where abbreviations and acronyms are used in specifications or other contract documents, they shall mean the recognized name of the organizations responsible for the standards and regulations in the following list. Names, telephone numbers, and websites are subject to change and are believed to be accurate and up-to-date as of the date of the contract documents.

- a. Food and Drug Administration (FDA) - Common FDA regulations standards and best practices. FDA regulations that apply to all industries in the life science space - Good manufacturing practices (GMP), Good clinical practices (GCP), Good laboratory practices (GLP), FDA enforcement actions, Warning Letters, Quality and safety standards, CAPA, Data management and documentation, Verification and validation, Packaging and labeling, etc.
  - a. Sub Categories: Risk Management | Packaging and Labeling | FDA Audit and Inspection | Drug and Device Approvals | FDA Validation | FDA 21 CFR Part 11 | Marketing and Promotion | Documentation and IT | Quality and Safety | Regulations & Guidance's | Best Practices & GXP's
- b. American National Standards Institute (ANSI)
- c. Americans with Disabilities Act (ADA)
- d. Occupational Safety and Health Administration (OSHA)
- e. Centers of Disease Control (CDC)
- f. Safety Data Sheets (SDS)
- g. Code of Federal Regulations (CFR)
- h. American Speech-Language-Hearing Association (ASHA)

**6. Special Terms and Conditions**

Item	Description
6.1.1.	The Vendor Partner will have access to a full inventory of the awarded product line.
6.1.2.	The Vendor Partner shall maintain a minimum monthly overall average fill rate of 95% or above. Line items that are reordered, backordered, or partially filled are not considered filled line items when calculating this service level.
6.1.3.	Orders must be shipped within 48 hours after receipt of an order 90% of the time. The Vendor Partner

Item	Description
	will notify the Buyer if product ordered cannot be shipped within this time period providing expected ship date enabling the buyer the opportunity to secure product elsewhere.
6.1.4.	Vendor Partners must be a manufacturer's authorized sales and service dealer for all proposed equipment/software/supplies. An authorized sales and service dealer is defined in this solicitation as one purchasing their products for resell directly from the manufacturer(s) or the manufacturer's approved channels. Products that result from new authorized sales and service dealer arrangements between the Vendor Partner and the manufacturer during the term of this contract may be added and offered through the AEPA Member State contract.
6.1.5.	All charges and components necessary for performance of the contract shall be clearly identified even if such are not specifically addressed in any paragraph or sub-paragraph or form that is a part of this request.
6.1.6.	If the Vendor Partner intends to utilize independent agents/distributors, subcontractors and/or third-party agents to perform and/or provide any part of the products and services offered herein, the Vendor Partner must identify all providers and any and all associated costs with these providers.
6.1.7.	Optional services must be identified separately, and must include clear descriptions of proposed products/services within FDA, CFR, ADA, OSHA, ANSI, CDC, and SDS, licensing and/or certifications per Member Agency. A separate product sheet, where applicable, must be provided for each individual item/service when purchase is made.
6.1.8.	Vendor Partners must provide a product or mix of products in a manner that will allow Buyers to migrate to emerging technologies/services and between legacy technologies (where applicable) with no penalty charge associated with maintaining the most appropriate selections of goods and services throughout the life of the contract.
6.1.9.	Vendor Partners must be able to supply catalogs when requested. The catalog shall have a cover label indicating that the catalog's contents are available through the participating Member Agency and the AEPA contract. The label shall identify the agency's contract number, discount level(s) and any special ordering instructions.
6.1.10.	Packing slips shall accompany all deliveries and shall contain Buyer's purchase order number, vendor name and name of article. Cartons shall be identified by purchase order number and vendor name.
6.1.11.	Orders not filled and partials shall be indicated on the packing list. Vendor Partner shall inform member of anticipated availability date for unfilled and partial orders.
6.1.12.	All products sold by the Vendor Partner must be new. Only the newest versions of software and equipment will be solicitation. Older versions will only be sold if specifically requested from the Buyer. Vendor Partner may offer reconditioned products as a Voluntary Alternate; such items shall be marketed and labeled as being reconditioned.
6.1.13.	Products that have a 30/60/90 day money back guarantee will be clearly identified in the catalog and on the web site (if applicable).
6.1.14.	Vendor Partner has the option to offer private label products. Vendor Partner shall maintain the same manufacturer specifications for private label products throughout the term of contract. Any change of manufacturers for a private label shall result in offerings equal to or superior to the originally approved manufacturer at a price equal to or lower than the original offering.
6.1.15.	Vendor Partner must maintain a toll free technical support line open 8 a.m. Eastern Time zone until 5 p.m., Pacific Time zone, Monday through Friday. Callers must have access to a live technician fluent in English.
6.1.16.	If the Vendor Partner makes an error in pricing (typographical or photographic error, for example), the Buyer reserves the right to return the product. The Vendor Partner agrees to pay for cost of any returned product due to a pricing error.
6.1.17.	Products sold shall be FOB Destination, freight prepaid and added to invoice. The Vendor Partner will quote shipping prior to a PO being issued.

