



FLORIDA DEPARTMENT OF MANAGEMENT SERVICES

state purchasing

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**Request for Proposals (RFP)
For
Medical and Dental Supplies**

RFP No. 15-42000000-MD-S

**The State of Florida
Department of Management Services**

June 14, 2016

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Section 1 Introduction

The State of Florida (State), Department of Management Services (Department), invites interested Respondents to submit proposals in accordance with this solicitation for medical and dental supplies.

The purpose of the solicitation is to replace a current (#475-000-11-1) State Term Contract (STC), for use by state agencies and other eligible users. The current STC for medical and dental supplies has an estimated annual spend of \$14 million dollars. Estimated spend is for informational purposes only and must not be construed as representing actual, guaranteed, or minimum spend under any new contract resulting from this RFP.

This solicitation will be administered using the Vendor Bid System (VBS) which serves as the official record and the MyFloridaMarketPlace (MFMP) Sourcing system. Information about submitting a proposal can be found in Section 4, Respondent Submission. Vendors interested in submitting a proposal to this solicitation must comply with all of the terms and conditions listed in the RFP and supporting attachments.

1.1 Objective

The objective of the Department in issuing this solicitation is to establish a STC as defined by subsection 287.012(28), Florida Statutes. Information regarding the desired products can be found in Section 6, Scope of Work. The Department intends to award contracts to responsive and responsible Respondents who provide the highest percentage off MSRP for each Category, (medical or dental supplies), including both the initial and renewal terms.

1.2 Term

The initial term will be for five (5) years, with up to five (5) renewal years. Any resultant contract is anticipated to be effective November 15, 2016 and end on November 14, 2021.

Upon written agreement, the Department and the Contractor may renew the Contract in whole or in part, for up to five years, at the renewal pricing specified in the Contract.

1.3 Definitions

The definitions listed below apply to this solicitation in addition to the definitions in the General Contract Conditions, Attachment P and General Instructions to Respondents ([PUR 1001](#)), incorporated into this solicitation by reference. In case of any conflict between these definitions and those in Attachment P and PUR 1001, the definitions below will take precedence.

1.3.1 Category

Dental or medical supplies.

1.3.2 Contract(s)

An agreement that results from this competitive procurement, if any, between the Department and the awarded, responsive and responsible Respondent(s).

1.3.3 Contractor(s)

A Respondent who contracts to sell the commodities or contractual services of this competitive procurement.

1.3.4 Group

Collection of products as outlined under medical or dental supply Categories.

1.3.5 Manufacturer

The original producer or provider of medical or dental products and/or equipment responsive to this solicitation.

1.3.6 MSRP

An acronym for the Manufacturer's Suggested Retail Price (MSRP). It represents the Manufacturer's recommended retail selling price, list price, published price, or other usual and/or customary price that would be paid by the purchaser for specific commodities or equipment models, and contractual services without benefit of a contract resulting from the solicitation, if awarded. MSRPs shall be formally published by the manufacturer, publicly listed and available, and verifiable by the Department. If two or more prices fit this definition for a pertinent commodity, equipment model or contractual service, the Respondent will supply the lowest price as the MSRP.

1.3.7 Other Eligible User(s)

As defined in Rule 60A-1.005, Florida Administrative Code.

1.3.8 Prior Relevant Experience

Working experience in the medical and dental supplies field.

1.3.9 Responsible Vendor

As defined in subsection 287.012(25), Florida Statutes, means a Vendor who has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance.

1.3.10 Responsive Proposal

As defined in subsection 287.012(26), Florida Statutes, means a proposal submitted by a responsible and responsive Vendor that conforms in all material respects to the solicitation.

1.3.11 State

The State of Florida.

1.3.12 UNSPSC

An acronym for the United Nations Standard Products and Services Code.

1.3.13 Vendor

The entity that is in the business of providing a commodity or service similar to those listed within this solicitation.

1.3.14 Vendor Managed Inventory (VMI)

VMI is an inventory management technique in which a supplier of goods, usually the manufacturer, is responsible for optimizing the inventory held by a distributor.

1.4 Special Accommodations

Any person requiring a special accommodation due to a disability should contact the Department's Americans with Disabilities Act (ADA) Coordinator, at (850) 922-7535. Requests for accommodation for meetings must be made at least five (5) workdays prior to the meeting. A person who is hearing or speech impaired can contact the ADA Coordinator by using the Florida Relay Service at (800) 955-8771 (TDD).

1.5 Commodity Codes

The UNSPSC used for this solicitation and subsequent contract are outlined below:

1.5.1 Medical Commodity Codes:

Group No.	Group:	UNSPSC:
1	Automated External Defibrillators (AED)	42172200
2	Medical and Patient Apparel	42131500; 42131600; 53102300
3	Blood Collection	42000000
4	Diabetic Supplies (excludes Insulin needles and syringes)	51181500
5	Diagnostic Equipment/Instruments/Supplies	14111539; 14111818; 41115800; 42181500; 42182000; 42182100 ; 42182200;
6	Emergency and Surgical Equipment/Supplies	42171900; 42172200; 42291800; 42295400
7	Equipment and Furniture	42141600; 42182600; 42192000
8	Exam Room Supplies (excludes Equipment and Furniture)	14111609
9	Feeding Supplies	24122000; 42231500; 42231800
10	First Aid/Wound Care	42311500; 42172000
11	Gloves/Dispensers	42132200
12	Hospital Supplies	42132100
13	Infection Control	42281500
14	Janitorial Supplies	14111700; 14111701; 14111703; 14111704
15	Laboratory	41103200; 41121800
16	Orthopedics	42242300; 42251600
17	Patient/Personal Care	42140000
18	Respiratory	42271500; 42271800
19	Syringes and Needles	41122000; 42312200
20	Testing Supplies	41104100
21	Urology and Ostomy	42221500; 42295400
22	Disability Aids (Wheelchairs/Walking Aids)	42211500;42211600; 42211700;42211800; 42211900; 42212100; 42212200; 42212300
23	Autopsy Equipment and Supplies	42261600
24	Medical Training Equipment and Supplies	42301500

1.5.2 Dental Commodity Codes:

Group No.	Group:	UNSPSC:
1	Adhesive Agents, Materials and Accessories	42152500
2	Air/Water Syringes and Evacuation system parts	42152500
3	Cotton and Paper Supplies	42141500
4	Crown and Bridge	42151600
5	Dispensing Syringes, guns and mixing supplies	42152500
6	Endodontics	42151600
7	Finishing and polishing	42151800
8	Gloves/Dispensers	42132200
9	Hand pieces-Air and Electric	42152500
10	Impression material and accessories	42152100
11	Infection control	42152200
12	Instruments	42151600
13	Lab products	42152200
14	Miscellaneous Supplies	42152500
15	Orthodontic	42152700
16	Personal Apparel	42131500; 42131600
17	Preventive	42151900
18	Restorative/Cosmetic	42151500
19	Rotary Instruments	42151600
20	Safety	42172200
21	Small equipment	42151700
22	Surgical	42152600
23	X-ray and Digital Imaging	42152000

1.6 Procurement Officer

The Procurement Officer is the sole point of contact for information regarding this solicitation from the date of release of the solicitation until the contract award is made and announced on the VBS. The Procurement Officer and contact information is listed below.

Stephanie Sanford, Category Manager
Division of State Purchasing
Florida Department of Management Services
4050 Esplanade Way, Suite 360, Tallahassee, FL 32399-0950
Phone: 850-921-7874
Email: Stephanie.Sanford@dms.myflorida.com

******ALL EMAILS TO PROCUREMENT OFFICE SHOULD CONTAIN THE SOLICITATION NUMBER IN THE SUBJECT LINE OF THE EMAIL******

1.7 Submitting Questions

All questions regarding the content of this solicitation must be submitted in accordance with section 5 of the PUR 1001. Directions on submitting questions can be found in section 2.7 of this solicitation.

1.7.1 Limit on Contact Reminder

Please note: section 21 of the PUR 1001 incorporated into this solicitation by reference, provides the following:

“Respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.”

1.8 Must, Shall, Will and Is Required

Although this solicitation uses terms such as “must”, “shall”, “will”, and “is required”, and may define certain items as requirements, the Department reserves the right, in its discretion, to waive any minor irregularity, technicality, or omission if the Department determines that it is in the best interest of the state to do so. However, failure to provide requested information may result in the rejection of a proposal. There is no guarantee that the Department will waive an omission or deviation, or that any Vendor with a proposal containing a deviation or omission will be considered for award of this procurement. The Department may reject any proposal not submitted in the manner specified by this solicitation.

1.9 Who May Respond

The Department will evaluate proposals from responsive and responsible Vendors that have Prior Relevant Experience that meets the specifications of this RFP.

The Department reserves the right to request additional information and/or clarification pertaining to the Respondent’s experience, ability, and qualifications to perform services described in this RFP, during the solicitation or after contract award.

A Respondent who fails to provide the requested information and/or clarification or submits false or erroneous information may be rejected as non-responsive.

If the Respondent’s Proposal is found to contain false and/or erroneous information after contract award, the contract may be terminated.

All Respondents must be eligible to do business with the State of Florida and registered through the Department of State. Website: www.sunbiz.org.

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Section 2 Solicitation Overview

2.1 Governance

The solicitation is governed by Chapter 287, Florida Statutes, and Chapter 60A-1, Florida Administrative Code.

2.2 Vendor Bid System

The Vendor Bid System (VBS) is the State of Florida's official record for competitive solicitations, supporting attachments, addenda and agency decisions. To view solicitations and supporting documentation on the VBS, please visit the following website:

http://www.myflorida.com/apps/vbs/vbs_main_menu

2.3 MFMP Sourcing

Since July 1, 2003, the Department has used the online e-procurement system known as MyFloridaMarketPlace (MFMP). This solicitation will be administered using VBS and the [MFMP Sourcing](#) and will have the following phases:

2.3.1 MFMP Sourcing Posting Phase

A solicitation formally begins when the Department posts the solicitation and supporting documents on the VBS and publishes an MFMP Sourcing event.

2.3.2 'Preview' Status (if applicable)

A solicitation is published as a 'Public Event' in MFMP Sourcing and is initially in 'Preview' status. When the solicitation is in 'Preview' status, Vendors can view and download all information related to the solicitation and ask questions to the Procurement Officer in the 'Messages' tab of the event. For more information on submitting a question in MFMP Sourcing, see Section 2.7.

The solicitation remains in 'Preview' status until the 'Open' status begins.

2.3.3 'Open' Status

The solicitation enters 'Open' status on the date listed on the Timeline of Events. When a solicitation is in 'Open' status, all Vendors who have accepted the 'Bidders Agreement' in MFMP Sourcing may submit proposals until the Proposals Due Date and Time listed in the Timeline of Events.

The solicitation remains in 'Open' status until the Proposal Due Date and Time listed in the Timeline of Events.

2.3.4 'Pending Selection' Status

The solicitation enters 'Pending Selection' status after the Proposal Due Date until the completed/awarded status begins as stated below. When a solicitation is in 'Pending Selection' status, vendors are no longer able to submit proposals in accordance with the Timeline of Events.

2.3.5 'Completed/Awarded' Status

The solicitation enters 'Completed/Awarded' status after the Notice of Intent to Award has been published on the Vendor Bid System, in accordance with the Timeline of

Events. This status indicates the MFMP Sourcing event has been completed and the term 'Award' in MFMP Sourcing refers solely to system function.

2.4 Timeline of Events

Respondents should become familiar with the Timeline of Events, Attachment A. The dates and times within the Timeline of Events may be subject to change. All events following the Proposal Opening are anticipated and subject to change in time, date, and location. Any changes to the Timeline of Events will be made through an addendum to the solicitation posted on the [Vendor Bid System](#). It is the responsibility of the Respondent to check for any changes to the timeline.