## 7. Product | Category Specific Specifications

Item	Description
7.1.1.	Vendors proposing health and wellness supplies, equipment, etc. shall provide brands/manufacturers that include but are not limited to: 3M, Amico, BD, Cardinal Health, Covidien, Roche, Evac, Ferno, GE Healthcare, Health-o-Meter, Hillrom, Invacare, LifeSecure, McKesson, Medline, MobileAide, Novum, Pedagogy, Quidell, Rice Lake Riester, Seca, Seimens, Sekisui, Striker, Welch Allyn, and Zoll.
7.1.2.	Disposables; Masks, Shields, Gloves, Emergency Trauma Kits, Basic Protection Kits, Protective

Item	Description
	Apparel, Clean up Kits -Blood borne Pathogen and Bodily Fluids, and any other safety items not listed.
7.1.3.	Diagnostic; Portable Thermal Imaging, No Touch Thermometers, Oximeters, Sphygmomanometers, Modular Diagnostics, Scales, Stadiometers, Body Mass Index Devices, Monitoring Devices (carbon dioxide), Vital Signs, and any other portable diagnostic equipment/supplies not listed.
7.1.4.	First Response; Automated External Defibrillator, Bag Valve Mask, Emergency Oxygen, CPR/AED replacement accessories, EMS Field Ready Bundles, Wound Care, Tourniquets, and any other first response equipment/supplies not listed
7.1.5.	First Aid; Kits, Splints, Slings, Bandages, Gauzes, Adhesives/Tapes, Depressors, Swabs, Hot/Cold Packs, Antiseptics, Ointments, Ear/Eye/Skin Care, Trauma, Wash & Basins, Anti-inflammatory, Cleansers, and any other first aid supplies not listed.
7.1.6.	Mobility Aids - Manual & Power Devices; Walkers, Canes, Crutches, Braces, Rollators, Wheel Chairs, Ambulation, Lifts, Cots, Stretchers, Exercise Aids, Privacy Screens, and any other mobility aids not listed.
7.1.7.	Carts & Storage; Vaccine Refrigerators, Vaccine Freezers, Under Counter Refrigerators, Compact Refrigerators, Counter Height Refrigerators, Low Temperature Refrigerators, Mobil Storage, Utility Carts, Sharpens Dispenser, COWs, WOWs (computers on wheels, workstations on wheels), and any other carts or storage units not listed.
7.1.8.	Training Materials; Books, Curriculum, Manikins, Anatomical Models/Charts, Software, Instructional Trainings & Courses, and any other training materials not listed.
7.1.9.	Miscellaneous; Batteries, Cables, Sensors, Replacement/Emergency Accessories, and any other miscellaneous items not listed.
7.1.10.	The catalog includes a variety of manufacturers of specified products and services, and 80% or more of the catalog must be dedicated to Health Supplies.

### Telepractice & Wellness Services

Item	Description
7.2.1.	Telepractice. Wellness Services that are conducted with interactive audio and video connection in real time to create an in-person experience similar to that achieved in a traditional encounter.
7.2.2.	<p>Performance of services to clients shall include, but not limited to:</p> <p>Physical and sensory characteristics, including:</p> <ul style="list-style-type: none"> <li>• Hearing ability;</li> <li>• Visual ability (e.g., ability to see material on a computer monitor);</li> <li>• Manual dexterity (e.g., ability to operate a keyboard if needed); and</li> <li>• Physical endurance (e.g., sitting tolerance).</li> </ul> <p>Cognitive, behavioral, and/or motivational characteristics, including:</p> <ul style="list-style-type: none"> <li>• Level of cognitive functioning;</li> <li>• Ability to maintain attention (e.g., to a video monitor);</li> <li>• Ability to sit in front of a camera and minimize extraneous movements to avoid compromising the image resolution; and</li> <li>• Willingness of the client and family/caregiver (as appropriate) to receive services via telepractice.</li> </ul> <p>Communication characteristics, including:</p> <ul style="list-style-type: none"> <li>• Auditory comprehension;</li> <li>• Literacy;</li> <li>• Speech intelligibility;</li> <li>• Cultural/linguistic variables; and</li> <li>• Availability of an interpreter.</li> </ul> <p>Support resources, including:</p> <ul style="list-style-type: none"> <li>• Availability of technology;</li> <li>• Access to and availability of resources (e.g., computer, adequate bandwidth, facilitator);</li> <li>• Appropriate environment for telepractice (e.g., quiet room with minimal distractions); and</li> <li>• Ability of the client, caregiver, and/or facilitator to follow directions to operate and troubleshoot telepractice technology and transmission.</li> </ul>
7.2.3.	Clinicians and programs shall verify state licensure and payer definitions to ensure that a particular type of service delivery is consistent with regulation and payment policies.