DO NOT RELY ON THE MYFLORIDAMARKETPLACE SOURCING TOOL'S TIME REMAINING CLOCK. THE OFFICIAL SOLICITATION CLOSING TIME AND RESPONSE DEADLINES SHALL BE AS REFLECTED IN THE TIMELINE OF EVENTS.

The MyFloridaMarketPlace Sourcing Tool's time remaining clock is not the official submission date and time deadline, it is intended only to approximate the solicitation closing and it is strongly recommended to submit your response as early as possible. You should allow time to receive any requested assistance and to receive verification of your submittal; waiting until the last hours of the solicitation could impact the timely submittal of your response.

2.5 Non-Mandatory Pre-Response Conference/MFMP Training Event

The Non-Mandatory Pre-Response Conference/MFMP training event will be held to discuss how to view and respond to solicitations in [MFMP Sourcing](#). The non-mandatory pre-response conference/MFMP training event will be held at the date and time specified in the Timeline of Events. Attendance is optional, but encouraged. Vendors will attend the webinar from their computer, tablet, or smartphone by clicking the link found in the Timeline of Events at the time of the training. A pdf of the presentation is available [here](#). If you are unable to attend the training, the MFMP team offers many other training resources, including recorded, online trainings and job aids; view them on the [MFMP for Vendors website](#).

2.6 Public Meetings during the Solicitation

The Department may conduct public meetings related to this competitive solicitation. Members of the general public, current Vendors, potential Vendors, and interested persons may attend any public meeting. Each public meeting will be held according to the Timeline of Events.

2.7 Question Period

The Department invites interested and registered Vendors to submit questions regarding the solicitation.

Vendors who have 'Joined' the MFMP Sourcing event are able to submit questions using the MFMP Sourcing 'Messages' tab (referred to as the "Q&A Board" in PUR 1001). Questions can be submitted in MFMP Sourcing until the Question Submission Deadline listed in the Timeline of Events.

The following quoted text replaces Paragraph 5 of PUR 1001:

"Questions must be submitted via the Q&A Board within MFMP Sourcing and must be RECEIVED NO LATER THAN the time and date reflected in the Timeline of Events. Questions shall be answered in accordance with the Timeline of Events. All questions submitted shall be published and answered in a manner that all respondents will be able to view. Respondents shall not contact any other employee of the Buyer or the State for information with respect to

this solicitation. Each respondent is responsible for monitoring the Vendor Bid System for new or changing information. The Buyer shall not be bound by any verbal information or by any written information that is not contained within the solicitation documents or formally noticed and issued by the Buyer's contracting personnel. Questions to the Procurement Officer or to any Buyer personnel shall not constitute formal protest of the specifications or of the solicitation, a process addressed in section 20 of the PUR 1001."

RESPONDENTS ARE STRONGLY ENCOURAGED TO RAISE ANY QUESTIONS OR CONCERNS THEY MAY HAVE REGARDING THIS RFP, INCLUDING THE PROPOSED CONTRACT TERMS AND CONDITIONS, DURING THE OPEN QUESTION PERIOD.

2.8 Question and Answer (Q&A)

The Department will issue an addendum containing the questions submitted by Respondents and the written, binding answers of the Department. This addendum will be issued according to the Timeline of Events.

2.9 Addenda

The Department reserves the right to modify this solicitation by issuing addenda. Addenda may modify any aspect of this solicitation. Addenda issued will be posted on the VBS. It is the Respondent's responsibility to check for any changes to a solicitation prior to submitting a proposal.

2.10 Contract Formation

The Department intends to enter into a Contract with each awarded Vendor(s). A copy of the draft State Term Contract is incorporated as Attachment O.

By submitting a proposal to this solicitation the Respondent agrees to and waives any objections to requirements contained therein. By submitting a proposal the Respondent certifies that it agrees to and satisfies all criteria, terms and conditions specified in the solicitation and draft State Term Contract.

2.11 Proposal Contents

The Respondent's proposal shall be organized as directed in Section 4 of this solicitation. Respondents shall complete each section entirely or the proposal may be deemed non-responsive.

2.12 Replacement or Withdrawal of Proposal

Respondents are responsible for the content and accuracy of their proposal. Respondents may modify or withdraw their proposal at any time **prior** to the proposal due date in accordance with the Timeline of Events. For instructions on how to modify your proposal, please visit the following:

MFMP University for Vendors offers vendor training materials on the Department's website at:

http://www.dms.myflorida.com/mfmp_vendor_training

Also, please review the following file, which provides assistance with responding to MFMP Sourcing events:

http://www.dms.myflorida.com/media/purchasing/mfmp_files/buyers/state_purchasing_vendor_pre_bid_deck_2015

2.13 Commitment to Diversity in Government Contracting

The State of Florida is committed to supporting its diverse business industry and population through ensuring participation by woman-, veteran-, and minority-owned business enterprises in the economic life of the state. The State of Florida Mentor Protégé Program connects certified business enterprises with private corporations for business development mentoring. The Department strongly encourages firms doing business with the State of Florida to consider participating in this initiative. For more information on the Mentor Protégé Program, please contact the Office of Supplier Diversity at (850) 487-0915 or osdinfo@dms.myflorida.com.

The Department supports diversity in its procurement program and requests that all subcontracting opportunities afforded by this solicitation enthusiastically embrace diversity. The award of subcontracts should reflect the vast array of citizens in the State of Florida. The Respondent can contact the Office of Supplier Diversity at (850) 487-0915 for information on certified business enterprises that may be considered for subcontracting opportunities.

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Section 3 Contract Conditions (General and Special)

This section contains the General and Special Contract Conditions to Respondents, information concerning the MFMP Sourcing Tool, and Mandatory Requirements/Qualification Questions. In the event of conflict between the General Contract Conditions and Special Contract Conditions, the Special Contract Conditions shall take priority.

3.1 Order of Precedence

In the event conflict exists among the documents comprising the RFP, the conflict will be resolved in the following order of priority (highest to lowest):

1. Addenda, in reverse order of issuance
2. Scope of Work (Section 6)
3. Special Contract Conditions (Attachment Q)
4. General Contract Conditions (Attachment P)
5. Evaluation Methodology and Basis of Award (Section 5 and Section 5.4)
6. RFP Attachments (not listed above as having a higher priority) (Section 7)
7. Introduction (Section 1)

3.2 Submitting a Proposal

Respondents will submit their questions and proposals electronically via MFMP Sourcing. To participate within MFMP Sourcing, a Respondent must be a registered vendor in the MFMP Vendor Information Portal (VIP). The Department will only evaluate proposals submitted using MFMP Sourcing.

Vendors must 'Join' the MFMP Sourcing event and answer the Mandatory Requirements/Qualification Questions in Section 4.1 in order to be able to submit a proposal. As a reminder, the Department strongly recommends setting your MS Internet Explorer browser to compatibility mode while using MFMP applications. For more information regarding recommended internet browser settings, please click [here](#).

ALL VENDORS MUST 'JOIN' THE MFMP SOURCING EVENT BY THE TIME AND DATE LISTED IN THE TIMELINE OF EVENTS.

In order to 'Join' the MFMP Sourcing event vendors must:

- a) Have a current MFMP vendor registration within the MFMP Vendor Information Portal (VIP); and
- b) Select 'Yes' to participate in electronic sourcing events in MFMP Sourcing.

The MFMP Sourcing may be accessed using the following link:

<https://sourcing.myfloridamarketplace.com>

3.2.1 MFMP Sourcing File Attachment Naming Convention:

Attachments submitted in MFMP Sourcing shall be uploaded in their original format and should be similar to the following file naming conventions:

Example:

JohnDoeLLC_ExecutiveSummary.pdf
JohnDoeLLC_Attachment_A.pdf
JohnDoeLLC_Attachment_B.docx
JohnDoeLLC_Attachment_C.pdf
JohnDoeLLC_Attachment_D.pdf
JohnDoeLLC_PriceSheet.xls

3.2.2 MFMP Registration

Registered Vendors: Login using your MFMP VIP username and password to ensure your contact information is correct and that you have registered with the commodity code of the MFMP Sourcing event, and also ensure that you have indicated on the 'Solicitations' page that you wish to participate in electronic solicitations in MFMP Sourcing.

If you are not currently registered with MFMP VIP you must:

- a) Create an account through the MFMP VIP.
- b) Within MFMP VIP, indicate on the Solicitations page that you wish to participate in electronic solicitations.
- c) Within MFMP VIP, in the Commodity Selections section, select the commodity codes for the goods and services that your business would like to provide to the state. You will not receive notifications for commodity codes that you do not select.

Please note: VBS and MFMP Sourcing provide automated notifications to the vendor community, as a courtesy, based on commodity codes that are tied to a vendor's registration in the MFMP VIP. Vendors with a commodity code that matches the commodity code of the MFMP Sourcing event will be able to 'Join' the MFMP Sourcing event. If a vendor doesn't have a matching commodity code, VBS and MFMP Sourcing will not provide a courtesy notification and the vendor will not be able to 'Join' the MFMP Sourcing event. Vendors have the ability to access and update their registration in VIP by adding commodity codes to their business profile. Changes made in MFMP VIP, including new registrations, may take 48 hours to take effect.

The MFMP VIP can be accessed via this link: <https://vendor.myfloridamarketplace.com/>

3.3 MFMP Training

MFMP University offers vendor training materials on the Department's website at:

<http://www.dms.myflorida.com/mfmp/vendor/trainingmaterials>

Vendors may download the pdf documents for review.

Please visit [MFMP University](#) to access recorded online trainings on a variety of topics, including Vendor Registration and Selecting Commodity Codes.

3.4 MFMP Assistance

If vendors need assistance with using MFMP, please contact the MFMP Vendor Help Desk at VendorHelp@myfloridamarketplace.com or (866) 352-3776.

3.5 Additional Information

Failure to supply supporting or additional information or documentation as requested by the Department may result in the proposal being rejected as non-responsive.

3.6 No Alternate Proposal

Each Respondent may only submit one proposal. The Department seeks each Respondent's single-best proposal for the State of Florida, as outlined in the solicitation.

3.7 Redacted Submission

The following subsection supplements section 19 of the PUR 1001. If a Respondent considers any portion of the documents, data or records submitted in response to this solicitation to be confidential, proprietary, trade secret or otherwise not subject to disclosure, pursuant to Chapter 119, Florida Statutes, the Florida Constitution or other authority, the Respondent is to mark the document as "Confidential", simultaneously provide the Department with a separate redacted copy of its proposal, and briefly describe in writing the grounds for claiming exemption from the public records law, including the specific statutory citation for such exemption. This redacted copy is to contain the Department's solicitation title, number, and the name of the Respondent on the cover, and is to be clearly titled "Redacted Copy." The Redacted Copy should only redact those portions of material that the Respondent claims are confidential, proprietary, trade secret or otherwise not subject to disclosure.

In the event of a request for public records, pursuant to Chapter 119, Florida Statutes, the Florida Constitution, or other authority, to which documents that are marked as confidential are responsive, the Department will provide the Redacted Copy to the requestor. If a requestor asserts a right to the Confidential Information, the Department will notify the Respondent such an assertion has been made. It is the Respondent's responsibility to assert that the information in question is exempt from disclosure under Chapter 119, Florida Statutes, or other applicable law. If the Department becomes subject to a demand for discovery or disclosure of the Confidential Information of the Respondent in a legal proceeding, the Department will give the Respondent prompt notice of the demand prior to releasing the information (unless otherwise prohibited by applicable law). The Respondent shall be responsible for defending its determination that the redacted portions of its proposal are confidential, proprietary, trade secret, or otherwise not subject to disclosure.

By submitting a solicitation, the Respondent agrees to protect, defend, and indemnify the Department for any and all claims arising from or relating to the Respondent's determination that the redacted portions of its solicitation are confidential, proprietary, trade secret, or otherwise not subject to disclosure. If the Respondent fails to submit a redacted copy of information it claims is confidential, the Department is authorized to produce the entire documents, data, or records submitted to the Department in answer to a public records request for these records.