Item	Description
7.2.4.	Use of telepractice must be equivalent to the quality of services provided in person and consistent with adherence to the Code of Ethics (ASHA, 2016a).
7.2.5.	Individuals who hold the Certificate of Clinical Competence shall engage in only those aspects of the professions that are within the scope of their professional practice and competence, considering their certification status, education, training, and experience.
7.2.6.	Provide services via telepractice consistent with professional standards and state and federal regulations.

## 8. Pricing

AEPA has identified acceptable pricing methodologies that are to be utilized to submit pricing. Pricing strategy descriptions are found in Part A – AEPA Instructions and General Terms and Conditions. We request that the pricing response contain sufficiently detailed information to determine a realistic cost for AEPA member agencies. The Vendor Partner agrees that the cost for any item offered on this contract will be uniform for all states, and that any differences in pricing are due to state specific installation and labor costs, AEPA Member Agency’s Administrative Fee, or other approved reasons. The respondent must provide their pricing as requested utilizing the various pricing methodologies specified. The Vendor Partner must agree that they will offer prices equal to or better than what they ordinarily offer to individual entities or cooperatives with equal or lesser volume.

AEPA is expecting pricing on the vendor’s entire offering under the scope of this solicitation. Proposers are encouraged to offer optional pricing strategies (Volume discounts, Customized Price Lists, Specials), and additional financing options.

For services, vendors may respond with a discount off labor and material costs. Labor must be sufficiently itemized by title and include total rate (salary and fringe). Material costs must be itemized. Any Vendor Partner awarded under a time and materials pricing strategy must provide a “not to exceed” project quote to the purchasing Agency for work approval.

AEPA requires that pricing be returned using the Part F Excel Forms provided.

### 1. Part F - Pricing Workbook

- a. Pricing shall be completed on the provided pricing sheets (Microsoft Excel Workbook) with the individual tables to be completed as directed:
  - F.1 - Catalog Discount (Required)
  - F.2 - Price Schedule (Required)
  - F.3 - Services Price Schedule (Optional)
  - F.4 - Volume Discounts (Optional)
- b. Pricing will be evaluated on a combination of items from all pricing schedules. Pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. See Evaluation, Approval and Award in Part A – Terms and Conditions for additional information.

## 9. Evaluation

The AEPA Committee for this category will evaluate proposals based on the entire response, and according to the criteria detailed in Part A for AEPA’s definition of Responsive and Responsible proposals. A recommendation may be made to recommend a single response, or to recommend multiple offers based on differentiation of product or service. AEPA will vote as a whole to accept or not accept a committee’s recommendation. Once accepted, each recommended response will go to the individual states for contract approval. Please note, pricing evaluation may include other considerations, including the total cost of the acquisition and whether the Proposer’s offering represents the best value. The evaluation committee may consider such factors as life-cycle costs, total cost of ownership, quality, and the suitability of an offering in meeting AEPA members’ needs.

Criteria	Yes/No
Complete Response to Solicitation	
Financial Viability	
Ability to provide good/services to 90% of participating agencies.	
Criteria	Points
Conformance to Terms and Conditions	5
Pricing EQUAL TO or BETTER THAN offered to individual entities or cooperatives with Equal or Lesser Volume	9
Quality and Suitability of Products, Services & Solutions Offered	9
Marketing Plan	8
Demonstrated Track Record of Performance in the Public Marketplace (may include reference checks)	9
Value Added Attributes	9
<b>Total Score - Technical</b>	<b>49</b>
Cost Evaluation	51
<b>Total Scores</b>	<b>100</b>