3.8 Competitive Pricing

Pricing offered to the State of Florida for this solicitation shall be the best price available to the State and shall be comparable to or better than the best available pricing offered by the Respondent to similarly situated government entities. Other states similar in size and buying power to the State of Florida are California, New York and Texas.

3.9 Verification of Information

The Department reserves the right to contact any of the entities listed by the Respondent to verify the validity of the information provided. Any information found to be invalid may be grounds for the Respondent being rejected as non-responsive or for a resulting Contract to be terminated.

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Section 4 Respondent Submission

This section outlines information to be included in the Respondent's proposal. Respondents shall answer all mandatory requirements/qualification questions and are to submit all documentation requested as part of this section, in accordance with the instructions presented for each subsection.

Respondents that fail to submit all required information in MFMP Sourcing may be deemed non-responsive. Respondents are responsible for submitting their proposals in MFMP Sourcing by the date and time specified in the Timeline of Events. The Department will not consider late proposals.

Mass produced general information/promotional material about the Respondent that is prepared/printed for general distribution is not permitted. The emphasis of each Respondent's proposal shall be on completeness and clarity of content, prepared simply and economically, providing a straightforward, concise delineation of the Respondent's capabilities to satisfy the requirements of this solicitation.

By submitting a proposal to this solicitation the Respondent agrees to and waives any objections to requirements contained in the solicitation. By submitting a proposal the Respondent certifies that it agrees to and satisfies all criteria specified in this solicitation.

4.1 Mandatory Requirements/Qualification Questions

Respondents shall submit a Yes/No response to the following Mandatory Requirements/Qualification Questions within MFMP Sourcing. A Respondent must meet the requirements identified and certify their compliance with the requirements through the following questions in order to be considered responsive and responsible.

RESPONDENTS THAT ANSWER "NO" TO ANY OF THE MANDATORY REQUIREMENTS/QUALIFICATION QUESTIONS MAY BE DEEMED NON-RESPONSIVE.

Mandatory Requirements/Qualification Questions	
Question 1	Does the Respondent certify that it has an active registration with the Florida Department of State, Division of Corporations? http://sunbiz.org/ .
Question 2	Does the Respondent certify that it is not on the Discriminatory Vendor List or Convicted Vendor List , as defined in sections 7 and 8 of the PUR 1001 ?
Question 3	Does the Respondent certify that it is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List pursuant to section 215.473 , Florida Statutes?
Question 4	Does the Respondent certify that it is not on the Suspended Vendor list ?

Question 5	Does the Respondent certify that it has read the entire solicitation document and agrees to all Terms and Conditions and has thoroughly reviewed their proposal and supporting documentation for accuracy and completeness?
Question 6	Does the Respondent certify that it has current Commercial General Liability and Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance coverage as specified in Attachment P, General Contract Conditions, section 7.2 and 7.3?
Question 7	Does the Respondent certify compliance with Section 9, Vendor's Representation and Authorization of the PUR 1001 ?
Question 8	Is the Respondent current on all transaction fees and does the Respondent agree to comply with the Transaction Fees Section of Attachment P, General Contract Conditions?
Question 9	Does the Respondent certify that it shall, if awarded, submit to the Department, as requested or at least annually, a completed, signed Preferred Pricing Affidavit and PUR 7064-Savings/Reductions Forms as required in this solicitation?
Question 10	Does the Respondent certify that it shall, if awarded, submit quarterly to the Department a Quarterly Contract Sales report, as required in this solicitation?

All vendors must register and complete an electronic Florida Substitute Form W-9. The Internal Revenue Service (IRS) receives and validates the information vendors provide on the Florida Substitute Form W-9. For instructions on how to complete the Florida Substitute Form W-9, please visit: [W-9 Form Instructions](#).

4.2 Contents of Proposal

Respondents are to submit their proposal in the following format and organized with all information indicated in each section as listed below.

Respondents are to complete and submit all required documentation for each section or the Respondent may be deemed non-responsive.

The following four parts are to be submitted through MFMP Sourcing:

4.2.1 Respondent's Company Information

4.2.1.1 Executive Summary

Submit a brief executive summary of the proposal.

4.2.1.2 Respondent Information Form (Attachment B)

Submit one completed Respondent Information Form.

4.2.1.3 Responsible Vendor Review Form (Attachment C)

Submit one completed and notarized Responsible Vendor Review Form.

4.2.2 Qualifications (Attachment J)

- 4.2.2.1 Organization, Customer Service and General Background**
Please describe and include information on your organization's size, recent sales history, and list which manufacturers have authorized your organization as a dealer/distributor. Identify key management personnel and any individuals to be assigned to this contract. Please describe your organization's customer service philosophy and complaint resolution process.
- 4.2.2.2 History and Experience:** How many years of experience in the medical and/or dental supply manufacturer or distribution industry (nationally and/or in Florida)? Please describe volume of sales and services provided and number of years servicing governmental entities.
- 4.2.2.3 Capabilities:** Can your organization provide quality medical, dental or both supplies statewide? Please explain. Does your organization offer free or low cost local deliveries? Please explain. Does your organization offer free inside delivery? Please explain. Please describe your organization's capabilities to respond quickly to a disaster/emergency? Please describe your Vendor Managed Inventory capabilities.

4.2.3 References/Financial Status

4.2.3.1 References (Attachment D)

The Vendor shall submit three (3) completed Reference forms. The References will be reviewed by the Procurement Officer.

4.2.3.2 Financial Status

The Department requires submission of the Respondent's Supplier Qualified Report (SQR) prepared by Dun & Bradstreet (D&B). The SQR is a standard report detailing financial and operational capability. The SQR will be reviewed by the Procurement Officer.

The Respondent shall request the SQR report from D&B at:

<https://supplierportal.dnb.com/webapp/wcs/stores/servlet/SupplierPortal?storeId=11696>

1. Respondents who have an existing D&B account will need to click the "find your company" link of the left side of the page.
2. Enter the Respondent's Duns Number, if the Respondent does not know the company's Duns number, the Respondent may use the search feature to find it.
3. Confirm Registration.
4. Enter payment method and information and complete registration. The cost of the preparation of the D&B report shall be the responsibility of the Respondent.

5. Respondents who do not have an existing D&B account can click on the following link to register:
<https://www.dandb.com/product/companyupdate/companyupdateLogin?execution=e1s1>

Once the process is complete, an electronic copy of the SQR report shall be submitted as part of the Respondent's response within the MFMP Sourcing Tool. The Respondent is required to keep a copy of the submitted report and submit a copy as part of the response to this RFP. Since the SQR report shall be a part of the Respondent's response, Respondents are advised to allow sufficient time before the proposal due date for D&B processing. Respondents should allow a minimum of 10 business days for D&B to process the report.

If a D&B SQR report cannot be generated by D&B, the submission will receive zero (0) (Highest Risk Rating) points for financial status. The Department may request additional financial information from Respondents including, but not limited to: Profit/loss statements, balance sheets, and other corporate financial documents and/or reports.

4.2.4 Price Sheets (Attachments H.1 and H.2)

Respondents shall download Attachments H.1 Medical Price Sheet and/or H.2 Dental Price Sheet, complete in its entirety and upload in Excel within the MFMP Sourcing Tool. Respondents shall submit initial and renewal term pricing. The price sheets are separated by Groups under Categories. Respondent's seeking an award must provide discounts for all Groups listed on the medical or dental price sheets, or both, in order to be deemed responsive.

The light yellow cells on the price sheets are where the Respondent enters the Respondent Name and the MSRP Discount. All discounts must be a whole percentage with no decimal place (%; e.g., 15%). Negative percentages or ranges shall not be accepted.

4.3 Supporting Documents

The Respondent shall submit the following Supporting Documents with their Proposal, as noted:

4.3.1 Respondent's Proposed Catalog

Respondents are required to submit with their response an electronic copy of their complete product list that they intend to provide state agencies and other eligible users under the awarded contract. This product list will not be used in the evaluation of the Respondents' proposal. If the item is a generic item (e.g., private label), then the Respondent is considered the product manufacturer and their established, reasonable MSRP shall be listed. Respondent's submitting a proposal for medical and dental should submit an Excel workbook for each proposed catalog. If submitting both catalogs, the Respondent should upload in MFMP Sourcing as a zip file. At a minimum Respondents should include the following fields in the submitted report:

- Groups as outlined in this RFP
- UNSPSC(s)
- Product Description
- UPC
- Item Manufacturer
- Item Manufacturer Number
- Unit of Measure
- MSRP
- Discount off MSRP
- Final Sell Price

4.3.2 Current Department of State Registration Form

The Respondent shall submit a current copy of the Respondent's registration with the Florida Department of State, which authorizes the company to do business in the State of Florida (<http://www.sunbiz.org>).

4.3.3 Current Liability Insurance

The Respondent shall submit a current copy of the Respondents Commercial General Liability and Professional/Technical, Errors and Omissions, and/or Miscellaneous Liability Insurance coverage with the State of Florida, declarations page(s) only. Please refer to Attachment P, General Contract Conditions, sections 7.2 and 7.3 for more information.

4.3.4 Out of State Preference Letter from Attorney (if applicable)

Any Respondent who states that its "principal place of business" is outside of this state shall submit with its response a written opinion of an attorney at law, licensed to practice law in that foreign state, that contains information explaining the preferences, any or none, granted by the law of that state to its own business entities whose principal place(s) of business are in that foreign state in the letting of any or all public contracts. For the purpose of this RFP, "principal place of business" means the state in which the Respondent's high level officers direct, control, and coordinate the Respondent's activities.

4.3.5 Vendor Certification Regarding Scrutinized Companies List (Attachment E)

The Respondent must download and complete the Vendor Certification Regarding Scrutinized Companies List.

4.3.6 Certification of Drug-Free Workplace (Attachment G)

The Respondent must download and complete the Certification of Drug-Free Workplace Form.

4.3.7 MSRP Certification (Attachment F)

The Respondent must download and have a manufacturer's representative complete the MSRP Certification for each Manufacturer.

Failure to provide accurate and compliant Supporting Documents with the Response may result in the Respondent being deemed non-responsive.

4.4 Uploading Documentation

Respondents must upload an electronic copy of all required documentation in MFMP Sourcing.

The following conditions apply:

In the case where the Department provides an attachment that is able to be filled in, Respondents are to download the attachment, complete it, and submit as requested.

1. **Please note:** For attachments in pdf form, they can be edited by selecting View, Tools then fill and sign option.



2. In the case of original or signed documentation, Respondents may attach scanned copies of original documents.
3. In the case where multiple original or signed items are requested as part of a single requirement, please combine multiple scanned items into a single PDF attachment. Each link in MFMP will only accept a single attachment.
4. MFMP accepts files up to 20 megabytes (MB) in size.

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Section 5 Evaluation Methodology

This section describes the methodology that the Department will use to evaluate the Respondent's proposal.

Responses that do not meet all requirements of the solicitation or fail to provide all required information, documents, or materials may be rejected as non-responsive. If a Respondent's proposal, past performance, or current status does not reflect the capability, integrity, or reliability to fully and in good faith perform the requirements of a Contract, the Respondent may be rejected as non-responsive. The Department reserves the right to determine which Proposals meet the requirements, specifications, terms, and conditions of the solicitation, and which Respondents are responsive and responsible.

5.1 Vendor Responsiveness Determination

The Procurement Officer will examine the Respondent's answers to the Mandatory Requirements/Qualification Questions and the Respondent's other required documentation, to determine if the Respondent is deemed Responsive. Respondents that fail to provide all required documentation, completed price sheets, or mandatory requirements/qualification questions may be rejected as non-responsive.

5.2 Vendor Responsibility Determination

The Procurement Officer will review and determine if a Respondent is a Responsible Vendor by using Attachment C, Responsible Vendor Review Form.

5.3 Vendor Proposal Evaluation

The Department shall evaluate responsive proposals against all evaluation criteria set forth in the solicitation. The Department intends to award contracts to responsive and responsible Respondent(s) that the Department determines most advantageous to the state for medical and dental supplies. The Department reserves the right to reject any and all proposals, if the Department determines such action is in the best interest of the state.

Responses will be scored on a scale as outlined below using the following criteria:

Criterion	Possible Points
Qualifications (1-3 Attachment J)	290
References	5
Financial	5
Price	300
Total Possible Points	600

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The evaluators will independently evaluate qualifications and their points will be averaged to obtain the Respondent's total points for qualifications. Each Category (Medical and Dental Supplies) will be evaluated separately, however the points for qualifications, references and financial will be used for each Category.

5.3.1 Qualifications: Total Possible Points 290

Measuring the Respondent's organization, customer service, general background, history, experience and capability to fulfill the Section 6, Scope of Work of the solicitation. Respondents shall submit Attachment J and refer to sections 4.2.1 and 4.2.2.

- 1 - Organization, Customer Service and General Background (Total points=100)
- 2 - History and Experience (Total points =90)
- 3 - Capabilities (Total points =100)

5.3.2 References: Total Possible Points 5

Respondent must provide three (3) completed Reference forms (Attachment D). The references submitted may be validated during the evaluation of proposals.

Points for References will be given as follows:

Rating	Criteria	Points
Excellent ★★★★	All of the Vendor's References total 10-12 stars	5
Average ★★★	All of the Vendor's References total 7-9 stars	3
Below Average ★★	All of the Vendor's References total 4-6 stars	1
Poor ★	All of the Vendor's References total 3 stars	0

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5.3.1 Financial Section - Supplier Qualifier Report: Total Possible Points 5

The Department will use the following rating scale when evaluating the financial viability of the Respondent:

Dun and Bradstreet Rating	Points
8 – 9 =	1
7 – 6 =	2
4 – 5 =	3
2 – 3 =	4
1 =	5

If the Respondent does not provide a D&B SQR report, or if one cannot be generated by D&B, the submission will receive zero (0) points for financial status. Failure to submit a SQR report will result in zero points for financial status.

5.3.2 Price: Total Possible Points 300

Respondents' are awarded total calculated points per Category (Attachment H.1 Medical Supplies and/or Attachment H.2 Dental Supplies) based on the sum of calculated points received for each Group for the initial and renewal terms.

The weight will be multiplied by the Respondent's discount off MSRP to calculate the term points per Group. The term points per Group will be summed together to obtain the initial and renewal term points. The initial and renewal term points are then added together to determine the Respondent's total calculated points per Category. Respondents will be awarded the total calculated points based on the following for each Category:

Weight X Discount % = Term Points per Group

Sum of all Term Points per Group = Term Points

Initial Term Points + Renewal Term Points = Total Calculated Points

5.4 Basis of Award

The Department reserves the right to award up to four (4) contracts for each Category (Medical Supplies or Dental Supplies) for statewide coverage to the responsible and responsive vendor(s) whose proposal is determined in writing to be the most advantageous to the state, taking into consideration the price and other criteria set forth in the solicitation.

The Department reserves the right to award to one or multiple responsive and responsible Respondents or to make no award, as determined to be in the best interest of the State.

The Department reserves the right to reject any and all proposals, if the Department determines such action is in the best interest of the State.

5.5 Disqualification

Proposals that do not conform in all material respects to the requirements, specifications, terms, and conditions of the solicitation may be rejected as non-responsive. The Department reserves the right to determine which Respondents are responsive and responsible.

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Section 6

Scope of Work

6.1 Purpose

The Department of Management Services, Division of State Purchasing invites competent, experienced and professional Medical and Dental Supply manufacturers and/or distributors to submit proposals in accordance with the solicitation documents. The Department's goal is to provide customers with a contract that is most advantageous to the state for medical and dental supplies.

6.2 Scope

The purpose of this Request for Proposal is to establish a five (5) year state term contract for statewide delivery of Medical and Dental Supplies, with the potential for renewal in accordance with section 287.057(1)(b)3.b. Florida Statutes, and if the Department determines a renewal to be in the best interest of the State.

All products under this contract shall be new, unused and readily available. All products shall be manufactured in accordance with the United States Consumer Products Safety Commission <http://www.cpsc.gov/>. All medical electrical products are to comply with, at minimum with UL 60601-1 <http://industries.ul.com/medical-and-laboratory/medical-devices/ul-60601>. No products are to be refurbished (cleaned up, re-sharpened, re-painted, re-cased, re-calibrated, etc.) or remanufactured (the disassembly of previously sold, non-working units, salvaging working parts and manufacturing a separate unit using the salvaged parts) unless specifically requested by the Customer, in writing.

Respondents shall provide a percentage discount off MSRP for ALL items by Group for medical and/or dental supplies. These discounts are to be the minimum discount offered on all items in each Group. Customers are encouraged to request larger discounts from any Contractor.

6.3 Acceptable Publications

The Customer may request and the Contractor shall provide, within three (3) business days of any request, acceptable and supporting information or documentation relative to its product. Acceptable and supporting information or documentation includes, but is not limited to:

1. MSRP List. The MSRP and MSRP List may not be custom or solely developed, created, maintained, altered, revised, changed, or utilized for purposes of the solicitation and resulting contract (reference 1.3.6, MSRP)
2. Manufacturer's Standard Warranties;
3. The Manufacturer's official websites.

During the term of the Contract, the Contractor shall supply printed sales literature and technical information to Customers upon request, unless the literature and information requested is available on the Contractor's or Manufacturer's website. If the literature and information is available on the Contractor's website, the Contractor shall direct the requesting Customer to its specific website location.

6.4 Product Version

Purchase orders shall be deemed to reference a manufacturer's most recent released model or version of the product at the time of the order, unless the Customer specifically requests in

writing an earlier model or version and the Contractor is willing to provide such model or version.

6.5 Packaging

Tangible product shall be securely and properly packed for shipment, storage, and stocking in appropriate, clearly labeled, shipping containers and according to accepted commercial practice, without extra charge for packing materials, cases, or other types of containers. All containers and packaging shall become and remain the Customer's property.

6.6 Transportation and Delivery

Contractors are to advise Customers upon receipt of order of any applicable hazardous materials and items (HAZMAT) shipping requirements and associated costs. The Customer has the option to negotiate the associated costs or remove the item from the order. All products shall be packed to ensure safe delivery to destination at the lowest possible rates.

6.7 Installation

Where installation is required, the Contractor shall inform the Customer upon receipt of order of additional charges for installation and be responsible for placing and installing the product in the required locations at no additional charge. All materials used in the installation shall be of good quality and shall be free of defects that would diminish the appearance of the product or render it structurally or operationally unsound. Installation includes the furnishing of any equipment, rigging, and materials required to install or replace the product in the proper location. The Contractor shall protect the site from damage and shall repair damages or injury caused during installation by the Contractor or its employees or agents. If any alteration, dismantling, excavation, etc., is required to achieve installation, the Contractor shall promptly restore the structure or site to its original condition. The Contractor shall perform installation work so as to cause the least inconvenience and interference with Customers and with proper consideration of others on site. Upon completion of the installation, the location and surrounding area of work shall be left clean and in a neat and unobstructed condition, with everything in satisfactory repair and order.

6.8 Warranty

The Manufacturer's standard warranty shall cover all products and contractual services of the Contract. The Manufacturer's standard warranty is required to provide coverage against defective material, workmanship, and failure to perform in accordance with the specifications and required performance criteria. The Manufacturer's standard warranty coverage shall be identical to or exceed the most inclusive of those normally provided for the products and contractual services specified herein that are sold to any state or local governments.

6.9 Recall(s)

In the event there is a recall of any of the products, any of its components or any parts, the Contractor shall provide reasonable assistance to the Department in developing a recall strategy and shall cooperate with the Department and the Buyers in monitoring the recall operation and in preparing such reports as may be required. Each Contractor shall, at the request of the Department or any Buyer give the Department and each Buyer all reasonable assistance in locating and recovering any equipment or Recalled Equipment that are not in accordance with the requirements of the Contract. Each Contractor shall immediately notify and provide copies to the Department of any communications, whether relating to recalls or otherwise, with any Buyer. The Contractor, at its own cost, shall ensure defective Recalled

Equipment are rectified, replaced or destroyed in compliance with all applicable laws, rules or regulations and the Department's reasonable instructions.

6.10 Price Adjustments

Price increases will be permitted once during the initial five (5) year term of this contract and once during any renewal period. Price decreases are permissible at any time during the contract term. The Department reserves the right to require a decrease based on industry pricing indicators. Both increases and decreases must be based on the Producer Pricing Index (PPI) and Consumer Pricing Index (CPI). Contractors may request a price increase at renewal, if any (see Section 1.2). Price increase requests must be based on the PPI or CPI tables by industry including Indexes and Annual Percent Changes, [PPI Data](#) and may not exceed 4 percent. All price increase requests must be in writing and substantiated by a copy of the appropriate (meaning specific to that Contractor's commodity code) PPI index reports.

No requests for Price Adjustments will be accepted by the Department within ninety (90) calendar days of Contract expiration, during both the initial and any renewal term of the Contract.

The table below outlines group industry codes for PPI:

Dental	
Industry Code	Industry
3391143391141	Dental equipment and supplies manufacturing

Medical	
Industry Code	Industry
33911-33911	Medical equipment & supplies manufacturing

6.11 Reporting

Attachment M, Quarterly Sales Report must be submitted each quarter to the contract manager. Additional changes may be requested and implemented by the DMS Contract Manager after award and during the life of the Contract.

The following data must be reported to the Contract Manager on an annual basis or as requested in an Excel spreadsheet as outlined below:

- Name of Customer or other entity purchasing by or through this Contract
- Groups as outlined in this RFP
- Product Description
- UPC
- Manufacturer Name
- Product Manufacturer Number
- Unit of Measure
- Quantity Shipped
- Date Shipped

- MSRP
- Discount off MSRP
- Final Sell Price
- Invoice Price
- P-Card Purchases (indicates if transaction was paid for using a P-Card).

Failure to provide quarterly sales reports, within thirty (30) calendar days following the end of each quarter (January, April, July, and October) may result in the Contractor being found in default and may cause termination of the contract. Quarterly submissions of the Quarterly Sales Form shall be the responsibility of the Contractor without prompting or notification by the Contract Manager. The Contractor shall submit the completed reports and send by email to the Contract Manager.

6.12 Contract Transition

Upon Contract expiration or termination, the Contractor shall ensure a seamless transfer of contract responsibilities with any subsequent Contractor necessary to transition the products and services of this Contract. The incumbent Contractor and subsequent Contractor assume any and all expenses related to the contract transition. The Contractor shall develop a detailed written transition plan. The transition plan must be prior approved by the Department.

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Section 7

Attachments

Attachment A – Timeline of Events
Attachment B – Respondent Information Form
Attachment C – Responsible Vendor Review Form
Attachment D – Reference Form
Attachment E – Scrutinized Companies Form
Attachment F – Manufacturer Suggested Retail Price (MSRP) Certification Form
Attachment G - Certification of Drug-Free Workplace Form
Attachment H.1- Medical Supplies Price Sheet
Attachment H.2- Dental Supplies Price Sheet
Attachment I – Ordering Instructions Form
Attachment J – Qualifications Evaluation Criteria
Attachment K – PUR7064-Savings/Price Reductions Form
Attachment L – Solicitation Checklist
Attachment M – Quarterly Sales Report
Attachment N - Preferred Price Affidavit
Attachment O – Draft Contract
Attachment P – General Contract Conditions
Attachment Q – Special Contract Conditions